**\*Confidential\* Academic Dishonesty** 

**Instructor Report**

To be completed in full by the Course Instructor, and submitted to the **Department Chair** with copies to the **Student** and the **Dean** at [academicintegrity@trentu.ca](mailto:academicintegrity@trentu.ca)

**Note to Student:** Should you wish to add to or clarify the information in the report, you may send written comments within seven days of receiving this report to the Chair of the Academic Department noted below. You are encouraged to go to Trent’s [Academic Integrity website](http://www.trentu.ca/academicintegrity) for more information about the University’s Academic Integrity Policy.

| **To** (Chair’s Name) |  |
| --- | --- |
| **Submitted by** (Instructor’s Name) |  |
| **Department** |  |
| **Date** |  |
| **Student Name** |  |
| **Student ID Number** |  |
| **Course Code and Title** |  |
| **Course Year, Term** (FA/WI/SU) **and Location** (Ptbo/Durham/Web) |  |

| ***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) |
|  |
| **Date Met With Student** |
|  |
| **Relevant Facts & Evidence** (Chronological account works well) |
|  |
| **Student’s Version of Events** |
|  |
| **In My View the Offence is** (select either Minor or Major): |
| ***Minor***  Recommended grade on the piece of work: **Click or tap here to enter text.%**  (Minimum penalty: grade of 49% / recommended penalty: grade of 0%)  ***Major*** |
| ***Copies of All Supporting Documentation Attached*** |

Copy 1: Chair (with attachments)

Copy 2: Student (with attachments)

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

Last updated 2013-05-01