WATERLOO | ENGINEERING|UG OFFICE  
Academic Discipline Report

| **This academic discipline report is to be completed by the instructor and/or the Associate Chair/Director involved. Use this form to request a formal investigation or to summarize an offence with an informal resolution. Complete and send this form to the Associate Dean for Undergraduate Studies, along with supporting documentation and evidence.** | **Type of Submission**  Request formal investigation  Summary of informal resolution |
| --- | --- |

| **Professor initiating charges** | **Course** | **Academic term of offence** | **Date of offence** | **Grey area for Office use only** **Is this a first offence?** |
| --- | --- | --- | --- | --- |
| **Name** | **Course** | **Choose term** | **Choose date** | yes  no |

**Student information**

| **Last Name** | **First Name** | **Other Name(s)** | | **Student ID#** |
| --- | --- | --- | --- | --- |
| Enter last name | Enter first name | Enter middle name | | Enter ID# |
| **Program** Choose program | **Current Academic Term** Choose date | | **Offence during a Work Term?  check if yes** | |
| Please provide a current mailing address: | | | | | |

**If more than one student is involved, provide the names with their WatIam userID#s**

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**Description of evidence or sequence of events**

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**Penalty sought/decision**

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**Mitigating circumstances, if any**

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**Has there been an informal resolution? Answer *(“yes” if the student and instructor are in agreement)***

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*The Associate Dean may alter the penalty depending on current practice in the Faculty of Engineering. A letter will be sent to each of the students involved and instructors, confirming the final penalty. In most cases, penalties in Engineering will include either a letter of reprimand or disciplinary probation.*

**Once you have completed this form, print it and forward it and any evidence by regular confidential mail to the Associate Dean.**

**Signature(s):**

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 Instructor Date

**Student(s) if applicable**

       
Name and ID# Student signature

       
Name and ID# Student signature

       
Name and ID# Student signature

        
Name and ID# Student signature

       
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