

ACADEMIC OFFENCES – MSE Departmental Report Form

(Use this form for any academic offence committed in any term work assignment – lab reports, problem sets, written assignments, midterms, etc.)
SUBMIT TO MARIA WHEN COMPLETE

COURSE:	DATE:
STUDENT NAME:	STUDENT NUMBER:
PROFESSOR <i>(print your name):</i>	Instructor Signature:
TA <i>(print your name):</i>	TA Signature:

INDICATE WORK IN WHICH OFFENCE TOOK PLACE:

TERM TEST COURSE WORK *(specify, lab report, written assignment, etc):*

VALUE OF WORK *(percentage of final grade):*

INFORMATION TO BE INCLUDED IN THIS REPORT:

- complete account of this incident
- if relevant, describe unauthorized aid(s) used *(includes electronic devices, unauthorized notes, etc.)*
- if relevant, what steps were taken to stop behaviour?
- if relevant, details of discussion with student
- if relevant, was student actually seen committing offence? YES NO

DETAILED REPORT *(attach report if space below is insufficient):*