

Scholastic Discipline

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[Scholastic Discipline for Graduate Students](#)
[Scholastic Discipline for Undergraduate Students](#)

SCHOLASTIC DISCIPLINE FOR GRADUATE STUDENTS (S.03-077a)

1.0 SCHOLASTIC OFFENCES

Members of the University Community accept a commitment to maintain and uphold the purposes of the University and, in particular, its standards of scholarship. It follows, therefore, that acts of a nature that prejudice the academic standards of the University are offences subject to discipline. Any form of academic dishonesty that undermines the evaluation process, also undermines the integrity of the University's degrees. The University will take all appropriate measures to promote academic integrity and deal appropriately with scholastic offences.

1.1 DEFINITION

Scholastic Offences include, but are not limited to, the following examples:

- Plagiarism - the "act or an instance of copying or stealing another's words or ideas and attributing them as one's own." (Excerpted from Black's Law Dictionary, West Group, 1999, 7th ed., p. 1170). This concept applies with equal force to all academic work, including theses, assignments or projects of any kind, comprehensive examinations, laboratory reports, diagrams, and computer projects. Detailed information is available from instructors, Graduate Program Chairs, or the Faculty of Graduate Studies. Students also may consult style manuals held in the University's libraries. See <http://www.lib.uwo.ca/weldon/services/styleguidesindex.shtml>
- Cheating on an examination or falsifying material subject to academic evaluation.
- Submitting false or fraudulent assignments or credentials; or falsifying records, transcripts or other academic documents.
- Submitting a false medical or other such certificate under false pretences.
- Improperly obtaining, through theft, bribery, collusion or otherwise, an examination paper prior to the date and time for writing such an examination.
- Unauthorized possession of an examination paper, however obtained, prior to the date and time for writing such an examination, unless the student reports the matter to the instructor, the relevant program, or the Registrar as soon as possible after receiving the paper in question.
- Impersonating a candidate at an examination or availing oneself of the results of such an impersonation.
- Intentionally interfering in any way with any person's scholastic work.
- Submitting for credit in any course or program of study, without the knowledge and *written* approval of the instructor to whom it is submitted, any academic work for which credit previously has been obtained or is being sought in another course or program of study in the University or elsewhere.
- Aiding or abetting any such offence.

Evidence of wrongdoing may result in criminal prosecution in addition to any proceedings within the University.

1.2 STUDENT OFFENCE RECORDS

- **Offence Record.** Any student found guilty of a scholastic offence acquires an *Offence Record*. This record contains evidence collected during the investigation(s) of the offence(s), and copies of correspondence with the student.

- **Archiving.** The Dean's Office, Faculty of Graduate Studies, keeps the student's Offence Record and it is kept separate from his/her academic counselling file. If the student subsequently is found not to have committed the offence in question, then the record of that charge will be destroyed.
- Apart from the student, no one outside the Dean's Office shall have access to an Offence Record, except in the event of an appeal by the student to SRBA against the decision or the penalty (or penalties) imposed. (See also "Release of Information Concerning Scholastic Offences" below.)
- **Release of Information Concerning Scholastic Offences.**
 - The letters informing a student that he or she has been found to have committed a scholastic offence, and the penalty or penalties imposed are confidential documents. Copies will be sent only to involved parties (Graduate Program Chair, Dean of the Faculty of Graduate Studies).
 - In the event that the penalties imposed are to be reflected in the student's academic record, either on the official transcript or the internal electronic record, a copy will be sent to the Registrar.
 - If a student registers in another Faculty, or an Affiliated College of this University, the Offence Record will be transferred to the Dean's Office of that Faculty or College.
 - In addition, information may be released with the written permission of the student or if required by a court order.
 - Under all other circumstances, the information contained in a student's Offence Record shall be considered confidential and, unless the offence is to be recorded on the student's transcript, no information about the student's Offence Record shall be provided to any person or institution outside the University.
- **Report to Senate.** The Faculty of Graduate Studies submits to the Vice-Provost & Registrar an annual summary of scholastic offences committed by students registered in the Faculty. The summary sets out the nature of the offence and the penalties, with students' names removed. The Vice-Provost & Registrar compiles the information, by Faculty, and reports annually to the Senate Committee on Academic Policy and Awards, which will forward the report to Senate for information.

