**APPENDIX B: Academic Integrity Violation FORM**

This form and the following procedure are to be used by faculty to report a breach of the Academic Integrity Policy.

1. If a student is determined to have violated the Academic Integrity Policy faculty will begin by completing Parts (A) and (B).
2. To complete part (C) the faculty will confirm if the student has had prior Academic Integrity Policy violations.
3. The faculty will decide on Academic Integrity type and complete part (D)
4. The faculty will then contact the student via: email to request a meeting to review the violation form and discuss sanction(s). Part (E) will be completed during this meeting.
5. If the student declines to meet with the faculty, the form will be completed by the faculty without input from the student.
6. A copy of the completed form will be sent electronically to the student and to the Registrar’s Office.

**PART A – Student Information**

|  |  |
| --- | --- |
| **Name**Click here to enter text. | **Student ID Number**Click here to enter text. |
| **Phone Number**Click here to enter text. | **Email Address**Click here to enter text. |

**PART B – Program and Course Information**

Please complete the chart below with the program and/or course information that is relevant to the Academic Integrity Policy violation.

|  |  |
| --- | --- |
| **Course (include course code and name)**Click here to enter text. | **Section**Click here to enter text. |
| **Faculty** Click here to enter text. |
| **Program**Click here to enter text. | **Program Coordinator’s Name**Click here to enter text. |
| **Date of Violation**Click here to enter text. | **Date of Meeting with Student**Click here to enter text. |

Please describe the nature of the violation in the box below. Include information about the type of assessment, the value of the assessment, and details of the incident.

|  |
| --- |
| Click here to enter text. |

**PART C – Previous Violations**

Please complete the chart below with information related to any prior violations of the Fleming College Academic Integrity Policy. Prior violations can be confirmed via: the Evolve Administrative Systems Student Centre. If additional information is required please contact the Records Department.

|  |  |
| --- | --- |
| **Previous Violations of Academic Integrity**[ ]  Yes [x]  No | **Date of Previous Violation:**Click here to enter text. |
| **Type of Previous Violation:**[ ]  Type 1 [ ]  Type 3 [ ]  Type 2 [ ]  Type 4 | **Sanction:**Click here to enter text. |

**PART D - Type of Violation and Sanction(s):**

Please place a checkmark beside the type of violation being reported and sanctions imposed.

[ ]  **Type 1**

 Mandatory Sanction(s)

[ ]  Follow-up meeting with Faculty member by date: Click here to enter text.

[ ]  Completion (or re-completion) of an [Academic Integrity Education](http://flemingcollege.ca.libguides.com/c.php?g=352049&p=2374350) module by date: Click here to enter text.

 Optional Sanction(s)

 [ ]  Meet with counsellor by date: Click here to enter text.

[ ]  Original Assessment piece receives a grade of “0”:

[ ]  Resubmission of the original assessment piece.

[ ]  Submission of a new assessment piece. Click here to enter text.

[ ]  **Type 2**

 Mandatory Sanction(s)

[ ]  Mark of “0” on the assignment

[ ]  Follow-up meeting with Faculty member by date: Click here to enter text.

[ ]  Completion (or re-completion) of an [Academic Integrity Education](http://flemingcollege.ca.libguides.com/c.php?g=352049&p=2374350) module by date: Click here to enter text.

 Optional Sanction(s)

 [ ]  Meet with counsellor by date: Click here to enter text.

[ ]  **Type 3**

 Mandatory Sanction(s)

[ ]  Grade of “0” for the course

[ ]  Follow-up meeting with Program Coordinator by date: Click here to enter text.

[ ]  Completion (or re-completion) of an [Academic Integrity Education](file:///%5C%5Cad-br-fs-corp1%5Csdata%5Cshared%20data%5CAcademic%20Council%5CWorking%20Groups%5CAcademic%20Integrity%5CAcademic%20Integrity%20Education) module by date: Click here to enter text.

 Optional Sanction(s)

 [ ]  Meet with counsellor by date: Click here to enter text.

[ ]  **Type 4**

 Mandatory Sanction(s)

[ ]  Meeting with Faculty, Program Coordinator and Dean

[ ]  Suspension from the College for Click here to enter text. Must be a minimum of one semester

**PART E – Acknowledgements**

**Student is to initial beside the following statements:**

**\_\_\_\_** I have included a reflection on what I have learned from the situation and how I will apply this learning to my future professional career.

**\_\_\_\_** I have read the Academic Regulations, the Academic Integrity Policy and the Academic Integrity Operating Procedure document.

**PART F - Signatures, Declaration, and Authorization for Release of Information**

By signing below, I acknowledge the statements made herein to be accurate, complete and truthful, and that the faculty member may seek clarification from any persons or parties listed in this appeal.

|  |  |
| --- | --- |
| **Student Signature** | **Date**dd-mm-yyyy |

|  |  |
| --- | --- |
| **Faculty Signature** | **Date**dd-mm-yyyy |