

FASS Memorandum to the Associate Dean

Re: Alleged academic integrity violation



To:	Associate Dean (Student Affairs, Recruitment, and Engagement)
From:	
Department:	

I would like to report an alleged instructional offence. The details of the alleged offence are as follows:

Name of Student(s):	
Student ID Number(s):	
Course code, academic term and year:	
Course component(s) in question and percentage value (e.g., essay, test):	

Type of offence

Please check the relevant type of alleged academic integrity violation and provide the information requested. (See Carleton University's [Academic Integrity Policy](#) for a full list of violation categories.) Attach an electronic copy of the course outline in all cases.

Plagiarism

- Electronic copies of the following: assignment instructions, original assignment submitted with problematic sections highlighted and annotated, any other relevant documents (e.g., related to academic integrity discussions)
- Electronic copies of the source materials plagiarized with relevant sections highlighted
- Evidence of the misrepresentation of sources, if applicable (e.g., fabricated quotations, paraphrases that do not align with cited source materials, hallucinated bibliographical citations)

Unauthorized co-operation / collaboration

- Electronic copies of the course work in question (e.g., assignments submitted by two students that are essentially the same)
- Electronic copies of relevant course documents that prohibit such collaboration

Violation(s) of test / exam procedures

- Test / exam date, along with evidence of the violations (e.g., evidence of unauthorized materials, a statement from the proctor describing the incident)

Assisting in an academic integrity violation (e.g., a student allowing another student to copy work)

- Electronic copies of the course work in question, along with any relevant course documents

Other (Please identify the category - e.g., impersonation, misrepresentation in the form of falsified documents - and the type of evidence attached.)

Specific description of alleged offence

Please provide a description of the alleged offence, along with any in-class discussion relevant to the type of allegation (e.g., regarding academic offences, group work) or other pertinent information. In the case of plagiarism / unauthorized collaboration, include an assessment of the degree of plagiarism / inappropriate copying.

Additional relevant information (if any):

GNA notation

If the Associate Dean decides to investigate the allegation, please enter the interim grade of GNA (grade not available) in E-Grades and select "Dean Consulted," even if it is not the end of term. Entering the grade will prevent the student from withdrawing before the meeting with the Associate Dean. The final grade can be changed after the decision letter is sent to the student. (Instructors are copied on both the allegation and decision letters.)

Signatures

Instructor's signature:		Date:	
Chair's / Director's signature:		Date:	

Additional comments from Chair / Director (if any):

Chair / Director: Please verify that all the required items are included in the package and that any plagiarized material is clearly identified in the source materials and the assignment.