WATERLOO ENGINEERING
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, or the Associate Dean for Graduate 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 term |  |
| Please provide a current mailing address: |

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

|       |
| --- |

 **Description of evidence or sequence of events**

|       |
| --- |

 **Penalty sought/decision**

|       |
| --- |

 **Mitigating circumstances, if any**

|       |
| --- |

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

|       |
| --- |

*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):**

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

Name and ID# Student signature

Name and ID# Student signature