

ACADEMIC INTEGRITY POLICY

1. BACKGROUND

Brock University fosters the pursuit of knowledge and scholarship through the provision of academic programs and a learning environment of the highest quality. Academic Integrity is a core value that supports the University's mission.

2. PURPOSE

The Academic Integrity Policy provides members of the University community general guidelines of appropriate academic behaviours and identifies prohibited academic conduct. The University is committed equally to the promotion and education of Academic Integrity across the organization through partnerships amongst a variety of constituencies. The intention of Brock University is to ensure fair treatment, transparent processes, and consistent application in the administration of this policy.

Pasts acknowledgements: Brock University and the Academic Integrity Advisory Committee wish to reiterate past acknowledgements to the following institutions, whose related policies and procedures provided background and a foundation in best practices that assisted in the development of previous versions of this policy and remained during the review process of this policy: McMaster University, University of Alberta, Toronto Metropolitan University, Carleton University, and York University.

3. SCOPE

This Policy applies to the academic activities of all current and former undergraduate and graduate students who are, or were, registered (through the Office of the Registrar) at Brock University, both on and off campus.

There may be situations where a Student's conduct may involve behaviours of both an academic and non-academic nature. Where circumstances warrant, a student may be subject to disciplinary procedures under the Academic Integrity Policy, the Student Code of Conduct, or multiple policies.

The Responsible Conduct of Research Policy applies to any allegation of misconduct related to research conducted by a Student that is not Students' Academic Work, as defined in that policy including, without limitation, work conducted by a Student in the capacity of a Research Assistant. The reporting requirements set out in the Responsible Conduct of Research Policy may apply to Students' Academic Work where such work is funded, in whole or in part, by a granting agency.

4. POLICY STATEMENT ON ACADEMIC INTEGRITY

All students are required to act ethically and with integrity in academic matters and demonstrate behaviours that support the University's academic values. These behaviours include, but are not limited to:

- a. Completing one's own original academic work in all instances when required for academic progression;
- b. Knowing and following the appropriate citation method with regard to the use of quotation marks and paraphrasing;
- c. Collaborating appropriately for graded course components;
- d. Acknowledging the contribution of others (giving credit);
- e. Ensuring that a student's academic work is not shared and, when authorized by the instructor to be shared, that is not used inappropriately by others, including but not limited to digital channels or hubs, private or public;
- f. Acting ethically and with integrity while conducting research and in the reporting of research results; and
- g. Following published examination rules and protocols when administered in person or through electronic channels; following instructions provided by the instructor for when completing any academic assessment; ensuring that academic work previously graded is not resubmitted as new original work.

All students are responsible for their behaviour and may face academic penalty under the terms outlined in this policy should they engage in academically dishonest behaviours.

Students in positions of responsibility, such as Teaching or Research Assistants, shall be expected to not only adhere to the academic principles and demonstrate behaviour that supports the University's mission, but also to encourage principles of academic integrity among the University community and report suspected cases to their relevant supervisor.

Brock University students and instructors are responsible for familiarizing themselves with this policy. Instructors are responsible for clearly defining the nature of academic misconduct including citation protocols and collaborative practices. This

information should be communicated through course outlines, course resources, and instructions of assessments.

It is the responsibility of every member of the University community (students, faculty, and staff) to act ethically and with integrity and to support an environment which values academic integrity in every aspect of life on campus.

Every member of the University community has the additional responsibility to:

- i. Identify and report all incidents of academic misconduct, and
- ii. Assist in the investigation of alleged incidents of academic misconduct.

5. STATEMENT OF CONFIDENTIALITY AND PROTECTION OF INFORMATION

The University is bound by its policies regarding the confidentiality of student information and complies with the Freedom of Information and Protection of Privacy Act (FIPPA). In the administration of this policy, information, documentation or evidence may be accessed by, submitted to, and/or reviewed by members of the University community as a function of their position (e.g., Instructor, Department Chair, Dean, the Senate Student Appeals Board, Registrar, etc.). Every member of the University community shall respect and maintain the University's obligation to protect the right to confidentiality and the privacy of its students, faculty, and staff.

