**Student Meeting Outcome**

**For Instructor’s Use Only**

|  |  |
| --- | --- |
| **Student Name:** | **Student Number:** |
| **Course:** |  |
| **Date of Meeting:** |  |

**Purpose of Meeting (check all that apply):**

|  |  |
| --- | --- |
| Suspicion of academic poor practice | Suspicion of academic misconduct |

**Description of Concern:**

**Finding of Meeting:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No violation**  **Academic Poor Practice**   |  | | --- | | Poor referencing | | Disruptive classroom behavior | | Deceptive behaviour of a minor manner | | Violation of assignment or exam instructions but without intention to benefit | | Duplication of parts of an assignment submitted on an assessment item | | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |   **Academic Misconduct**   |  |  | | --- | --- | | Cheating | Deceptive behaviour of a serious manner | | Plagiarism | Violating assignment directions for the purpose of gaining an unfair advantage | | Fabrication of results | | Collusion | Other | |

|  |  |
| --- | --- |
| ***Suggested remedial action (check all that apply):*** | ***Recommended sanction (check all that apply):*** |
| Reprimand | Reduce mark on assignment |
| Rewrite portion of assignment | Award ‘0’ on assignment |
| Rewrite entirety of assignment | Award ‘F’ in course\* |
| Complete additional assignment | Written letter of apology |
| Complete workshop | Elevation of case to the Student Affairs Conference of the University |
| Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |

\* Please tick this option only in the case of determining the appropriate sanction to be an ‘F’ in the course. Do not tick when the student will receive an ‘F’ in the course as a result of some other sanction.

Please note that remedial action or recommended sanctions are to take effect only after the student’s five-day appeals period as per *GLA Student Appeal Procedure*, unlessthe student accepts them in writing before the end of that period.

**Explanation of finding and justification of suggested remedial action or recommended sanction:**

**Supporting documentation (list all and attach to this report):**

|  |  |
| --- | --- |
| **Signature:** | **Date:** |

As per Articles 4, 5 & 6 of the *GLA Student Academic Misconduct Procedure* findings of academic poor practice or academic misconduct are forwarded to the Assistant Dean of Student Affairs (ADSA) for review. After the review, the ADSA will fill in the following page.

**For the Assistant Dean of Student Affairs Use Only**

**For the Assistant Dean of Student Affairs (ADSA) Use Only**

**Previous violations:**

* The student has no record of academic misconduct or academic poor practice in RU.
* The student has the following case(s) of academic poor practice and academic misconduct.

Date Academic Misconduct or Academic Poor Practice RU or ANU type of practice/offences

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acceptance of instructor’s recommendation**

* 1. I accept the finding and concur with the instructor’s suggested remedial action or recommended sanction.
* 2. I accept the finding but do not concur with the instructor’s suggested remedial action or recommended sanction.
* 3. I do not accept the finding and do not concur with the instructor’s suggested remedial action or recommended sanction.
* 4. The case is to be governed at the Student Affairs Conference of the University.

**In the case of 3 or 4 above, ADSA (or a faculty member appointed by the ADSA with the approval of the GLA Board) is to fill in the form below:**

Date of Meeting:

Persons Present at Meeting:

Purpose of Meeting:

**Finding of Meeting in the case of 3 or 4 above:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No violation**  **Academic Poor Practice**   |  | | --- | | Poor referencing | | Disruptive classroom behavior | | Deceptive behaviour of a minor manner | | Violation of assignment or exam instructions but without intention to benefit | | Duplication of parts of an assignment submitted on an assessment item | | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |   **Academic Misconduct**   |  |  | | --- | --- | | Cheating | Deceptive behaviour of a serious manner | | Plagiarism | Violating assignment directions for the purpose of gaining an unfair advantage | | Fabrication of results | | Collusion | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

|  |  |
| --- | --- |
| *Suggested remedial action (check all that apply):* | *Recommended sanction (check all that apply):* |
| Reprimand | Reduce mark on assignment |
| Rewrite portion of assignment | Award ‘0’ on assignment |
| Rewrite entirety of assignment | Award ‘F’ in course\* |
| Complete additional assignment | Written letter of apology |
| Complete workshop | Be elevated to be governed at the Student Affairs Conference of the University |
| Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |

\* Please tick this option only in the case of determining the appropriate sanction to be an ‘F’ in the course. Do not tick when the student will receive an ‘F’ in the course as a result of some other sanction.

Please note that remedial action or recommended sanctions are to take effect only after the student’s five-day appeals period as per *GLA Student Appeal Procedure*, unlessthe student accepts them in writing before the end of that period.

|  |  |
| --- | --- |
| **Signature:** | **Date:** |