



ACADEMIC ALERT

Student Name: _____ Student ID Number: _____

Student Phone Number: _____ Student's preferred Email Address: _____

Subject: _____ CRN: _____ Faculty/Staff: _____

Date(s) of Occurrence(s): _____ Report Date: _____

The purpose of the Academic Alert is threefold:

- 1. To foster student success by alerting students to behaviour which may affect their academic progress.
e.g. irregular attendance, poor grades, lack of participation, plagiarism, etc.
- 2. To alert students to behaviour that may affect the academic progress of others.
- 3. To identify and document behaviour (e.g., plagiarism, academic dishonesty) which compromise academic integrity and for which disciplinary action is being taken.

Attendance

Academic Progress

Behaviour/Conduct

Explanation of Above:

Action / Consequence:

Remedial Action

Penalty Imposed

Academic Dishonesty
(plagiarism, cheating)

1st offense

2nd offense

3rd offense

(over)

Student's Comments:

If additional space is required, please attach a separate sheet.

Signatures:

Student

Date

Faculty/Staff

Date

Dean

Date

Please note: The intent is that this Alert will be discussed with the student; however, if the student is not available or refuses to discuss the behaviour, a copy will be mailed to the student.

Personal information is collected for the administrative, investigative and decision-making purposes of the institution under the authority of the Ministry of Colleges and Universities Act, R.S.O. 1990, as well as the Freedom of Information and Protection of Privacy Act.

Distribution List:

Dean (Student File) Faculty Student

Vice-President, Academic

Director: Office of Campus Safety

Updated: July 23, 2010