This statement of confidentiality is subject to:

- (i) any legal obligation of the University to disclose information;
- (ii) the reporting requirements set out in the Responsible Conduct of Research Policy; and
- (iii) any other reporting or disclosure requirement set out by a granting agency from which a Student has accepted funding, or that has been otherwise agreed to by a Student.

The University shall only share information with third parties, such as parents or spouses, upon receipt of the student's written consent. In these situations, the University shall provide only the requested information as indicated by the student, in order to protect their personal privacy.

University employees participating in any part of this process may share details of a particular case with a University colleague, supervisor, or counsel, who is not involved in the case, on a confidential basis, for the purpose of seeking advice.

6. RECORDING OF LECTURES

6.1. When recording permissible

A Student may make an audio or video recording of a lecture, presentation, or lesson if:

- a. They have received permission in writing of the instructor (or presenter); or
- b. They require the use of a recording device or a recording made on their behalf as a disability accommodation and have put in place the accommodation through Student Accessibility Services in accordance with the Academic Accommodations for Students with Disabilities Policy. Any student who requires recording of lectures as an accommodation should request it through Student Accessibility Services which will notify the instructor and confirm how the accommodation need will be met.

6.2. Use of recordings and conditions on recording

Any recording of a lecture, presentation, or lesson made by or for a Student (whether or not for the purpose of an accommodation) may only be used for that Student's own personal, non-commercial, educational use and may be subject to additional conditions set by the instructor or Student Accessibility Services. No other use of such recordings may be made without the express, written permission of the instructor (or presenter, as applicable).

7. DEFINITIONS

In this policy:

- a. "Academic Work" includes any academic paper, essay, thesis, major research paper, research report, course-related community engagement, project, assignment, report, laboratory assignment/report, test or examination, creative work (e.g., computer program or code, music, art or dramatic work), or any other work tied to academic progression, whether oral, in writing, in other media or otherwise and/or registration and participation in any course, program, seminar, workshop, conference, or symposium offered by the University.¹

¹ Adapted from definition previously taken from McMaster University *Academic Integrity Policy*

- b. “Academic Misconduct” includes, but is not limited to, any violation of the Policy Statement on Academic Integrity set out above, and any of the behaviours described in Appendix 2.
- c. “Collaboration” - where and when required and expected - refers to the consultation and production of group work in conformity with the expectations of the Instructor as articulated in the assignment or syllabus.
- d. “Complainant” includes an Instructor or any other person who has a position of responsibility with respect to maintaining academic integrity at the University.
- e. “Dean’s Designate” means any faculty member designated by the Dean (including an Associate Dean) for the purpose of this policy. With respect to a graduate Student, the Dean’s Designate will be designated by the Dean of the Faculty of Graduate Studies and Postdoctoral Affairs.
- f. “Chair” means the applicable Department Chair, Centre Director, Program Director or any other person designated to act in that administrative capacity, including a designate of the Chair.
- g. “Graduate Program Director” or “GPD” means Graduate Program Director or any other person designated to act in that administrative capacity.
- h. “Instructor” means any person responsible for the teaching or academic supervision of students at the University.
- i. “Student” means any person who is, or has previously been, registered (through the Registrar’s office) in any course of study at the University.
- j. “University” means Brock University.
- k. “Academic Notes” or “Notes” represent content composed by a student while using resources and content (authorized by the instructor for that course) that are protected and cannot be disseminated through any channels without explicit permission from the instructor.
- l. “File sharing” represents course content and any student’s academic work for that course that is shared for commercial or non-commercial purposes, including but not limited to online study hubs.

- m. “Contract Cheating” may be used as a term to identify any form of service or support sought and accepted by a student, through commercial or non-commercial channels, for completion of course requirements.

In procedures relating to undergraduate student cases, any references to a “Dean”, “Associate Dean”, “Associate Dean, Research and Graduate Programs”, “Chair”, “GPD”, or other positions in this policy, with respect to a particular Student, refer to those positions in that Student’s Faculty, Department, or Program, as applicable. In procedures relating to graduate student cases, any references to a “Dean” refer to the Dean of the Faculty of Graduate Studies and Postdoctoral Affairs.

