
Type:	B - Educational (Senate)	Last Approved:	Nov. 5, 2009
Executive Responsibility:	Provost & Vice-President Academic	Next Review:	Dec, 2012
Administrative Responsibility:	Executive Director, Student Affairs	Policy:	96.01

STATEMENT:

A special relationship exists between instructor and student, therefore, the responsibility for taking reasonable precaution to prevent academic misconduct shall rest with the instructor. As well as maintaining the security of final examinations, the instructor must assume responsibility for taking all reasonable steps to protect academic integrity in all forms of assessment in the courses or programs for which he or she is responsible. It shall be the instructor's responsibility to take appropriate action if academic misconduct has occurred.

ACADEMIC MISCONDUCT

Examples of academic misconduct include, but are not limited to, acts in the following categories:

1. Cheating
 - 1.1 Copying from another student's test paper or other assignment;
 - 1.2 Allowing another student to copy from a test paper or other assignment;
 - 1.3 Using the course textbook or other materials, such as notes, formula lists, electronic devices, notes written on the student's clothing, or reference materials that are not authorized for use during a test;
 - 1.4 Claiming as one's own any work that is not one's own;
 - 1.5 Submitting as solely one's own, any academic exercise (e.g., written work, painting, sculpture, etc.) prepared totally or in part by another;
 - 1.6 Unauthorized submission of an essay or assignment that is essentially the same to two courses,
 - 1.7 Collaborating during a test with any other person by receiving information without authority;
 - 1.8 Taking a test for someone, or permitting another person to take a test for the registered student;

- 1.9 Acquiring, without permission, tests or other academic material belonging to a member of the University faculty or staff;
 - 1.10 Stealing, buying, or otherwise obtaining all or part of an un-administered test or any information about the test;
 - 1.11 Selling or giving away all or part of an un-administered test including answers to an un-administered test;
 - 1.12 Unauthorized previewing of a test; and,
 - 1.13 Changing, altering, or being an accessory to the changing and/or altering of a grade in an official academic record of the University which relates to grades.
2. Fabrication
 - 2.1 Citing information not taken from the source indicated;
 - 2.2 Listing sources in a bibliography not used in the academic exercise; and,
 - 2.3 Inventing data or source information for research or other academic exercises.
3. Plagiarism
 - 3.1 Submitting as one's own another person's actual words, whether written or spoken;
 - 3.2 Submitting as one's own another person's idea, opinion, or theory, even if it is completely paraphrased in one's own words; and,
 - 3.3 Submitting facts, statistics, or other illustrative materials, regardless of sources, without appropriate citation, unless the information is common knowledge.
4. Facilitation of Academic Misconduct
 5. Non-attendance

PROCEDURE

1. When an instructor believes that academic misconduct has occurred, the instructor shall conduct an investigation as appropriate and contact the student in a timely fashion and discuss the matter thoroughly. Should the instructor conclude that the student has committed academic mis-conduct, the instructor must determine whether the student should fail the assignment or the course and make that recommendation to the Dean. In either case, the instructor must complete a Record of Academic Misconduct Form (see [Appendix A](#)) and return it to his or her Dean.

2. Upon receipt of a completed Record of Academic Misconduct (see [Appendix A](#)), the Dean shall check with the Central Registry (i.e., Student Record System) to determine if the student has any record of previous academic misconduct.
3. When satisfied that the student has committed academic misconduct, the Dean, in collaboration with the Instructor, will determine the appropriate level of consequence. When there is no record of previous academic misconduct, the appropriate level of consequence shall be failure of the assignment or failure of the course. The Dean shall advise the student in writing that the consequence is effective immediately. A copy of the letter shall be sent to the instructor and a copy of the letter, along with the Record of Academic Misconduct Form (see [Appendix A](#)), shall be sent to the Registrar for inclusion on the student's permanent record.
 - 3.1 "Failure of the assignment" shall be understood as allowing the instructor to assign a zero or any other percentage lower than the minimum passing mark, according to the severity of the misconduct.
4. When there is a record of previous academic misconduct, a failing grade for the course shall be effective immediately and the Dean shall advise the student in writing of this consequence. In addition, the student shall be subject to further disciplinary action up to and including suspension by the President. The Office of the Executive Director, Student Affairs, in collaboration with the Dean, shall make such recommendations to the President. The President shall render a decision in writing with a copy of the letter to be sent to the Instructor and Registrar for inclusion on the student's permanent record.
5. In the event that a student be suspended for academic misconduct, the Executive Director of Student Affairs, if appropriate, will develop a plan of action for the student's return to the institution.

APPEAL

A student who receives a final grade of "F", or who is suspended from the University, as a result of academic misconduct, may appeal through the [Academic Appeal Policy](#).

RECORDS OF DISCIPLINARY MEASURES

All records of disciplinary measures taken against a student in terms of academic misconduct shall be maintained in accordance with Canadian statutory limitations.

Appendix A - Record of Academic Misconduct Form



This form is mandated by Policy 96.01. Please reference this Policy or contact your Dean for clarification, if required. The Instructor is to complete sections 1-3 of the form, sign and submit it with the necessary attachment(s) to the Faculty Dean.

Student Name: _____ Student #: _____

Instructor's Name: _____

Course Details (number, semester, and section): _____

1. Brief account of the academic misconduct:

2. Brief account of conference(s) with the student regarding this incident:

3. Brief account of action recommended in relation to this incident; complete and submit with supporting document(s) (e.g. exam, assignment) to the Faculty Dean:

"F" for assignment with a mark of _____% "F" for course

Comments:

List the document(s) involved in the academic misconduct:

Faculty Dean: If satisfied that the student has committed academic misconduct, check with the Central Registry (Records Office) to determine if the student has any record of previous academic misconduct.

If no previous record: (one of the following)

"F" for assignment – notify the student in writing, copied to the Instructor and the Registrar.

"F" for course – notify the student in writing, copied to the Instructor and the Registrar.

If the student has a previous record of academic misconduct: (both of the following)

"F" for course – notify the student in writing.

Consult with the Executive Director, Student Affairs as to further disciplinary action.

Instructor: _____ Date: _____

Dean, Instructional Faculty: _____ Date: _____