

BREACH OF ACADEMIC INTEGRITY FORM

Pursuant to Sheridan's Academic Integrity Policy and Procedure, this form must be completed by Faculty when a breach of academic integrity is suspected. A completed copy of the Academic Integrity Form (Section A) must be provided to the student.

This form will be made available to the student by faculty or staff in an alternate format (hard copy) if requested.

Section A

Student and Course Information

Student Name	<input type="text"/>
Student Number	<input type="text"/>
Term	<input type="text"/>
Program Name	<input type="text"/>
Course Name	<input type="text"/>
Course Code	<input type="text"/>

Type of Academic Integrity Breach

Type of Academic Integrity (check the appropriate box)

- Cheating
- Plagiarism
- Improper Research Practices
- Impersonation
- Other

Please specify:

Short Description of the Suspected Breach

Attach documentation, such as test(s), exam(s), assignment(s), outline of the assignment/project, and/or rubric.

Name of Faculty Member

Date faculty member informed the student of breach (mm/dd/yy):

Instructions to Student

As detailed in the Academic Integrity Procedure (the full Academic Integrity Policy and Procedure can be accessed at <http://policy.sheridanc.on.ca/Default.aspx>) you have two business days after the transmission of the Breach of Academic Integrity Form to:

1. Provide the Faculty member, if desired, with your comments about the suspected breach (space provided on form) and/or additional documentation/evidence related to the suspected breach;

and/or
2. Request a meeting with the Faculty member (may be either in person, by phone or a web-interface).

Student Comments

Section B

The following section must be completed after it is determined that the Student breached the Academic Integrity Policy. In accordance with the Academic Integrity Procedure, if it is determined that a breach did not occur then the completed Section A of this form, and other related documents, shall immediately be confidentially destroyed by the Faculty.

Check Student Academic Record

Past breaches and sanctions under this Policy must be taken into consideration in determining an appropriate sanction.

Date Checked (mm/dd/yy)

First Offence: Second Offence: Third Offence: Other

Dates and Sanction(s) levied for above breach(es)

Date: (mm/dd/yy) Sanction

Support Staff Information

Support Staff Name

Date: (mm/dd/yy)

This will confirm that you have been found to have breached Sheridan's Academic Integrity Policy. This matter is in relation to the details and information set out in Section A of this form.

In accordance with the Academic Integrity Procedure, the Level of the sanction is determined by Sheridan in accordance with the type, circumstance and severity of the breach and, if relevant past breaches/sanctions levied against the student. It may be determined that a first breach could result in an appropriate sanction up to a level 6.

In reference to the sanctions outlined in the Procedure, the following sanction will be imposed:

- | | | | |
|---------|----------------------------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------|
| Level 1 | Written Warning (This is to document an official breach under the Academic Integrity Policy) | <input type="checkbox"/> | |
| Level 1 | Grade of zero or reduced grade | <input type="checkbox"/> | |
| Level 1 | Mandatory Academic Integrity Remediation | <input type="checkbox"/> | Completed by <input style="width: 100px;" type="text"/> |
| Level 2 | F Grade in course | <input type="checkbox"/> | |
| Level 3 | TM* Grade in course (*terminated due to breaching academic integrity) | <input type="checkbox"/> | |
| Level 4 | Administrative Withdrawal | <input type="checkbox"/> | Last term of sanction <input style="width: 100px;" type="text"/> |
| Level 5 | Suspension | <input type="checkbox"/> | Last term of sanction <input style="width: 100px;" type="text"/> |
| Level 6 | Expulsion | <input type="checkbox"/> | |

Decisions under the Academic Integrity Policy are academic decisions and can be appealed under Sheridan's Academic Consideration and Appeals Policy within five business days. The Academic Consideration and Appeals Policy, Procedure and Form can be found on the Sheridan website through the following link: <http://policy.sheridanc.on.ca/Default.aspx>

Name of Decision Maker – Faculty or Associate Dean

Signature of Decision Maker – Faculty or Associate Dean

Administrative purposes only

Date recorded on Student Information System
(mm/dd/yy)

Support staff
name: