

HUMBER SCHOOL OF HEALTH SCIENCES
REPORT ON POSSIBLE BREACH TO ACADEMIC INTEGRITY
FACULTY REPORT FORM

SECTION I

Incident Date: _____

Faculty/Staff Name: _____ is concerned that a breach to Academic Integrity may have taken place. Details of the student(s) incident that may constitute a breach of Academic Integrity are as follows:

Student Name	Student Number	Student Contact Information [email & phone number]	Student Program	Year of Study	Semester

Course No. & Title: _____

[attach course outline]

SECTION II

a) Incident Location [please check one of the following]:

- Class
 Practicum/ Placement
 Online
 Other: _____

b) Evaluation Type [please check one of the following]:

- Term Test (Quiz)
 Paper
 Individual Presentation
 Site Visit
 Midterm Exam
 Individual Assignment
 Group Presentation
 Practicum/ Placement Report
 Final Exam
 Group Assignment
 Group Work
 Other: _____

c) Grade Worth (% of final mark): ____%

d) Incident Type [please check one of the following]:

- Plagiarism
 Access to unauthorized material (including but not limited to textbooks, notes, and electronic materials)
 Copying from another student (e.g. assignments/tests/exams)
 Falsification, fabrication, misrepresentation of materials submitted for evaluation, notes to support absences (medical or compassionate leave) or extensions of assignments, transcripts or other academic documents
 Obtaining access to unauthorized materials
 Possession of an unauthorized aid or electronic device during a test/exam
 Use of an unauthorized aid or electronic device during a test/exam
 Sharing unauthorized information with another student
 Collusion—co-operating or collaborating on an assignment for evaluation when assignment was to be completed on an individual basis
 Misuse of social media
 Breach of client/organization confidentiality
 Forgery
 Using another’s data or research
 Buying or selling essays, papers, assignments
 Other

SECTION III

a) Faculty account of incident [highlight circumstances: If more than 300 words please attach]:

b) List of supporting documentation attached [relevant information highlighted]:

c) Student explanation of the event [highlight circumstances]:

d) Decision by the Faculty [in consultation with the Associate Dean or Director]:

- No, it is not a breach of academic integrity
- There is insufficient evidence to support that this is a breach of academic integrity
- Yes, it is a breach of academic integrity
- Other

e) Rationale:

Date student notified that a copy of this form will be forwarded to the Associate Dean or Director regardless of whether the student is referred on for a meeting with the Associate Dean. _____

f) Follow up steps [in consultation with Associate Dean or Director]:

▪ Outcomes decided by Faculty in Consultation with Associate Dean or Director:

- Teachable moment
- Referral to appropriate department or resources
- Warning
- Part reduction of assignment mark by ____%
- Zero for the assignment

▪ Refer student to meet with Associate Dean or Director

- Yes
 - Notified by email – Date sent _____
 - Notified face to face meeting – Date held _____
 - Notified other - Date _____
- No

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SECTION IV

Date of meeting with Associate Dean or Director: _____

Name of Associate Dean or Director: _____

Student account of incident:

SECTION V

Decisions by the Associate Dean or Director:

- No, it is not a breach of academic integrity
- There is insufficient evidence to support that this a breach of academic integrity
- Yes, it is a breach of academic integrity
- Other

Rationale:

a) Is there a previous breach of Academic Integrity Record – Yes No

Date: _____

b) If yes, give detail:

Outcome:

- | | |
|--|--|
| <input type="checkbox"/> Teachable moment | <input type="checkbox"/> Notation on the academic file |
| <input type="checkbox"/> Referral to appropriate department or resources | <input type="checkbox"/> Zero for the course |
| <input type="checkbox"/> Warning | <input type="checkbox"/> Expulsion from the College |
| <input type="checkbox"/> Part reduction of assignment mark by ___% | <input type="checkbox"/> Informal resolution |
| <input type="checkbox"/> Zero for the assignment | <input type="checkbox"/> Academic Integrity assignment |
| <input type="checkbox"/> Required submission of a new piece of work | |
| <input type="checkbox"/> Suspension from the College for ___ consecutive semesters | |
| <input type="checkbox"/> Registrar notified | |

Detail of Outcome [provide description of action plan]:

c) Notification of Outcome Decision to Student

- Email - Date sent _____
- Face to face meeting - Date held _____
- Letter - Date sent _____
- Other _____

d) Notification of Outcome Decision to Coordinator and Faculty/Staff

- Email - Date sent _____
- Face to face meeting - Date held _____
- Letter - Date sent _____
- Other _____

Signature of Associate Dean or Director: _____ Date: _____