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 |
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| **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

Name and ID# Student signature

Name and ID# Student signature