 **Bylaw 31: Academic Integrity**

**AI Form 1**

**FORM FOR INSTRUCTORS and HEADS**

**Report of Academic Misconduct**

**For Submission to Head and Associate Dean**

Name of student: Click here to enter text.

Student ID number: Click here to enter text.

Course & Section #: Click here to enter text.

Date of the alleged act of misconduct (the filing of the complaint should normally be done within 10 working days of discovering the potential misconduct): Click here to enter a date.

**The facts of the alleged incident of misconduct are as follows**:

Click here to enter text.

**The documentation and evidence provided in support of the complaint is as follows**:

Click here to enter text.

***Append all relevant documentation and evidence in support of the complaint.***

**SIGNATURES:**

*All communications (including signatures, notices, memos, invitations, decisions, etc.)* ***may be electronic; sent via the user’s UWindsor email.*** *(Bylaw 31, 1.3)*

1. TO BE COMPLETED BY INSTRUCTOR when forwarding a complaint to the Head (in departmentalized Faculties) or Associate Dean (in non-departmentalized Faculties):

[ ]  I have met with the student, or

[ ]  I have attempted to meet with the student with no success

Instructor’s Name (typed or signed) – Please ensure it is legible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Click here to enter a date.

1. TO BE COMPLETED BY HEAD (in departmentalized Faculties):

[ ]  I have met with the student, or

[ ]  I have attempted to meet with the student with no success, or

[ ]  I have not met with the student. I am dismissing the complaint based on a review of the evidence provided by the instructor only.

Summary of Head’s meeting with student, where applicable:

*[Do not include specific details relating to personal/private information without the consent of the student. General information such as “medical issues, serious family issues, etc.” can be included.]*

*Select one:*

[ ]  I have decided to dismiss the matter, and where appropriate, offer a teachable moment. This matter goes no further. **I have informed the instructor** who is now assigning the student a mark for the assessment, where appropriate. **I have reminded the instructor that, when a matter is dismissed, the instructor must mark the paper or exam based on the academic merit of the work, without reference to the alleged misconduct**.

or

[ ]  I have determined that this case merits further investigation and adjudication by the Associate Dean. The matter will be forwarded for further review, including all relevant documentation and evidence, and notes from the meeting with the student, to the Associate Dean.

Head’s Name (typed or signed) – Please ensure it is legible:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(in the case of departmentalized Faculties)*

Date: Click here to enter a date.