

FORM A – Instructor Allegation of Academic Offence

This form may be used to report any alleged academic offence. Please refer to the [Dalhousie University Faculty Discipline Procedures Concerning Allegations of Academic Offences](#).

Name of **instructor** submitting the allegation: _____

Faculty: _____ Department: _____

Phone number: _____ Email address: _____

Class name and code: _____

Name and email address of instructor authorized to submit grades to Registrar, if different from above:

Student name: _____

Banner ID: B00_____

Date I became aware of alleged academic offence: _____

Is this a *common allegation*? YES / NO (circle one)

(A *common allegation* is a case involving 2 or more students facing allegations arising from the same fact situation.)

If yes, how many students are known to be involved? _____

Please note: In the case of a common allegation, please endeavour to submit allegations and supporting documents against all students in the group at the same time.

Date allegation and supporting documents submitted to Academic Integrity Officer: _____

Please describe the incident below or attach a memo. **Please attach the original piece of work in which the offence occurred, the class syllabus, and any supporting material.** If there are comparisons to be noted between documents (e.g., sections of a paper assignment and *SafeAssign* results), instructors are asked to mark relevant sections in ink or **purple highlighter**.

Instructor's signature: _____

Date: _____

Please note: While the use of this Form is optional, the details and information outlined in this Form are required.