FORM B

FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES

**I) STUDENT’S ACKNOWLEDGEMENT OF COMMISSION OF ACADEMIC OFFENSE**

# AND

**II) JOINT STATEMENT OF RECOMMENDED PENALTY**

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| STUDENT NAME: | Enter Student’s full name | STUDENT NUMBER: | Click here to enter text. |
| TELEPHONE NUMBER: | Click here to enter text. | ADDRESS: | Click here to enter text. |
| COURSE:(Please include session, department, section and tutorial if applicable)  | Click here to enter text. | COURSE DIRECTOR: | Click here to enter text. |

**I) ACKNOWLEDGEMENT OF COMMISSION OF ACADEMIC OFFENSE**

**Please provide a brief description of the nature of the offense and the relevant facts of the case:**

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| Click here to enter text. |

(**Please continue on a separate page if necessary)**

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| To the best of my knowledge, this statement accurately represents the offense and the facts of the case. | I accept responsibility for having committed the academic offense described above and understand the following:* I may not appeal my grade on the piece of work in question, withdraw from the course, nor subsequently petition to withdraw from the course
* A permanent confidential record of this case will be kept on file in the Office of the Dean, LA&PS and if applicable, copied to my home Faculty.
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Course Director (or designate) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Student |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |

**II.) JOINT STATEMENT OF RECOMMENDED PENALTY**

NOTE: Please consult the Senate Policy on Academic Honesty for guidelines regarding range of penalties before completing this section.

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| **1(a).****1(b).** | Recommended penalty or penalties (Note: If remedial action is recommended, it should not be undertaken until both the Course Director and Student have confirmation that the penalty has been approved by the Faculty of Liberal Arts and Professional Studies Appeals Committee or its Chair (or designate):

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| --- |
| Click here to enter text. |

Section 2.2.7 of the Senate Policy describes permanent grade of record as follows: The grade assigned shall remain as the one grade of record for the course, even if the course is repeated. This penalty can be added to any other penalty, but shall always be attached to the penalty of failure in the course. Does this recommendation include permanent grade of record? YES [ ]  NO [ ]   |
| **1(c).** | If a remedial penalty has been recommended, it is understood that failure by the student to comply satisfactorily will result in the assignment of the following penalty: |
| **2.** | Rationale for this recommendation:Click here to enter text.

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| **3.** | We jointly recommend that the penalty and/or educative action described above be imposed. In signing below, we understand that this recommendation is subject to the approval of the Faculty of Liberal Arts and Professional Studies Appeals Committee or its Chair (or designate). |

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| Signature of Course Director (or designate) | Signature of Student |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Date | Date |