



FOR INFORMATION

PUBLIC

OPEN SESSION

TO: Academic Board

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PRESENTER: Sioban Nelson, Vice-Provost, Faculty & Academic Life
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DATE: March 12, 2015 for March 19, 2015

AGENDA ITEM: 5

ITEM IDENTIFICATION:

Updated Provost's Guidance on Sanctions; new Appendix C of *Code of Behaviour on Academic Matters*.

JURISDICTIONAL INFORMATION:

The *Code of Behaviour on Academic Matters* indicates at C.i.(b)(4) that the Provost shall, from time to time, indicate appropriate sanctions for certain offences. These guidelines shall be sent for information to the Academic Board and attached to the Code as Appendix 'C'.

GOVERNANCE PATH:

1. Academic Board [for information] (March 19, 2015)

PREVIOUS ACTION TAKEN:

HIGHLIGHTS:

The updated Guidance on Sanctions (new Appendix C to the Code of Behaviour on Academic Matters) will enhance consistency in sanctions across divisions while allowing for divisional discretion that enables the appropriate resolution of matters at that level and the ability to consider all the particular circumstances of an individual case including mitigating factors. At the same time, the guidance preserves the independence of the University Tribunal in imposing sanctions for academic misconduct following hearings when charges are laid. The Guidance also promotes transparency and allows students to more clearly understand the range of sanctions that the Provost will potentially be seeking when charges proceed to the Tribunal level.

This document is the result of extensive consultation with the Provost's Advisory Group on Academic Integrity ('Advisory Group'), which is chaired by the Vice-Provost, Faculty & Academic Life and the Vice-Provost, Students & First Entry Divisions, and which consists of

academic leads from the divisions at all three campuses, members and the Director of the Centre for Teaching Support and Innovation, the School of Graduate Studies, and Provost’s legal counsel. The Committee members also consulted with officers in their divisions who implement the Code at the divisional level. University Discipline Counsel and the Senior Chair of the University Tribunal were also consulted in the preparation of this guidance.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

For information only.

DOCUMENTATION PROVIDED:

Appendix ‘C’- Code of Behaviour on Academic Matters

APPENDIX “C” – CODE OF BEHAVIOUR ON ACADEMIC MATTERS

PROVOST'S GUIDANCE ON SANCTIONS

The Provost recognizes that the particular circumstances of each case will, of course, have to be taken into account in each case. Nevertheless, to promote consistency across the University, the Provost has provided the following guidance on sanctions for offences resolved at the Divisional level and the range of sanctions the Provost may ask the Tribunal to impose.

Students who have committed an academic offence and admit to it at the Divisional level, or earlier may be demonstrating a significant level of insight into their behaviour. This insight may be evidence that the academic relationship can be rehabilitated and may justify the imposition of a less significant sanction than would otherwise be appropriate had the case proceeded to the Tribunal level. The fact that lesser sanctions may be imposed at the Divisional level taking into consideration circumstances such as the student's demonstration of insight and remorse, is not intended to inform the sanctioning process at the Tribunal level.

A. *Divisional level*

1. In all cases, the division should consider placing a notation of the sanction on the student's academic record and transcript.
2. For offences involving plagiarism, depending on the amount of plagiarism contained in the work, whether or not accurate (or any) citations are provided or concocted, and whether or not any acknowledgment of the source material is provided, the Provost recommends a sanction ranging from reduction in the grade on the piece of academic work by one-half, to a final grade of zero or failure for the piece of work or zero for the course.
3. For offences involving the submission (or resubmission) of assignments for academic credit in two or more courses, the Provost recommends a sanction of up to a final grade of zero in the course.
4. For offences involving providing or receiving unauthorized assistance on an assignment or in a test or examination, or possession or use of unauthorized aids during a test or

examination, the Provost recommends a sanction ranging from a zero on the assignment or test up to a final grade of zero in the course.

5. The Provost recommends that divisions normally refer cases to the Provost to consider whether or not to file a charge under the Code where a student:

- (a) has previously been found to have committed an offence under the Code of Behaviour on Academic Matters;
- (b) has purchased and submitted work for academic credit;
- (c) has personated another student or has had someone personate that student in a test, exam, or other academic evaluation;
- (d) has forged or falsified, or circulated a forged or falsified academic record;
or
- (e) has submitted forged or falsified information in support of an academic petition or other request for academic accommodation

However, where the division representatives conclude that, despite the matter falling within one of the above categories, there are extenuating circumstances such that the division believes it is appropriate to impose a divisional sanction rather than refer the case to the Provost, the dean's designate may choose to impose an appropriate sanction within the divisional sanctioning authority.

6. In any case where a student has committed a prior offence, and the division chooses to impose a sanction, the division should strongly consider imposing a suspension of up to one year.

7. For offences related to damaging or misusing library materials, computer equipment or other facilities the recommended sanctions shall be a monetary fine and/or denial of privileges to use the facility involved.

B. Tribunal Level

8. To provide guidance to students facing a hearing at the Tribunal, absent exceptional circumstances, the Provost will request that the Tribunal:

- (a) impose a final grade of zero in any course where a student is found to have committed an offence;
- (b) suspend a student for two years for any offence involving academic dishonesty, where a student has not committed any prior offences;
- (c) suspend a student for three or more years for any offence involving academic dishonesty, where a student has committed a prior offence;
- (d) impose a notation on a student's academic transcript and notation that is at least one year longer than any period of suspension that is imposed;
- (e) recommend that a student be expelled where that student has:
 - (i) forged or falsified an academic record, including but not limited to a transcript or unofficial report of grades;
 - (ii) personated another student or had a student personate that student in a test, exam, or other academic evaluation; or
 - (iii) submitted multiple forged or falsified documents to the University, unless that student has demonstrated through her or his cooperation, or otherwise, that a lesser penalty is appropriate; or
 - (iv) has submitted academic work that the student has purchased, in whole or in part, unless that student has demonstrated through her or his cooperation, or otherwise, that a lesser penalty is appropriate.