

Academic Department,
Vancouver House
3rd Floor – 1462 Granville St, Vancouver, BC V6Z 1N2
Email: academic.department@myucwest.ca

OFFICE USE ONLY	
Date received:	ID:

*Faculty should use this form to provide a detailed description of the academic integrity incident (e.g., plagiarism) to the student. Provide a copy of the completed form **to the Academic Department** for the student's academic record.*

Date of Incident: (YYYY-MM-DD): _____ Student Number: _____
Student LAST name: _____ Given Names: _____
Course Number & Title: _____
Faculty Name: _____

**Explain the issue below.
Be specific and provide supporting factual detailed evidence.**

1. Description of issue:
2. Provide factual supporting evidence regarding the issue or See Attached:
3. Assignment grade change or educational assignment (rewrite & resubmit; plagiarism module etc.)
4. Date instructor has discussed issue with student: _____
5. Date student notified of their right to appeal : _____

*The student has the right to appeal this decision to the Department Chair **within 7 calendar days** from the date of this decision. The appeal must be in writing using the "Academic Integrity Appeal Request" form. Requests received after that date will not be considered for appeal. **SUBMIT this form to Student Rights & Responsibilities Advisor immediately***

Faculty Signature _____
Date