**Academic Conduct**

**Report and Decision Form**

*Use this form if you're assigning or recommending a punitive outcome for Tier 2 or Tier 3 academic misconduct. For full definitions and examples, see* [***Academic Conduct Policy E-1.29***](https://cnc.bc.ca/about/policies/policy/academic-conduct)*.*

***Do not use this form if you're assigning educative outcomes*** *such as coaching or citation support.*

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| --- | --- | --- | --- | --- |
| **SECTION A: To be completed by the Instructor** | | | | |
| **1. Student Information** | | | | |
| Student Name: | | | Student No.: | |
| Student Email: | | | | |
| **2. Instructor and Course Information** | | | | |
| Instructor Name: | | | | |
| Course and Section (*i.e. COM-222-101*): | | | | Term: |
| School:  University Transfer, Access and Business  Health Sciences and Human Services  Technologies, Applied Arts and Trades | | | | |
| **3. Incident Details** | | | | |
| Date and time of misconduct   * Occurrence: * Discovery: | | | | |
| Location of incident: | | | | |
| Academic work involved (i.e. midterm, final exam, essay, unit test, etc.): | | | | |
| Weight of the work towards final grade (%): | | | | |
| **4. Type of Misconduct** | | | | |
| **Tier 2** | Repeated Tier 1 misconduct  Plagiarism or self-plagiarism  Unauthorized aids  Copying from another student  Submitting same work as another student  Using someone else's or AI-generated work  Repeated plagiarism  Other: | | | |
| **Tier 3** | Repeated Tier 2 misconduct  Enabling/organizing group cheating  Posting course content online  Falsified research data  Harm to CNC’s reputation  Undermining academic standards  Other: | | | |
| **5. Incident description** | | | | |
| ***Please include clear, factual details about the incident.*** *Do not name other students (to protect privacy) and avoid personal opinions or unrelated information. You may attach any relevant documents or materials related to the misconduct when submitting this form.* | | | | |
|  | | | | |
| **6. Meeting with the Student** | | | | |
| *In cases of suspected Tier 2 or 3 Misconduct, instructors are expected to meet with the student to discuss the concern and provide an opportunity for the student to respond before making a final decision.* | | | | |
| Date of Meeting or Last Contact with Student: | | | | |
| Meeting Format**:**  In-person  Teams  Phone | | | | |
| Summary of Discussion: | | | | |
| If a meeting **did not** occur, explain why (e.g., no response, declined meeting). If applicable, attach supporting documentation: | | | | |
| **7. Instructor Decision** | | | | |
| *Select the punitive outcomes you assigned the student below.* | | | | |
| Partial grade reduction   * Grade reduction due to academic misconduct (%): ## * Resulting grade on the academic work involved (%): ##   Grade of zero | | | | |
| Rationale for Grade Reduction Decision: | | | | |
| **8. Recommendations for Additional Punitive Outcomes (Optional)** | | | | |
| *You may recommend additional punitive outcomes if appropriate (please select from the table below). Provide a clear rationale for any additional recommendations.* | | | | |
| **Outcomes requiring approval** | | | | |
| Requires Associate Dean Approval: | | Letter of reprimand (formal letter outlining the breach)  Learning contract (formal disciplinary status with outlined expectations and monitoring period) | | |
| Requires Dean Approval: | | Involuntary withdrawal from course (results in ‘Fail’ or 'Unsuccessful’ grade)  Involuntary withdrawal from program (results in ‘Fail’ or 'Unsuccessful’ grade in the affected course and may include ‘WD’ or ‘Fail/Unsuccessful’ in other registered courses) | | |
| Requires President Approval: | | Suspension from the College (Includes transcript notation) | | |
| **Instructor Rationale for Recommendation** | | | | |
| *Explain why additional punitive outcomes are appropriate.* | | | | |
|  | | | | |

**Instructor Confirmation**I confirm that the information provided in Section A is accurate to the best of my knowledge.

Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: A typed signature is acceptable if the form is submitted directly from the instructor’s CNC email address.*

**When Section A is complete:**Attach any relevant documents.

Email the form to the appropriate school office:

* *University Transfer, Access and Business* – [UTAB@cnc.bc.ca](mailto:UTAB@cnc.bc.ca?subject=Academic%20Misconduct%20Report%20Form%20)
* *Health Sciences and Human Services* – [HS2@cnc.bc.ca](mailto:HS2@cnc.bc.ca?subject=Academic%20Misconduct%20Report%20Form%20)
* *Technologies, Applied Arts and Trades* – [STAAT@cnc.bc.ca](mailto:STAAT@cnc.bc.ca?subject=Academic%20Misconduct%20Report%20Form%20)

The school office will forward the form to the Associate Dean (or designate) for review and completion of Section B.

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| |  |  | | --- | --- | | **SECTION B: To be completed by the Associate Dean (or designate)** | | | **This section is to be completed by the Associate Dean (or designate) upon review of the instructor’s section of the form and the student’s academic misconduct history (if any).** | | | **9. Prior Incidents of Academic Misconduct** | | | Review student’s academic misconduct history (if any) in Perceptive Content. Confirm whether this is the student’s:  First  Second  Third or subsequent incident of academic misconduct | | | **10. Associate Dean Decisions (Select one)** | **Next Steps** | | Accept instructor’s punitive outcomes as-is | * Follow the form processing instructions below * The **instructor** notifies the student | | Assign additional punitive outcomes  Letter of reprimand (formal letter outlining the breach)  Learning contract (formal disciplinary status with outlined expectations and monitoring period) | * Follow the form processing instructions below * The **Associate Dean** notifies the student of the additional punitive outcomes | | **11. Associate Dean Recommendations (Optional)** | **Next Steps** | | Recommend the following outcomes that may be assigned by the Dean:  Involuntary withdrawal from course (results in ‘Fail’ or 'Unsuccessful’ grade)  Involuntary withdrawal from program (results in ‘Fail’ or 'Unsuccessful’ grade in the affected course and may include ‘WD’ or ‘Fail/Unsuccessful’ in other registered courses) | * Submit the form to the Dean for review and further decision(s) | | Recommend the following outcomes that may be assigned by the President:  Suspension from the College (Includes transcript notation) | * Submit the form to the Dean for review and further decision(s) | | Associate Dean Rationale for Recommendation (explain why additional punitive outcomes are appropriate): | | |

**If additional punitive outcomes are recommended and require higher-level review, email the form and any supporting documents to the Dean for decision and/or escalation to the VPA and President, as appropriate.**

**Form Processing Instructions:**

Once the final decision on punitive outcomes is made:

1. The final decision maker (Associate Dean, Dean, or President, depending on the case) will email the completed form to:

* The instructor
* The Office of the Registrar (registrar@cnc.bc.ca)
* The appropriate school office:
* *University Transfer, Access and Business* – [UTAB@cnc.bc.ca](mailto:UTAB@cnc.bc.ca?subject=Academic%20Misconduct%20Report%20Form%20)
* *Health Sciences and Human Services* – [HS2@cnc.bc.ca](mailto:HS2@cnc.bc.ca?subject=Academic%20Misconduct%20Report%20Form%20)
* *Technologies, Applied Arts and Trades* – [STAAT@cnc.bc.ca](mailto:STAAT@cnc.bc.ca?subject=Academic%20Misconduct%20Report%20Form%20)

1. The final decision maker will notify the student of the punitive outcomes.