**FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES RECORDS OF MEETING(S) FOR ACADEMIC HONESTY CASES**

To be completed at the Department level and forwarded, with relevant documentation, to the Assistant Director, Academic Standards & Policy Advisor.

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| --- | --- |
| Student Name: Enter student full name. | Student Number: 9-digit student number |
| Course: E.g. FW14 F AP/ECON 1000 3.0 A TUT 1 | Course Director: Course Director Name |
| Nature of (Suspected) Offence: Select an Offence | |

**RECORD OF MEETING(S) WITH STUDENT**

|  |  |
| --- | --- |
| 1. Preliminary Discussion(if applicable)   Date: Click here to enter a date.  Present at Discussion:  Enter all those present at meeting along with their respective titles. | 1. Exploratory Meeting   Date: Click here to enter a date.  Present at Meeting:  Enter all those present at meeting along with their respective titles. |

**Please compile case documentation in the following order (please check off when attached):**

|  |  |
| --- | --- |
| 1. Formal complaint from Course Director to Department alleging the charge | 5. Student’s grade breakdown in course |
| 1. Evidence (i.e. work in question, copy of original source, etc.) | 6. Waiver of 7 days advance notice of exploratory meeting (if applicable) |
| 1. Assignment Instructions | 7.Notification letter to student re exploratory meeting |
| 1. Course syllabus | 8. Minutes of exploratory meeting plus Forms A & B |

**OUTCOME OF EXPLORATORY MEETING**

No resolution/agreement (consider filling out the recommended penalty on Form B)

Agreement as to breach of academic honesty, but no joint recommendation with regard to penalty (please attach form B).

Student accepts responsibility for breach of academic honesty, and student and Course Director agree on penalty recommendation (please attach Form B)

Signature of Course Director Date

Signature of Undergraduate Program Director Date  
(or Designate)