8. ACADEMIC MISCONDUCT PROCEEDINGS: UNDERGRADUATE PROCEDURE

An allegation of misconduct (or multiple allegations of misconduct) of Academic Misconduct may be brought against an undergraduate Student by a Complainant and shall follow the procedure set out below. Steps (a), (b), and (c) may occur in any order.

- a. **Notification to Dean’s Designate:** The Complainant shall inform the Chair or Chair’s Designate of the allegation of misconduct and shall provide the Dean’s Designate with all evidence supporting the alleged misconduct. The Complaint shall follow the procedures in place for when an allegation of academic misconduct is reported (Undergraduate Procedure).

If the Complainant also holds the position of Chair (when without a Chair’s Designate appointed), or Chair’s Designate, or Associate Dean, with responsibilities under section 8 of this policy, an alternate representative must be identified to undertake those responsibilities. In addition, in the event of any other situation perceived as a conflict of interest, the involved participants must excuse themselves and alternate representatives must be identified.

- b. **First notification to Registrar:** The Chair or Chair’s Designate shall inform the Registrar of the allegation of misconduct. The Chair or Chair’s Designate shall follow the procedures in place for when a hold on a course grade is requested (Undergraduate Procedure).
- c. **Registrar to place hold and provide records:** If the allegation of misconduct is applicable to a particular course, the Registrar shall place a hold on that course for that Student, preventing the Student’s withdrawal from the course. Irrespective of whether a hold is placed, the Registrar shall inform the Chair or

Chair's Designate of any prior findings of academic misconduct made against the Student.

- d. **First notification to Student:** The Chair shall notify the Student of the allegation of misconduct, and the proposed date and time of a first meeting to discuss the allegation(s) of misconduct and the evidence. The Student shall have ten (10) business days to respond to the first notice to advise of their availability. The Chair may decide, at their own discretion, when to schedule the meeting. The Student shall be advised of their right to be accompanied at any meeting by the Student Ombuds or by another member of the Brock community who is not a family member to the student and if the guest is not jointly named in the same allegation. For logistical purposes, the Chair or Chair's Designate may exercise discretion in requesting advance notice if the Student will be accompanied by a guest. The Student shall be given the opportunity to request access to the evidence for review, if reasonably possible, in advance of the first meeting. Students' requests for evidence must be submitted in writing to the Chair or Chair's Designate by and not after two (2) business days before the date of the first meeting. The Student shall be informed in writing when, for privacy reasons, the redaction of evidence is required or when a copy of the evidence cannot be provided before the meeting. For the latter, the duration of the First Meeting can be adjusted to allow for extra time to discuss the evidence, or the Student can be offered the opportunity to see the evidence in person on a date, time, and place arranged by the Department and prior to the first meeting taking place. The Student may request to be accompanied by the Student Ombuds or another guest in compliance with eligibility criteria, provided that the guest will be the same person accompanying the Student at the First Meeting.
- e. **First meeting:** The Chair, the Complainant, and the Student shall meet to discuss the allegation(s) of misconduct. The Student will be presented with the evidence supporting the allegation of misconduct and be given the opportunity to be heard and to submit evidence in their own defence. The Student may admit responsibility and confirm the validity of the allegation, in which case, the matter will proceed (including the option for a second meeting) solely for the consideration of appropriate disciplinary measures.
- f. **Conclusion of the first meeting:** The Chair shall decide whether the allegation of misconduct is supported by the evidence. If it is determined that the allegation of misconduct is not supported, the Chair shall ask the Registrar to

remove the hold on the related course (if applicable) and the allegation shall be dismissed. If it is determined that there was a situation of academic misconduct, the Chair will inform the Associate Dean (and may inform the Dean's office as well) and recommend appropriate action(s) to take.

