

Course Number _____ Course Name _____ Term course was taken _____

Student's name _____ Student's number _____

Student's email: _____ @sfu.ca

Instructor's name _____ Department/School _____

Please indicate briefly the nature of the incident:

STEP 1: BEFORE IMPOSING A PENALTY, THE CHAIR MUST GIVE THE STUDENT AN OPPORTUNITY TO DISCUSS THE INCIDENT

discussion with the student held on (date) _____

student unable/declined to discuss: date of email or other notification _____

STEP 2: PENALTY DECISION

issued a formal reprimand to the student

assigned a grade penalty less severe than "FD" (Failed – Academic Dishonesty) for the course, including a grade of "F"

assigned a grade of "FD" (Failed – Academic Dishonesty) for the course

referred the case to the UBSD in addition to one of the decisions indicated above.