1.3 PENALTIES

The University will treat seriously any incident of academic dishonesty and students should expect significant consequences for their actions. A serious incident or repeated offences may result in a requirement that the student withdraw from the program and/or may result in suspension or expulsion from the University.

A student guilty of a scholastic offence may be subject to one or more penalties, examples of which are:

1. Reprimand.
2. Requirement that the student repeat and resubmit the assignment.
3. A failing grade in the assignment.
4. A failing grade in the course in which the offence was committed.
5. Withdrawal from the program.
6. Suspension from the University for up to three academic years or for a portion of one academic year including the academic session in which the student is currently registered.
7. Expulsion from the University.

Notes:

- A Graduate Program Chair may impose penalties 1 through 4.
- Only the Dean of the Faculty of Graduate Studies may impose penalties 5, 6 and 7.
- A Graduate Program Chair also can recommend a more severe penalty (e.g., withdrawal, suspension, expulsion) to the Dean of Graduate Studies in addition to penalty(ies) imposed at the program level.
- In determining what penalties are warranted in a given case, the Dean will consider the gravity of the offence, any Offence Record, and the need for consistency in standards of discipline across the Faculty.

- The Dean may require a notation of the scholastic offence (e.g., “Scholastic Offence recorded in...”) on a student’s internal, electronic record for penalty 4. On the successful completion of the student’s program, the student may request that the notation be removed. The Dean, after consulting with the Graduate Program Chair, will decide whether to grant the request.
- The penalties of suspension and expulsion are recorded as permanent notations on the student’s official transcript.
- Appeals against the imposition of any penalty will be dealt with in accordance with the procedures set out in 1.4 “Procedures for Scholastic Offences”.
- Students who have been suspended by the University as a result of a scholastic offence must apply for readmission subject to the same conditions that operate for students applying for “Readmission Following Unsatisfactory Performance.”

1.4 PROCEDURES FOR SCHOLASTIC OFFENCES

If a student is suspected of cheating, plagiarism or other scholastic offence, the University will investigate and if it is satisfied that the student has committed a scholastic offence it may impose sanctions, up to and including expulsion from the University. The procedures that the University will follow are set out in this section.

Note: Throughout these scholastic offence regulations, reference to "Dean" is to be interpreted "Dean of Graduate Studies or his/her designate" (who is usually an Associate Dean) and reference to "Chair" is to be interpreted "Graduate Program Chair or his/her designate". If the matter has been designated by the Dean of Graduate Studies or a Graduate Program Chair to another person(s), that person(s) is authorized to make the Faculty’s or Program’s final decision on the matter.

1.4.1 OFFENCES NOT RELATED TO A PROGRAM

- If an allegation of misconduct does not relate directly to the student’s program (e.g., a course or thesis), the allegation will be referred to the Dean of the Faculty of Graduate Studies.
- If the Dean decides that there is evidence to support the allegation, he/she must advise the student of the allegation and the information supporting the allegation, normally within one week after receiving it.
- The student must be given a reasonable opportunity to respond and submit evidence, and a reasonable opportunity to meet with the Dean before a decision is made.
- If the Dean decides that the student has committed a scholastic offence, he/she determines the appropriate penalties.
- The Dean then must communicate his/her decision and the penalties imposed to the student in writing, normally within three weeks after advising the student of the allegation. The letter must indicate if there will be a notation on the student’s academic record and must advise the student of his/her right to appeal the Dean’s decision to the Senate Review Board Academic within six weeks of the date of the decision.

1.4.2 PROGRAM-RELATED OFFENCES

The Role of the Instructor/Member of Thesis Supervisory Committee

- If evidence of a possible scholastic offence is brought to the attention of, or discovered by, a course instructor or member of a student’s thesis supervisory committee, normally he/she will meet with the student to discuss the allegation if practicable and appropriate in a given case.
- The instructor or member of the thesis supervisory committee (or other University official who is investigating the incident) must notify the Chair if he/she decides that there is evidence of a scholastic offence.