- g. **Second notification to Student:** The Chair shall inform the Student in writing and as soon as feasibly possible of the outcome of the first meeting. If the Chair has recommended disciplinary action(s), this notification shall inform the student of the option to contact the Associate Dean within 10 (ten) business days, counting from the date of the second notification, to request a second meeting.
- h. **Option for second meeting:** If the Chair has determined that Academic Misconduct has occurred and has recommended disciplinary action(s), any one of: the Student, the Dean's Designate, or the Associate Dean may request a second meeting. If the request for a second meeting is made by the Student or by the Dean's Designate, this request must be made within ten (10) business days from the date of the second notification set out in step (g). If no such request is made by the Student, the Associate Dean must observe the expiration of the ten (10) business days before deliberating on whether to mandate the appropriate disciplinary action(s) to be taken and proceed to step (k).
- i. **Second meeting (if applicable):** If a second meeting is requested, it shall be scheduled by the Associate Dean. The Associate Dean and the Student shall meet to consider all available evidence relevant to the allegation of misconduct. The Associate Dean may also invite the Chair and/or the Complainant to attend the meeting. The Student shall have the opportunity to be heard, to submit evidence, and to bring witnesses in their own defence if the guests are not jointly named in the same allegation.
- j. **Conclusion of the second meeting (if applicable):** The Associate Dean shall make a final decision as to whether the Student has committed Academic Misconduct. If it is determined that the Student has committed Academic Misconduct, the Associate Dean shall determine the appropriate disciplinary action(s) to be taken.
- k. **Second notification to Registrar (if applicable):** If it is determined that the Student has not committed Academic Misconduct, the Associate Dean shall ask the Registrar to remove the hold on the related course (if applicable) and the

allegation shall be dismissed. If it is determined that the Student has committed Academic Misconduct, the Associate Dean shall inform the Registrar of the disciplinary action(s) that will be taken.

- l. **Final notification to Student:** The Associate Dean shall inform the Student, and all involved parties (including the Registrar), of the determination of the allegation and any disciplinary action(s) that will be taken, and when applicable, instructions or procedures on how to access resources to complete disciplinary actions such as mandatory remedial actions (MRAs). If disciplinary action(s) will be taken, the Student will also be informed of their right to appeal the decision. The Associate Dean shall always consult with the Chair or Chair's Designate first if or when deliberating on disciplinary actions that will differ or deviate from those initially recommended by the Chair or Chair's Designate after the First Meeting process was completed (even if a second meeting was not requested by the Student).

9. ACADEMIC MISCONDUCT PROCEEDINGS: GRADUATE PROCEDURE

9.1. FOR Academic Misconduct in Course Work

An allegation of misconduct (or multiple allegations of misconduct) may be brought against a graduate Student by a Complainant and shall follow the procedure set out below. Steps (a) and (b) may occur in any order.

- a. **Notification to Graduate Program Director (GPD) or GPD's designate:** The Complainant shall inform the GPD or the GPD's designate, as may be applicable for the Student's or Students' program, of the allegation of misconduct and the GPD or GPD's designate shall inform the Dean of the Faculty of Graduate Studies and Postdoctoral Affairs' Office of the allegation. By "informing" it is meant that an incident report of academic misconduct be documented as per guidelines for the Faculty of Graduate Studies and Postdoctoral Affairs in place at the time the situation of the alleged misconduct is identified.

In the event of any other situation perceived as a conflict of interest, the involved participants must excuse themselves and alternate representatives must be identified.

- b. **Dean of the Faculty of Graduate Studies and Postdoctoral Affairs' Office to place hold and provide records:** If an allegation of misconduct is applicable to a particular course, the Dean's Office shall place a hold on that course, preventing the Student's withdrawal from the course.

Irrespective of whether a hold is placed, the Dean's Office shall inform the GPD of any prior findings of academic misconduct made against the Student. The Dean, or Dean's Designate, shall also determine whether the allegation relates to any grant funded research; if so, the Dean, or Dean's Designate, shall inform the Senior Administrative Contact under the Responsible Conduct of Research Policy.

