

## Example: Student Conduct Notification of Academic Misconduct

**Student Conduct Notification** ▶ +

**S** STUDENTCONDUCT@stclaircollege.ca  
Tue 11/16/2021 4:28 PM  
To: Student  
Cc: STUDENT CONDUCT

St. Clair College  
Notification of Academic Misconduct

Date: Tue, Nov 16, 2021

You are receiving this email as notification that your instructor is reporting an issue of academic misconduct as set out in the Code of Student Rights and Responsibilities, Section 7.1.6.

Note that the policy prohibits you from dropping this course pending resolution.

Complaint Id: 5524  
Recorded by: Instructor

Student Name/Id: Student Name Student Number

Program:   
Term: Fall 2021

Date of Incident: Tue, Nov 16, 2021

Course/Section:   
  
Violation: A - Plagiarism

Complaint Description (as entered by faculty)

Penalty Assess: MARK PENALTY (Academic Penalty)

You have the opportunity to respond to this matter before it becomes final by providing your Instructor with any relevant information or documentation WITHIN FIVE (5) DAYS days of this notification.

**\*\* DO NOT REPLY TO THIS EMAIL\*\***

TO REQUEST REVIEW, FORWARD THIS EMAIL TO YOUR INSTRUCTOR and provide any relevant information or documentation that you wish to rely on for reconsideration of the matter.

Subject to any review, the penalty assessed will become final in 10 days. A follow-up notification to confirm this will be issued in 10 days.

For more information about student conduct notifications, go to <https://can01.safelinks.protection.outlook.com/>

**Notification of Academic Misconduct**

- **Instructor** is Bcc'd on this notification

This is the first email that is issued when entry is first made on Student Conduct Database. Status on Database is "NOT" (notification): 10-day period for student to contact/respond to instructor. Chair does not receive this email.

← Notification of **Academic Misconduct**