The Role of the Graduate Program Chair

- If the Chair agrees that there is evidence to support the allegation he/she must advise the student of the allegation and the information supporting the allegation, normally within one week after the matter was forwarded to him/her.
- The student must be given a reasonable opportunity to respond and submit evidence, and a reasonable opportunity to meet with the Chair before a decision is made.
- If the Chair decides that the student has committed a scholastic offence, he/she determines the appropriate penalties in consultation with the instructor.
- The Chair also may recommend to the Dean a more severe penalty than the Chair can impose.
- The Chair then must communicate his/her decision, the penalties imposed, and any additional recommended penalties, to the student in writing with a copy to the Dean, normally within three weeks after advising the student of the allegation. The letter also must advise the student of his/her right to appeal this decision to the Dean, the time period by which the appeal must be filed, and refer the student to the regulations governing Student Academic Appeals and Scholastic Offences in the Graduate Calendar.

The Role of the Faculty of Graduate Studies

• Where the Student Files an Appeal

- To file an appeal with the Faculty of Graduate studies, the student must submit an “Application for a Faculty of Graduate Studies Appeal Hearing: Scholastic Offences” form [See <http://www.uwo.ca/grad/docs/Scholastic%20Offence.pdf>] together with all supporting documents within three weeks of the date the Chair issues his/her decision. A student may appeal the Chair’s finding that a scholastic offence occurred, and/or the penalties imposed, and request that the Chair’s decision(s) be set aside or adjusted.
- There will be an oral hearing before the Dean. At the discretion of the Dean, an Associate Dean, as well as one or more faculty members, may be present at the hearing in an advisory capacity and may question the witnesses.
- In addition to evidence submitted by the parties, the Dean may call any other witnesses or consider any other evidence he/she deems relevant.
- At the hearing the student may also make submissions with respect to any other penalties recommended by the Chair.
- At the conclusion of the hearing if the Dean is satisfied that the Chair’s decision was correct he/she will deny the appeal. If the Dean is satisfied that the Chair’s decision was incorrect he/she will grant the appeal and will overturn or vary the previous decision.
- Unless the Dean overturns the finding of a scholastic offence, he/she will review the penalties imposed by the Chair and will affirm, increase, or reduce those penalties.
- If the Dean decides to consider additional penalties, he/she shall first notify the student and give the student a reasonable opportunity to make written submissions on the issue of penalty.
- The Dean then must communicate his/her decision to the student in writing, with a copy to the Chair, normally within three weeks after receiving the appeal.
- In cases where the Dean does not overturn the scholastic offence decision, the letter must indicate if there will be a notation on the student’s academic record, and must advise the student of his/her right to appeal the Dean’s decision to the Senate Review Board Academic within six weeks of the date of the decision.

• Where the Student Does Not File an Appeal

- The Dean will review the evidence presented and the penalties imposed by the Chair and may investigate further.
- The Dean may increase or reduce those penalties.
 - If the Dean decides to consider additional penalties, he/she shall first notify the student and give the student a reasonable opportunity to make written submissions on the issue of penalty.

- If the Dean decides to vary the penalties, he/she will communicate this decision to the student in writing, with a copy to the Chair, normally within three weeks after the deadline for filing an appeal.
- The letter must indicate if there will be a notation on the student's academic record, and must advise the student of his/her right to appeal the decision to vary the penalties to the Senate Review Board Academic within six weeks of the date of the decision.

SCHOLASTIC DISCIPLINE FOR UNDERGRADUATE STUDENTS [(S.2080, S.3536.02, S.98-249, S.02-234a) (S.03-077a)]

Preamble

Members of the University Community accept a commitment to maintain and uphold the purposes of the University and, in particular, its standards of scholarship. It follows, therefore, that acts of a nature which prejudice the academic standards of the University are offences subject to discipline. Any form of academic dishonesty that undermines the evaluation process, also undermines the integrity of the University's degrees. The University will take all appropriate measures to promote academic integrity and deal appropriately with scholastic offences.

SCHOLASTIC OFFENCES

Scholastic Offences include, but are not limited to, the following:

1. Plagiarism, which may be defined as "The act or an instance of copying or stealing another's words or ideas and attributing them as one's own." Excerpted from Black's Law Dictionary, West Group, 1999, 7th ed., p. 1170.

This concept applies with equal force to all assignments, including laboratory reports, diagrams, and computer projects.

