

Memorandum to the Associate Dean

Alleged academic integrity violation



Date:

To: Associate Dean (Student Affairs)

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:

Type of Offence:

(Review Carleton University's [Academic Integrity Standards](#))

Please provide an explanation of the alleged offence here:

Describe any in-class discussion relevant to the allegation, e.g. regarding academic offences, group work and so on.

Plagiarism: include an assessment of the degree of plagiarism.

Tests and Exams: include the date and location; describe the questionable behaviour including the proctor's observations; and describe the proctor's response at the time.

Unauthorized collaboration: include an estimate of what proportion of each submission may reflect inappropriate copying.

What is the percentage value of the assignment(s), mid-term/final in question?

The following documentation of the alleged offence is included:

Percentage value of the assignment(s)/midterm/final in question

This statement about the alleged offence

The assignment/s in question

A course outline and any other documentation pertaining to the assignment

Unauthorized collaboration: suspicious segments have been highlighted

Tests and Exams: written testimony of a proctor

Tests and Exams: an answer key and any available evidence (cheat notes, papers, books, etc.)

Plagiarism: photocopies of the books and/or websites that are allegedly plagiarized (the corresponding plagiarized text in the assignment(s) and the books and/or websites have been highlighted in colour and numbered to indicate the overlap between student's work and source). **Note:** material is clearly labeled with the URL and/or author's name and title of material. Enter the interim grade of GNA (grade not available) in e-Grades with the reason code "Dean Consulted" even if it is not the end of term. Entering the grade now will prevent the student from withdrawing before their meeting with the Associate Dean. (The final grade can then be changed after a decision has been reached.)

Other:

Instructor's signature:

Chair's/Director's Signature:

***Chair/Director: Please verify that all the items checked off on the check-list are actually included in the package, and also make sure that the plagiarized material is clearly identified in the source materials and the assignment. Please also be sure to approve the interim grade of GNA (grade not available) submitted by the instructor in e-Grades.

Additional comments from Chair/Director (if needed):