**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 Misconduct Occurred: |
| Work Involved (i.e. midterm, final exam, essay, unit test, etc.): |
| Weight of the Work Towards Final Grade (%): |
| Location of Incident (please be specific): |
| Date of Misconduct Discovery: |
| **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 |
| **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 **(**Please describe: |  |
| **5. Incident description** |
| ***Please include clear, factual details about the incident.****Do not name other students (for privacy). Avoid personal opinions or unrelated information.* |
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| **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 percentage due to academic misconduct: \_\_\_\_\_\_\_%
* Resulting grade on the assignment or assessment: \_\_\_\_\_\_\_\_\_

[ ]  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.*  |
|  |

**When Section A is complete:**Email the form to the appropriate school office:

* *University Transfer, Access and Business* – UTAB@cnc.bc.ca
* *Health Sciences and Human Services* – HS2@cnc.bc.ca
* *Technologies, Applied Arts and Trades* – STAAT@cnc.bc.ca

The school office will route 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** |
| Contact the Office of the Registrar to 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 | * Submit the form to the Office of the Registrar and the instructor
* 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) | * Submit the form to the Office of the Registrar and the instructor
* Associate Dean notifies the student
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| **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 decision
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| [ ]  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 decision
 |
| Associate Dean Rationale for Recommendation (explain why additional punitive outcomes are appropriate):  |

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

Once the final decision on punitive outcomes is made:

1. The Associate Dean (or other final decision maker) will email the completed form to:
* The instructor
* The Office of the Registrar (registrarsoffice@cnc.bc.ca)
* The appropriate school office:
	+ University Transfer, Access and Business – UTAB@cnc.bc.ca
	+ Health Sciences and Human Services – HS2@cnc.bc.ca
	+ Technologies, Applied Arts and Trades – STAAT@cnc.bc.ca
1. The final decision maker (instructor, Associate Dean, Dean, or President, depending on the case) will notify the student of the punitive outcomes.