Students wishing more detailed information should consult their instructor, Department Chair, or Dean's Office. In addition, they may seek guidance from a variety of current style manuals available in the University's libraries. Information about these resources can be found at <http://www.lib.uwo.ca/weldon/services/styleguidesindex.shtml>

2. Cheating on an examination or falsifying material subject to academic evaluation.
3. Submitting false or fraudulent assignments or credentials; or falsifying records, transcripts or other academic documents.
4. Submitting a false medical or other such certificate under false pretences.
5.
 - a) Improperly obtaining, through theft, bribery, collusion or otherwise, an examination paper prior to the date and time for writing such an examination.
 - b) Unauthorized possession of an examination paper, however obtained, prior to the date and time for writing such an examination, unless the student reports the matter to the instructor, the relevant Department, or the Registrar as soon as possible after receiving the paper in question.
6. Impersonating a candidate at an examination or availing oneself of the results of such an impersonation.
7. Intentionally interfering in any way with any person's scholastic work.
8. Submitting for credit in any course or program of study, without the knowledge and *written* approval of the instructor to whom it is submitted, any academic work for which credit has been obtained previously or is being sought in another course or program of study in the University or elsewhere.

9. Aiding or abetting any such offence.

In addition to any proceedings within the University, evidence of wrongdoing may result in criminal prosecution.

PROCEDURES FOR HANDLING SCHOLASTIC OFFENCES

If a student is suspected of cheating, plagiarism or other scholastic offence, the University will investigate and if it is satisfied that the student has committed a scholastic offence it may impose sanctions, up to and including expulsion from the University. The procedures that the University will follow are set out in this section.

Note: Throughout this section, reference to "Dean" is to be interpreted "Dean or his/her designate" (who is usually an Associate Dean) and reference to "Department Chair" is to be interpreted "Department Chair or his/her designate". If the matter has been designated by the Dean or Chair to another person, that person is authorized to make the Faculty or Department's final decision on the matter.

UNDERGRADUATE STUDENTS

PART I: SCHOLASTIC OFFENCES: COURSES

In most cases, evidence of a possible scholastic offence in a course will have been discovered by, or brought to the attention of, the course instructor. In these situations the instructor will meet with the student if practicable and appropriate. In all other cases the allegation will be reviewed by the appropriate University official.¹

The instructor (or other University official) will notify the Department Chair ("Chair") (or, in Faculties without department structure, the Dean of the Faculty) if he/she decides that there is evidence of a scholastic offence.² If the Chair or Dean of the Faculty agrees that there is evidence to support the allegation, he/she shall proceed as follows:

Courses in Student's Faculty of Registration ("Home Faculty")

1. **Faculty with department structure (including the Faculty of Health Sciences):**

- (a) The Chair will advise the student of the allegation and the information supporting the allegation, normally within one week after the matter has been forwarded to him/her. The student will be given a reasonable opportunity to respond and submit evidence, and a reasonable opportunity to meet with the Chair before a decision is made. If the Chair decides that the student has committed a scholastic offence, he/she will determine the appropriate penalties in consultation with the instructor. The Chair's decision and the penalties imposed by him/her will be communicated to the student in writing with a copy to the Dean, normally within three weeks after the Chair advised the student of the allegation. The letter will advise the student of his/her right to file a request for relief from this decision to the Dean, the time period by which a request for relief must be filed, and will refer the student to the regulations governing Student Academic Appeals and Scholastic Offences in the Academic Calendar.

¹In some Faculties the appropriate University official will be the Department Chair or Dean of a Faculty without department structure.

²In the case of the BACS Program, Faculty of Social Science, references to "Chair" shall be interpreted as "Program Director or designate". In the case of courses offered by the Writing Program, Faculty of Arts, references to "Chair" shall be interpreted as "Coordinator, Writing Program or designate". In the case of the Faculty of Health Sciences, the procedure is identical to the procedure followed in a Faculty with department structure and references to "Chair" shall be interpreted as "School/Program Director or designate".

