

Student Name: \_\_\_\_\_ Student #: |\_|\_|\_| - |\_|\_|\_| - |\_|\_|\_|

Subject Code: \_\_\_\_\_ Faculty Name: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

The above named student is alleged to have committed a cheating/plagiarism offence as defined by Section 9 of Academic Policy and in the circumstances described below:

**Faculty/Invigilator description of incident:**

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**Name(s) and student number(s) of other(s) involved:**

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**Action taken by Faculty/Invigilator:**

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Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Faculty/Invigilator

<i>For Academic Honesty Committee Use Only</i>	<i>Occurrence Number:</i> 1 2 3
Action Taken by Committee: _____ _____	
Signed: _____ (Chair Academic Honesty Committee)	

## **Procedures For Reporting An Incident Of Cheating And Plagiarism**

(revised from Seneca Academic Policy Appendix E)

For definitions of cheating and plagiarism see Seneca's online Academic Policy (Appendix E) at: [http://www.senecac.on.ca/home/academic\\_policy/appe.html](http://www.senecac.on.ca/home/academic_policy/appe.html)

When cheating or plagiarism is suspected, the professor (or designate) will communicate with the student(s). If it is concluded that no occurrence of cheating or plagiarism took place, no further action is required and no record is kept.

If it is concluded that a violation of academic policy has occurred, the professor (or designate) will document the incident on an "Academic Honesty Report". It is recommended that the student be given an opportunity to respond to the allegations. The professor (or designate) may elect to fill out the "Student Response to the Academic Honesty Report" based on the student's input. This report includes:

- space for a description of the incident in the student's own words,
- a signature area where the student can confirm that they have had an opportunity to give their account of the incident (if applicable)
- a signature area where the student can acknowledge violating academic policy (if applicable)
- a description of college penalties for first, second and third offences

The report is then forwarded to the Academic Honesty Committee, along with all supporting documentation (see documentation checklist below). The Academic Honesty Committee will determine in each case whether it is necessary to hear from the faculty/invigilator and/or the student (in some cases a determination may be made from the documentation alone). The Chair will convene a meeting of the Academic Honesty Committee to review the circumstances of the incident.

### **Documentation Checklist**

- Academic Honesty Report (and Supplement to the Academic Honesty Report when used)
- Copy of the work submitted
- Copy of the assignment description or test paper
- Copy of unauthorized aids (if applicable)
- Copy of (or links to) materials used without proper references (if applicable)
- Copy of Student Honesty Declaration (if applicable)
- Copy of student transcript

The Academic Honesty Committee will provide its decision in writing to the student, with copies to the Professor, Program Co-ordinator/Student Advisor, and to the student's file. In order to track the number of offences, the offence will be recorded as a comment on the student's transcript.

### **Penalties (to be determined by the Academic Honesty Committee)**

- 1<sup>st</sup> offence results in: a grade of "0" on the assignment or examination, a comment on the student's transcript, and a letter in the student's file
- 2<sup>nd</sup> offence results in: a grade of "F" in the course, a comment on the student's transcript, a letter in the student's file, and immediate suspension from the college for a specified period of time
- 3<sup>rd</sup> offence results in: college initiated mandatory withdrawal for academic reasons