- c. **First notification to Student:** The GPD or the GPD's designate shall notify the Student of the allegation and the proposed date and time of a first meeting to discuss the allegation and the evidence. The Student shall have ten (10) business days to respond to the first notice to advise of their availability. The Student shall be advised of their right to be accompanied at any meeting by the Student Ombuds or by another member of the Brock community who is not a family member to the student and if the guest is not jointly named in the same allegation.

If requested by the Student, the Student shall be given the opportunity to review any evidence, if reasonably possible, in advance of the first meeting. Requests for access to evidence must be addressed to the GPD, or GPD's Designate, in writing by email only, and no later than two (2) business days prior to the date and time when the meeting will take place. The GPD, or GPD's Designate, may determine that copies of the evidence cannot be shared for a variety of reasons such as sharing academic work submitted by another student or students, or technical issues due to size of files or format of files. In this situation, an explanation must be provided to the student in writing, and the meeting time should be expanded to ensure appropriate discussion of the evidence, including when required that the identification of academic work submitted by another student or other students be sealed in terms of name, student identification number, course title, and date of submission. The record of the meeting must transcribe the circumstances in which the evidence was discussed.

- d. **First meeting:** The GPD and/or the Chair, the Complainant, and the Student shall meet to discuss the allegation. The Student will be presented with the evidence supporting the allegation and be given the opportunity to be heard in their own defence. The Student may admit responsibility and confirm the validity of the allegation, in which case, the matter will proceed (including the option for a second meeting) solely for the consideration of appropriate disciplinary measures.

- e. **Conclusion of first meeting:** The Chair and/or the GPD shall jointly decide whether the allegation is supported by the evidence. If it is determined that the allegation is not supported, the GPD and/or the Chair shall ask the Dean of the Faculty of Graduate Studies and Postdoctoral Affairs' Office to remove the hold on the related course (if applicable) and the allegation shall be dismissed. If it is determined that the allegation is supported, the GPD or Chair will inform the Associate Dean, Research and Graduate Programs, and the Dean, or Dean's Designate, of the Faculty of Graduate Studies and Postdoctoral Affairs.
- f. **Second notification to Student:** The Dean, or Dean's Designate, of the Faculty of Graduate Studies and Postdoctoral Affairs' Office shall inform the Student of the outcome of the first meeting. If the Chair and/or the GPD have recommended disciplinary action(s), this notification shall inform the student of the option to request a second meeting.
- g. **Option for Second Meeting:** If the Chair and/or the GPD have determined that Academic Misconduct has occurred and have recommended disciplinary action(s), any one of: the Student, the Associate Dean, Research and Graduate Studies, or the Dean, or Dean's Designate, of the Faculty of Graduate Studies and Postdoctoral Affairs may request a second meeting only if any new evidence or information has come to light. If such a request is made by the Student, it must be made normally within five (5) business days from the date of the second notification. If no such request is made, the Associate Dean, Research and Graduate Studies and the Dean, or Dean's Designate, of the Faculty of Graduate Studies and Postdoctoral Affairs may jointly determine the appropriate disciplinary action(s) to be taken and proceed to step (k).
- h. **Second Meeting (if applicable):** If a second meeting is requested, it shall be scheduled by the Dean, or Dean's Designate, of the Faculty of Graduate Studies and Postdoctoral Affairs' Office. The Associate Dean, Research and Graduate Studies; the Dean, or Dean's Designate, of the Faculty of Graduate Studies and Postdoctoral Affairs; and the Student shall meet to review the new evidence or information and give final consideration to all the facts of the allegation. The Dean, or Dean's Designate, may also invite the Complainant, and/or the GPD to attend. The Student shall have the opportunity to be heard, to submit the new evidence, and to bring witnesses in their own defence.