(b) (i) If the student files a request for relief (see “Requests for Relief” below), the Dean will review the evidence provided by both the department and the student and may investigate further. The Dean will give the student a reasonable opportunity to meet with him/her before making a decision. If the Dean is satisfied that the Chair’s decision was correct, or in the case of an appeal of a penalty that the penalty was appropriate, he/she will deny the request for relief. If the Dean is satisfied that the Chair’s decision was incorrect, or that the penalty was not appropriate, he/she will grant the request for relief and will overturn or vary the previous decision. Unless the Dean overturns the finding of a scholastic offence, he/she will review the penalties imposed by the Chair and may affirm, increase, or reduce those penalties. If the Dean is considering additional penalties, he/she shall first notify the student and give the student a reasonable opportunity to make written submissions on the issue of penalty. The Dean’s decision will be communicated to the student in writing with a copy to the Chair, normally within three weeks after receiving the request for relief. In cases where the Dean does not overturn the scholastic offence decision, the letter also will inform the student if there will be a notation on the academic record, and of his/her right to appeal the decision to the Senate Review Board Academic within six weeks of the date of the decision. (See APPEALS TO SRBA.)

(ii) If the student does not file a request for relief, the Dean will review the evidence presented and the penalties imposed by the Chair and may investigate further. The Dean may increase or reduce those penalties. If the Dean is considering additional penalties, he/she shall first notify the student and give the student a reasonable opportunity to make written submissions on the issue of penalty. If the Dean decides to vary the penalties, his/her decision will be communicated to the student in writing with a copy to the Chair, normally within three weeks after the deadline for filing a request for relief. The letter also will inform the student if there will be a notation on the academic record and of his/her right to appeal the decision to vary the penalty to the Senate Review Board Academic within six weeks of the date of the decision. (See APPEALS TO SRBA.)

2. **Faculty without department structure:**

The Dean will advise the student of the allegation and the information supporting the allegation, normally within one week after the matter has been forwarded to him/her. The student will be given a reasonable opportunity to respond and submit evidence, and a reasonable opportunity to meet with the Dean before a decision is made. If the Dean decides that the student has committed a scholastic offence, he/she will determine the appropriate penalties in consultation with the instructor. The Dean’s decision and the penalties imposed by him/her will be communicated to the student in writing, normally within three weeks after the Dean advised the student of the allegation. The letter also will inform the student if there will be a notation on the academic record and of his/her right to appeal the decision to the Senate Review Board Academic within six weeks of the date of the decision. (See APPEALS TO SRBA.)

Courses in a Faculty Other than Faculty of Registration (“Course Faculty”)

3. **Faculty with department structure (including the Faculty of Health Sciences):**

(a) The Chair will advise the student of the allegation and the information supporting the allegation, normally within one week after the matter has been forwarded to him/her. The student will be given a reasonable opportunity to respond and submit evidence, and a reasonable opportunity to meet with the Chair before a decision is made. If the Chair decides that the student has committed a scholastic offence, he/she will determine the appropriate penalties in consultation with the instructor. The Chair’s decision and the penalties imposed by him/her will be communicated to the student in writing with a copy to the Dean of the Course Faculty (“Course Dean”), normally within three weeks after the Chair advised the student of the allegation. The letter will advise the student of his/her right to file a request for relief from this decision to the Course Dean, the time period by which a request for relief must be filed, and will refer the student to the regulations governing Student Academic Appeals and Scholastic Offences in the Academic Calendar.

(b) (i) If the student files a request for relief (see “Requests for Relief” below), the Course Dean will review the evidence provided by both the department and the student and may investigate further. The Course

Dean will give the student a reasonable opportunity to meet with him/her before making a decision. If the Course Dean is satisfied that the Chair's decision was correct, or in the case of an appeal of a penalty that the penalty was appropriate, he/she will deny the request for relief. If the Course Dean is satisfied that the Chair's decision was incorrect, or that the penalty was not appropriate, he/she will grant the request for relief and will overturn or vary the previous decision. Unless the Course Dean overturns the finding of a scholastic offence, he/she will review the penalties imposed by the Chair and may affirm, increase, or reduce those penalties. If the Course Dean is considering additional penalties, he/she shall first notify the student and give the student a reasonable opportunity to make written submissions on the issue of penalty. The Course Dean's decision will be communicated to the student in writing with a copy to the Chair, normally within three weeks after receiving the request for relief.

