



Course Number _____ Course Name _____ Term course was taken _____

Student's name _____ Student's number _____

Instructor's name _____ Department/school _____

Please indicate briefly the nature of the incident: _____

STEP 1: MEET WITH STUDENT

meeting with the student held on (date) _____

THE DECISION

give student a warning

_____ OR _____

assign a grade penalty less harsh than "F" for the work. OR
