**AI Form 2**



**File ID #:**

**Bylaw 31: Academic Integrity**

**FORM FOR ADJUDICATORS**

**Decision**

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: Click here to enter text.

Name of instructor reporting misconduct: Click here to enter text.

*1. Select one:*

[ ]  I have met with the student and completed my investigation of the matter.

or

[ ]  I have not been able to meet with the student. I have informed the student that the complaint will be determined without his/her input. I have completed my investigation of the matter.

*2. 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. The file has been forwarded to the University Secretariat for record keeping.

or

[ ]  I have determined that the following misconduct occurred:

[ ]  Plagiarism [ ]  Cheating[[1]](#footnote-2)\* [ ]  Violating the University’s Scholarship Rules

[ ]  Violating Exam/Test Rules\* [ ]  Impersonation [ ]  Furnishing False Information

[ ]  Academic Forgery or Fraud [ ]  Unauthorized Collaboration [ ]  Exam/Test Tampering and Resubmitting

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am imposing a sanction in accordance with the Sanctioning Guidelines, taking into consideration the nature and scope of the misconduct, whether there was intent, the context in which it occurred, the student’s educational and cultural background, whether this was a first offence, and other relevant circumstances. I have informed the instructor of the outcome and the instructor is now assigning the student a mark for the assessment, or adjusting the final grade, as appropriate, in view of the sanction. I have informed the student of the decision and his/her right of appeal to the Discipline Appeal Committee and the process to be followed. (This shall normally be done within 25 working days after having received the complaint.). In cases where the sanction results in a transcript notation, I have informed the Registrar. All sanctions have been implemented and are being monitored where follow-through is required. The file is now closed and has been forwarded to the University Secretariat for record keeping. *[Where the sanction diverges from the Sanctioning Guidelines, a rationale is to be provided.]*

*3. Sanction to be imposed (*[*see Sanctioning Guidelines*](http://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/bylaw_31_-_appendix_a_-_sanctioning_guidelines.pdf)*):*

[Please attach copy of detailed sanction where appropriate]

**Once the investigation is complete and having determined that misconduct has occurred, I have contacted the University Secretariat prior to issuing the sanction(s) to determine whether this is a**

**[ ]  first offence or [ ]  subsequent offence**

*Sanctions:*

[ ]  admonition

[ ]  letter of apology/or reflection (to be submitted to the Adjudicator’s office which will forward it to the instructor)

[ ]  educational session

[ ]  mark reduction

[ ]  repeat work for assessment (the student is responsible for making arrangements with the instructor to resubmit the assignment)

*The following sanctions shall normally result in a transcript notation for a specified period of time:*

[ ]  censure (Length of time on transcript: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

[ ]  denial of registration (Length of time on transcript: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

[ ]  community service (Length of time on transcript: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

[ ]  suspension (Length of time on transcript: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

*The following sanction shall result in a transcript notation for an indefinite period of time:*

[ ]  expulsion

*Where the subject of the complaint was a work submitted for assessment, that work, which was assigned an INC pending completion of the complaint process will now be assessed. In light of the misconduct, this assessment will likely result in a grading penalty. The grade assigned will be based on an evaluation of the academic merit of the work, taking into account the criteria for, and nature of, the assignment and, taking into account the extent of the work, which is the result of the misconduct. This may result in mark of zero and may also result in a reduction of the final grade in the course.*

**Adjudicator Comments (if any):**

Adjudicator’s Name (typed or signed) – Please ensure it is legible:

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

Date: Click here to enter a date.

***Once the matter is complete, including monitoring of sanction, the file is to be submitted to the University Secretariat for records management (******danny.anger@uwindsor.ca******; Room 213, Assumption Hall).***

1. \**see* [*Sanctioning Guidelines*](http://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/bylaw_31_-_appendix_a_-_sanctioning_guidelines.pdf) *for examples of cheating and violating exam rules.* [↑](#footnote-ref-2)