In cases where the Dean does not overturn the scholastic offence decision, the letter also will inform the student if there will be a notation on the academic record, that this decision and the decision of the Chair are being referred to the Dean of the Home Faculty ("Home Dean") who may impose additional penalties, and of his/her right to appeal the Course Dean's decision to the Senate Review Board Academic within six weeks of the date of the **Home Dean's** decision. (See APPEALS TO SRBA.) The Course Dean then will forward all documentation relating to the offence, including copies of the decisions of the Chair and Course Dean, to the Home Dean.

(ii) If the student does not file a request for relief, the Course Dean will review the evidence presented and the penalties imposed by the Chair and may investigate further. The Course Dean may increase or reduce those penalties. If the Course Dean decides not to vary the penalties, he/she then will forward all documentation relating to the offence, including a copy of the Chair's decision, to the Home Dean. If the Course Dean is considering additional penalties, he/she shall first notify the student and give the student a reasonable opportunity to make written submissions on the issue of penalty. If the Course Dean decides to vary the penalties, his/her decision will be communicated to the student in writing with a copy to the Chair, normally within three weeks after the deadline for filing a request for relief. The letter also will inform the student if there will be a notation on the academic record, that this decision and the decision of the Chair are being referred to the Home Dean who may impose additional penalties, and of his/her right to appeal the Course Dean's decision to vary the penalties to the Senate Review Board Academic within six weeks of the date of the **Home Dean's** decision. (See APPEALS TO SRBA.) The Course Dean then will forward all documentation relating to the offence, including copies of the decisions of the Chair and Course Dean, to the Home Dean.

(c) Upon receipt of the decisions of the Chair and Course Dean, the Home Dean will decide if additional penalties are warranted (see "Penalties" below). The Home Dean will review the evidence and may investigate further. If the Home Dean is considering additional penalties, he/she shall first notify the student and give the student a reasonable opportunity to make written submissions on the issue of penalty. The Home Dean's decision will be communicated to the student in writing with a copy to the Course Dean, normally within three weeks after receipt of the decisions from the Course Faculty. If the Home Dean imposes additional penalties, the letter also will inform the student if there will be a notation on the academic record, and of his/her right to appeal the Home Dean's decision to the Senate Review Board Academic within six weeks of the date of the decision. (See APPEALS TO SRBA.)

4. **Faculty without department structure:**

(a) The Course Dean will advise the student of the allegation and the information supporting the allegation, normally within one week after the matter has been forwarded to him/her. The student will be given a reasonable opportunity to respond and submit evidence, and a reasonable opportunity to meet with the Dean before a decision is made.

If the Course Dean decides that the student has committed a scholastic offence, he/she will determine the appropriate penalties in consultation with the instructor. The Course Dean's decision and the penalties imposed by him/her will be communicated to the student in writing, normally within three weeks after the Dean advised the student of the allegation. The letter will inform the student if there will be a notation on the academic record, that the decision is being referred to the Home Dean who may impose

additional penalties, and of his/her right to appeal the Course Dean's decision to the Senate Review Board Academic within six weeks of the date of the **Home Dean's** decision. (See APPEALS TO SRBA.) The Course Dean then will forward all documentation relating to the offence, including a copy of his/her decision, to the Home Dean.

(b) Upon receipt of the Course Dean's decision, the Home Dean will proceed in accordance with #3 (c).

Requests for Relief

Requests for relief to a Dean must be submitted in writing within the deadline set out below. The written request need not be lengthy but should state clearly the detailed reasons for the request and the relief requested, and include all supporting documentation. A student may request that the Chair's finding that a scholastic offence occurred, and/or the penalties imposed, be set aside or adjusted.

Deadlines: Normally requests for relief must be made in writing within three weeks of a decision being issued although some Faculties have longer deadlines. The letter from the Chair to the student will set out the applicable deadline.

Certificate And Diploma-Credit Courses

An allegation of misconduct in a certificate-credit or diploma-credit course offered within a department, or in a Faculty without department structure, will be handled in accordance with the same procedures set out above for degree-credit courses. (The Writing Program, Faculty of Arts, is deemed to be a department under this Policy. See footnote 2 above.) Otherwise, where the course is not offered by a particular department in a Faculty with department structure, the allegation will be dealt with by the Dean of the Faculty (Part I, #2 above).

