

PERSONAL IDENTIFICATION	
Student ID number	Date of incident (mm/dd/yyyy)
Student last name	Student first name
Course code	Academic program
Faculty name	Work involved

To be completed by faculty when a breach of academic integrity has been identified. (See [Academic Regulations Section 8. Academic integrity](#) for more information).

Please indicate the type of breach (check all that apply)

- | | | |
|--|--|--|
| ☐ Cheating/Contract cheating | ☐ Fabrication | ☐ Facilitating a breach of academic integrity |
| ☐ Copyright violation | ☐ Impersonation | |
| ☐ Denying access to information or material | ☐ Plagiarism | |

Please indicate the breach number (by contacting the Office of the Registrar)

- ☐ First
- ☐ Second
- ☐ Third (warn student that next breach will result in dismissal from the College)
- ☐ Fourth (results in automatic penalty of dismissal from the College for one to five years)

Please indicate penalty imposed. (See page 2 for guidelines, check all that apply)

- ☐ Documented warning
- ☐ Complete assigned remediation (e.g. Academic integrity module)
- ☐ Assign training or advising/academic support
- ☐ Re-submit work involved
- ☐ Mark of "0" in the work involved
- ☐ Mark of "0" in the course
- ☐ Immediate suspension from the college for the current term
- ☐ Immediate suspension from the college for the current term, plus one subsequent term
- ☐ Immediate dismissal from the program and suspension from the college for one year (12 months)
- ☐ Immediate dismissal from the program and the college for three years
- ☐ Automatic dismissal from the program and college for a period of time ranging from current term, plus one subsequent term, up to five years as determined by the dean/associate dean (Fourth breach only)

Brief outline of breach: _____

Signature of faculty

Date (mm/dd/yyyy)

Step 1 - Faculty	
Faculty arranges meeting with student (Within five working days of identifying the breach of academic integrity incident) ☐ Student attended meeting ☐ Student did not attend meeting _____ Date of meeting (mm/dd/yyyy) I _____ (student name), ☐ acknowledge the stated offence to be true and accept the penalty. I understand that a 4th breach will result in immediate dismissal from the College ☐ do not acknowledge the stated breach, do not accept the penalty and will follow the procedures required to request an academic appeal _____ Student signature (optional) _____ Faculty signature	
Step 2 - Dean/Associate Dean	
Dean/Associate Dean arranges meeting with student and faculty (within two working days of receiving the BAIF from the faculty) I _____ (student name), ☐ acknowledge the stated breach to be true and accept the penalty. I understand that a 4th breach will result in immediate dismissal from the College ☐ do not acknowledge the stated breach, do not accept the penalty and will follow the procedures required to request an academic appeal. _____ Dean/Associate Dean signature ☐ meeting not required ☐ _____ Date of meeting (mm/dd/yyyy)	

Penalty Guidelines

The below guidelines can be used to assist in penalty assignment, with the understanding that circumstances can occur which may warrant a penalty that differs from the guidelines. Final decisions with regards to the penalty that is applied will be determined by the Dean/Associate Dean. Penalties resulting in a suspension from the college should be made in consultation with the Office of the Registrar.

**All fourth breaches of academic integrity will result in immediate dismissal from the college for up to five years.*

Offence	Penalty
First	- Documented warning - Complete assigned remediation (e.g. Academic integrity module) - Assigned training or advising/ academic support - Re-submission of work involved (this may include reduction or modification of the grade assigned to this work) - Mark of "0" in work involved
Second	- Assigned training or advising/academic support - Mark of "0" in work involved - Mark of "0" in the course - Immediate suspension from the college for the current term - Immediate suspension from the college for the current term, plus one subsequent term - Immediate dismissal from the program and suspension from the college for one year (12 months)
Third	- Mark of "0" in the course - Immediate dismissal from the program and suspension from the college for one year (12 months) - Immediate dismissal from the program and the college for three years
Fourth	- Automatic dismissal from the program and college for a period ranging from current term, plus one subsequent term, up to five years as determined by the Dean/Associate Dean

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