

**Please note: This form is fillable**

**ATTACHMENT A TO ACADEMIC HONESTY POLICY  
Mohawk College Academic Offences Form**

This form will be completed by the faculty member, signed by the Course Associate Dean or Vice President and forwarded to the Registrar (Fennell Campus) when an incident of academic dishonesty has occurred. A copy of this form must also be provided to the students.

**STUDENT INFORMATION**

Student #:	Student Name:
Course Section #:	Program Name:

**DESCRIPTION OF THE OFFENCE**

Offence discovered by: \_\_\_\_\_

Name of Course Faculty Member: \_\_\_\_\_

Date discussed with student: \_\_\_\_\_

Date the offence occurred: \_\_\_\_\_

Oral warning:  First Offence:  Second Offence:  Third Offence:

**Type of Offence** *[please check the appropriate box below]*

- Plagiarism
- Submitting an essay, assignment, etc. of another as one's own work, or permitting one's work to be submitted under the name of another student
- Falsifying research data or other material in an essay or assignment
- Unauthorized submission of one's own academic work for which credit has already been obtained, or is being sought
- Copying from another student in an assignment, test or examination situation, or knowingly permitting a student to copy
- Possession of unauthorized materials or aids in a test or examination
- Unauthorized and unreported possession, however obtained, of an examination or test in advance
- Inappropriate use of computer technology to obtain an unauthorized academic advantage on an assignment, test or examination
- Impersonating a candidate in an examination or test, or allowing someone to impersonate you during a test or examination
- Falsifying an academic credential.
- Other  (Please Explain)

**Additional Information** [*Use this section to record any anecdotal information pertinent to the incident of academic dishonesty, and the decision reached concerning an appropriate penalty.*]

**Penalty Levied for Offence:** \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_

**PLEASE CHECK BOX IF STUDENT SIGNATURE NOT OBTAINABLE**

**Signature of Faculty Member:** \_\_\_\_\_

**Signature of Associate Dean:** \_\_\_\_\_

**Signature of Program Vice President (required only for Penalties # 6 and 7):**

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