**\*Confidential\* Academic Dishonesty** 

**Chair Report**

To be completed in full by the Department/Program Chair. Copies should be sent to the **Student**, **Course Instructor**, and **Dean** at [academicintegrity@trentu.ca](mailto:academicintegrity@trentu.ca). This form will be kept on file in the Department Office and the Office of the Dean.

**Note to Student:** You may appeal the Chair’s decision within two weeks of receiving this report by outlining the grounds for the appeal in an email to the Dean at [academicintegrity@trentu.ca](mailto:academicintegrity@trentu.ca). You are encouraged to go to Trent’s [Academic Integrity website](http://www.trentu.ca/academicintegrity) for more information about your right to appeal and the University’s Academic Integrity Policy.

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| --- | --- |
| **Student Name** |  |
| **Student ID Number** |  |
| **Course Code and Title** |  |
| **Course Term** (e.g., 2018FA) |  |

| ***Case Information*** |
| --- |
| **Charge (e.g., Cheating, Plagiarism, Copying, Other – please describe)** |
|  |
| **Type of Course Work** (e.g., essay, lab report, assignment, midterm, final) |
|  |
| **Weight of Assignment** (e.g., 30% of final mark) |
|  |
| **Chair’s Decision(s).** Check appropriate box to indicate if incident is First Minor Offence or First Major Offence. Fill in the text box to indicate deduction. |
| ***First Minor Offence***   * You will receive a grade of: **Click or tap here to enter text.%** on the piece of academic work.   (The maximum grade shall be a **49%** on the piece of work. The recommended penalty is a **zero** on the piece of work.)  ***First Major Offence***   * You will receive a grade of **zero** on the piece of academic work. * You will also receive a **Click or tap here to enter text.%** deduction on the final grade for the course. (A 100% deduction is a **zero** in the course.) * The notation of **‘Academic Dishonesty’** will appear on your transcript. |
| **Description of Incident and Reasons For Decision** (complete box below) |
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| --- | --- |
| **Course Instructor’s Name** |  |
| **Department** |  |
| **Completed by** (Chair) |  |
| **Date** |  |

Copy 1: Student

Copy 2: Instructor

Copy 3: Dean at [academicintegrity@trentu.ca](mailto:academicintegrity@trentu.ca)

Copy 4: Department Office

Last updated 2013-05-01