

To be completed by the person who suspects an incident of academic misconduct has occurred. See the related Academic Conduct policy E-1.29 and procedures document available on the CNC Policy Webpage.

1. Student Information

Student Name: _____ Program (if applicable): _____
 Student Number: _____ Course: _____
 Student email: _____ Instructor: _____

2. Incident Details

Work involved (i.e. midterm, final exam, unit test, etc.): _____
 Date: _____ Time: _____
 Location of Incident (please be specific): _____

Alleged Misconduct Type (indicate with "x" those that apply):

<input type="checkbox"/>	Cheating	<input type="checkbox"/>	Preventing access to information or material
<input type="checkbox"/>	Plagiarism	<input type="checkbox"/>	Facilitating academic dishonesty
<input type="checkbox"/>	Fabrication	<input type="checkbox"/>	Resubmission of marked work
<input type="checkbox"/>	Other (please describe):		

Specifics of the incident and actions taken at the time of the alleged misconduct: _____

3. Supporting Documentation and Investigation

Describe and attach any supporting documentation or evidence of misconduct (e.g. plagiarism examples). During the investigation stage, capture detailed notes of your findings below. Use additional pages if required. If you are the instructor responsible for the course, continue to the next step. If you are an employee of the college (i.e. Testing and Tutoring Services staff person), contact the instructor and provide the details and supporting documentation of the alleged misconduct to the instructor who will follow up.

4. Prior Incidents of Academic Misconduct

Contact the Office of the Registrar at registrarsoffice@cnc.bc.ca to determine if this offence is the student's:

- First Second Third or subsequent

5. Preliminary Meeting/Discussion with Student

Within five (5) business days of the alleged incident being discovered, the instructor is required to contact the student to discuss the incident. The instructor can share evidence of misconduct and any information collected during the investigation stage.

Date of preliminary meeting/discussion: _____

If it is determined to the instructor's satisfaction that no misconduct took place, no record of the incident is required and the process concludes.

If corrective consequences are being imposed by the instructor, the instructor will inform the student of the consequences, and help the student to understand why their behaviour warrants the consequence. No record of the incident is required by the Office of the Registrar.

If the instructor believes an offence has occurred that warrants a sanction, the instructor will retain a record of the incident and complete remainder of this form. Refer to the Academic Conduct policy #E-1.29 and associated procedures for more information on applying sanctions for academic misconduct offences.

Describe the sanction being imposed/recommended for the offence:

6. Acknowledgement of Receipt

- I have reviewed the details of this report and the related Policy and Procedures and acknowledge receipt of **a copy of this report** along with information regarding the Appeal Procedures should I wish to appeal this decision.

Student Name

Signature

Date

Instructor Name

Signature

Date

7. Sanction Documentation and Escalation

Forward this form and supporting documents/evidence to the Office of the Registrar. If a Level 1 or 2 sanction is being imposed (grade of zero in the work or a failing grade in the course), the documentation will be saved to the student's permanent file.

Please refer to the Academic Conduct policy's associated procedures for student notification instructions and timelines.

If the sanction being recommended is a Level 3 or 4 (suspension from a course, program, or the college), forward this form and supporting documents to the Dean or designate responsible for the course/program who may bring the issue forward to the CNC Executive Offices for review and decision.