



REPORTED CHEATING INCIDENT (IPESA 5.4.1)

Cheating is any deceptive or dishonest practice relative to academic coursework and evaluation intended to provide oneself with undeserved advantage. Teachers have an obligation to provide students in advance with clear information about the kinds of materials, instruments or assistance that are permitted for a given evaluation.

The Dean of Student and Academic Services, Dominique Routhier, is responsible for keeping track of all cheating and plagiarism incidents (along with their outcomes).

Student Information:

Name of the student involved: _____

Student number: _____

Course Information:

Name: _____

Course number: _____ - _____ - _____

Value of the assignment test in %: _____

Teacher: _____

Report dated: _____

▶▶▶ PLEASE ATTACH A COPY OF THE SUPPORTING DOCUMENTS.

TYPES OF CHEATING IN TESTING SITUATIONS INCLUDE, BUT ARE NOT LIMITED TO:

- copying or attempting to copy another's work;
- obtaining or attempting to obtain unauthorized assistance of any kind;
- providing or attempting to provide unauthorized assistance of any kind;
- possessing or using any unauthorized material;
- possessing or using any unauthorized instruments which can be used as information storage and retrieval devices;
- taking an examination, test, or quiz in someone's place;
- having someone take an examination, test, or quiz in one's place; and
- engaging in unauthorized communication during an examination, test or quiz.

Other examples of cheating in coursework and Comprehensive Assessments include but are not limited to:

- falsifying lab reports or any facts or sources in any assignment;
- preparing an assignment for someone else or having someone else prepare an assignment;
- knowingly allowing other students to copy work for the purpose of submitting as their own;
- dishonestly claiming to have submitted work which in fact was never submitted to the teacher;
- making false representation which may affect a grade (such as submitting a false medical certificate, etc.); and
- utilizing or providing any kind of prohibited assistance or collaboration.

OTHER: _____

Teachers have an obligation to provide students in advance with clear information about the kinds of materials, instruments or assistance that are permitted for a given evaluation. Furthermore, consequences of cheating will be explained in the course outline.

The following local regulations appear in every course outline:

Students found guilty of cheating by their teacher in an evaluation activity will receive a grade of zero for that activity. All incidents of cheating must be reported by the teacher to DAA's Office. Upon a second or further incident of cheating or plagiarism at the College, failure of the course or disciplinary actions such as suspension or expulsion may result, as determined by the DAA.

CONSEQUENCES AND PENALTIES (IPESA: 5.5.3):

The consequences for students found guilty of cheating or plagiarism, and the penalties which follow, will vary depending on the context of the incident. If the student chooses to avail himself of the right to appeal, the implementation of these sanctions will be deferred until a decision on the appeal has been rendered. All incidences of cheating and plagiarism are reported to the Dean's office.

I understand that this report will be filed with the Dean of Student and Academic Services.

Student's signature _____ Date: _____

Teacher's signature _____ Date: _____

TEACHER'S RECOMMENDED SANCTION(S)

Teacher's signature _____ Date: _____

Dean's signature _____ Date: _____

Dominique Routhier