

A course instructor who determines that a student has violated the Graduate Programs Academic Integrity Policy (Policy) shall meet with the student who is suspected of the violation towards the goal of resolution of the matter through an agreement.

This form shall be used to initiate the process.

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RECORD OF THE INCIDENT
(To be completed by the

Student Name: _____

Faculty Name: _____ Department: _____

Course Code: _____ ^ š] } v W _____

Date of Incident: _____ Term the violation occurred: _____

Description of incident (continue on a separate page if necessary): _____

Sanction imposed for this violation: _____

STATEMENT OF STUDENT
[To

HEARING ON THE ALLEGATION

- If the course instructor and the accused student resolve the matter through an agreement, the matter will be closed without further action beyond consequences imposed within the course as noted on this form.
- If the course instructor and the accused student do not resolve the matter, the course instructor shall, within 5 working days from reaching impasse with the accused student, gather the evidence and forward the evidence and specifics of the charge with this form to the Director of Graduate and Continuing Studies (Director) for further proceedings under the Policy.
- The Director shall notify the accused student in writing of the alleged violation of this Policy within 5 Working Days from receipt of the information from the course instructor.
- The alleged violations will be heard by a Policy "Hearing Panel." The Hearing Panel will schedule a hearing for consideration of the alleged violation of this Policy and the Panel Chair shall provide written notice to the accused student of the date, time, and location of the scheduled hearing.
- The documentary evidence that will be offered against the accused student shall be provided by the Director to the accused student for review at least 5 Working Days before the commencement of the hearing.

The Graduate Programs Academic Integrity Policy with details pertaining to the hearing on the allegation, outcome following the hearing, and right of appeal are in the university catalog.