An allegation of misconduct in a certificate-credit or diploma-credit course offered by the Western Centre for Continuing Studies will be handled in accordance with the procedures set out in Part I, #1 above ("Faculty with department structure"). References to "Chair" shall be interpreted as "Director of the Western Centre for Continuing Studies" and references to the "Dean" shall be interpreted as "Dean of the partnering Faculty".

Women's Studies Courses

An allegation of misconduct in a Women's Studies course will be handled in accordance with the procedures set out in Part I, #1 above ("Faculty with department structure"). References to "Chair" shall be interpreted as "Director of the Centre for Women's Studies and Feminist Research" and references to "Dean" shall be interpreted as "Dean of the student's Faculty of registration".

PART II: SCHOLASTIC OFFENCES: OTHER

Where an allegation does not relate to a course, the matter will be referred to the Dean of the student's Home Faculty. If the Dean decides that there is evidence to support the allegation, the Dean will advise the student of the allegation and the information supporting the allegation, normally within one week after the matter has been forwarded to him/her. The student will be given a reasonable opportunity to respond and submit evidence, and a reasonable opportunity to meet with the Dean before a decision is made. If the Dean decides that the student has committed a scholastic offence, the Dean will determine the appropriate penalties. The Dean's decision and the penalties imposed will be communicated to the student in writing, normally within three weeks after the Dean advised the student of the allegation. The letter will inform the student if there will be a notation on the academic record and of his/her right to appeal the decision to the Senate Review Board Academic within six weeks of the date of the decision. (See APPEALS TO SRBA.)

OFFENCE RECORD

The offence record will be held in the Dean's Office of the student's home faculty and will be kept separate from the student's academic counselling file. It will contain evidence collected in the investigation of the

offence, together with copies of any correspondence with the student. If a student is subsequently found not to have committed the offence in question, the record of that charge will be destroyed. Apart from the student, no one outside the Dean's Office shall have access to an offence record, except in the event of an appeal by the student to SRBA against the decision or the penalty (or penalties) imposed.

RELEASE OF INFORMATION CONCERNING SCHOLASTIC OFFENCES

The letters informing a student that he or she has been found to have committed a scholastic offence, and the penalty or penalties imposed are confidential documents. Copies will be sent only to involved parties as set out above.

In the event that the penalties imposed are to be reflected in the student's academic record, either on the official transcript or the internal electronic record, a copy will be sent to the Registrar. If a student transfers to another Faculty, or to an Affiliated University College of this University, the offence record will be transferred to the Dean's Office of that Faculty or College. Otherwise, information may be released with the written permission of the student or if required by a court order. Under all other circumstances, the information contained in a student's offence record shall be considered confidential and, unless the offence is to be recorded on the student's transcript, no information about the student's offence record shall be provided to any person or institution outside the University.

Report to Senate

Each Faculty shall submit to the Vice-Provost & Registrar an annual summary of scholastic offences committed by students registered in the Faculty. The summary will set out the nature of the offence and the penalties, with students' names removed. The Vice-Provost & Registrar will compile the information, by Faculty, and report annually to the Senate Committee on Academic Policy and Awards which will forward the report to Senate for information.

PENALTIES

The University will not treat lightly any incident of academic dishonesty and students should expect significant consequences for their actions. A serious incident or repeated offences may result in suspension or expulsion from the University.

A student guilty of a scholastic offence may be subject to the imposition of one or more penalties, of which those listed below are examples:

- a) Reprimand.
- b) Requirement that the student repeat and resubmit the assignment.
- c) A failing grade in the assignment.
- d) A failing grade in the course in which the offence was committed.
- e) Prohibition of further registration in a course or courses in the department or Faculty in which the offence occurred.
- f) Failure of the year (applies in certain professional programs).
- g) Suspension from the University for up to, but not more than, three academic years or for a portion of one academic year including the academic session in which the student is currently registered.
- h) Expulsion from the University.

Notes:

In determining what penalties are warranted in a given case, previous offences within the Faculty, the gravity of the offence, and the need to ensure consistency in standards of discipline across a Faculty will be relevant considerations for a Dean. A Home Dean also will take into account an existing Offence Record.

- A notation of the scholastic offence (e.g., "Scholastic Offence recorded in...") may be placed on a student's internal, electronic record for the penalties d), e) and f) at the discretion of the Dean of the Faculty imposing the penalty. Upon successful completion of the student's program, the student may

request that the notation be removed. The Dean, after consulting with the relevant Chair in the case of a departmentalized Faculty, will decide whether to grant the request. Permanent notations on the official transcript are recorded for penalties g) and h).

- Penalties imposed at the level of the department may range from a reprimand to a failing grade for the course in which the offence was committed.
- Penalties f), g) and h) are program decisions that can be imposed only by the Dean of the Home Faculty.
- Appeals against the imposition of any penalty will be dealt with in accordance with regulations governing appeals. (See STUDENT ACADEMIC APPEALS and SCHOLASTIC OFFENCES.)
- Students who have been suspended by the University as a result of a scholastic offence must apply for readmission subject to the same conditions that operate for students applying for "Readmission Following Unsatisfactory Performance".

[The following charts do not form part of the Policy on Scholastic Discipline, but are provided for your convenience.]

SUMMARY OF PROCEDURES FOR COURSE-RELATED OFFENCES FACULTIES WITH DEPARTMENT STRUCTURE

Incident arises and instructor (or other University official) investigates; meets with student if practicable and appropriate

Instructor (or other University official) refers matter to Chair if he/she finds evidence of academic misconduct

If Chair agrees that there is evidence to support allegation he/she must:

- notify student of allegation - normally within one week after matter was referred to Chair
- give student opportunity to respond and present evidence
- give student opportunity to meet with Chair

If Chair decides that student has committed a scholastic offence he/she must:

- consult with instructor regarding the penalties
- notify student of decision - normally within three weeks after informing student of allegation

**ALTERNATIVE #1:
Student appeals Chair's decision to Course Faculty Dean.**

- Dean must give student opportunity to meet with him/her
- Dean can vary penalty, but must notify student if considering additional penalties and permit student to make written submissions regarding penalty
- Dean must notify student of decision - normally within three weeks after receipt of request for relief

**ALTERNATIVE #2:
Student does not appeal decision.**

- After expiry of appeal deadline, Dean will decide whether to vary the penalty imposed by Chair
- Dean must notify student if considering additional penalties and permit student to make written submissions regarding penalty
- If Dean varies penalties, must notify student - normally within three weeks after expiry of appeal deadline

If Course Faculty Dean is the student's Home Faculty Dean, student may proceed immediately to appeal Dean's decision to SRBA

If the offence did not occur in student's Home Faculty, the decisions and documentation will be forwarded to Home Faculty Dean.

Home Faculty Dean must:

- notify student if considering additional penalties and permit student to make written submissions regarding penalty
- notify student of decision - normally within three weeks after receipt of material from Course Faculty

Student may appeal decision of Course Faculty Dean and/or decision of Home Faculty Dean to SRBA

SUMMARY OF PROCEDURES FOR COURSE-RELATED OFFENCES FACULTIES WITHOUT DEPARTMENT STRUCTURE

Incident arises and instructor (or other University official) investigates;
meets with student if practicable and appropriate

Instructor refers matter to Dean if he/she finds evidence of academic misconduct

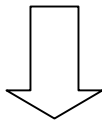
If Dean agrees that there is evidence to support allegation he/she must:

- notify student of allegation - normally within one week after matter was referred to Dean
- give student opportunity to respond and present evidence
- give student opportunity to meet with Dean

If Dean decides that student has committed a scholastic offence he/she must:

- consult with instructor regarding the penalties
- notify student of decision - normally within three weeks after informing student of allegation

If Course Faculty Dean is the student's Home Faculty Dean, student may proceed immediately to appeal Dean's decision to SRBA



If the offence did not occur in student's Home Faculty, the decisions and documentation will be forwarded to Home Faculty Dean.

- Home Faculty Dean must:
- notify student if considering additional penalties and permit student to make written submissions regarding penalty
- notify student of decision - normally within three weeks after receipt of material from Course Faculty

Student may appeal decision of Course Faculty Dean and/or decision of Home Faculty Dean to SRBA