- i. **Conclusion of second meeting (if applicable):** The Dean, or Dean's Designate, of the Faculty of Graduate Studies and Postdoctoral Affairs and the Associate Dean, Research and Graduate Programs shall jointly make a final decision as to whether the Student has committed Academic Misconduct. If it is determined that the Student has committed Academic Misconduct, the Dean, or Dean's Designate, of the Faculty of Graduate Studies and Postdoctoral Affairs and the Associate Dean, Research and Graduate Programs shall jointly determine the appropriate disciplinary action(s) to be taken. If a finding of misconduct has been made in relation to a major research paper or thesis, the Dean, or Dean's Designate, of the Faculty of Graduate Studies and Postdoctoral Affairs shall report the finding to the Associate Vice-President, Research to determine the University's responsibilities under the Responsible Conduct of Research Policy.
- j. **Notification to Dean, or Dean's designate, of the Faculty of Graduate Studies and Postdoctoral Affairs' Office (if applicable):** If it is determined that the Student has not committed Academic Misconduct, the GPD or Chair shall ask the Dean, or Dean's Designate, of the Faculty of Graduate Studies and Postdoctoral Affairs' Office to remove the hold on the related course (if applicable) and the allegation shall be dismissed.
- k. **Final notification to Student:** The Dean, or Dean's Designate, of the Faculty of Graduate Studies and Postdoctoral Affairs' Office shall inform the Student, and all involved parties, of the determination of the allegation and any disciplinary action(s) that will be taken, if applicable. If disciplinary action(s) will be taken, the Student will also be informed of their right to appeal the decision.

Additional provision for Graduate Students

9.2. FOR Academic Misconduct related to Major Research Papers, Theses, Proposal or Qualifying Examinations

Anyone who detects or suspects academic misconduct in relation to a draft or final version of a student's major research paper, thesis, qualifying examination, or dissertation must notify the Dean, or Dean's Designate, of the Faculty of Graduate Studies and Postdoctoral Affairs, in writing, as soon as possible, according to the following outlined below.

9.2.1. If the GPD or Faculty of Graduate Studies and Postdoctoral Affairs has not yet sent the student's dissertation to an external examiner: The protocols and procedures above outlined in 9.1. will apply.

9.2.2. If the Faculty of Graduate Studies and Postdoctoral Affairs or Graduate Program has sent the student's thesis/dissertation to an external examiner:

- a. Special care is required when apparent academic misconduct is discovered after a student's dissertation or thesis has been submitted for final examination or after the student's program has been completed;
- b. In such cases, the alleged academic misconduct must be immediately reported verbally and/or documented in writing to the Dean, or Dean's Designate, of the Faculty of Graduate Studies and Postdoctoral Affairs;
- c. The Dean, or Dean's Designate, will collaborate with the Graduate Program Director and the Associate Dean, Research and Graduate Studies to determine an appropriate course of action;

If a finding of misconduct has been made in relation to a proposal, major research paper, thesis, the Dean, or Dean's Designate, of the Faculty of Graduate Studies and Postdoctoral Affairs shall report the finding to the Senior Administrative Contact to determine the University's responsibilities under the Responsible Conduct of Research Policy.

10. DISCIPLINARY MEASURES FOR ACADEMIC MISCONDUCT

In the case of a finding of Academic Misconduct:

- a. A letter of offence (including a statement setting out if it is a first or subsequent offence) will be sent to the student and placed in that student's academic file;
and;
- b. Disciplinary action will be taken, which may include, but is not limited to:
 - i. written reprimand;
 - ii. mandatory remedial action (e.g., attendance at a workshop offered through Learning Services or a specialized educational session provided through the Department or resubmission of an assignment for successful completion before the initial deadline stated in the Final Notification issued

- by the Associate Dean, or before an extended deadline if applicable and only if approved in writing by the Associate Dean);
- iii. lower grade or failure on the assignment or examination;
 - iv. a reduction in the course grade, which may exceed the value of the assignment (previously assigned grades may be adjusted);
 - v. failure in the course;
 - vi. removal from the program of study;
 - vii. notation on the student's official transcript;
 - viii. temporary or permanent removal from a co-op program option, placement, internship or practicum;
 - ix. suspension from the University for a definite period with a transcript notation;
 - x. permanent debarment from the University, with a transcript notation; and/or
 - xi. withholding or rescinding a Brock degree or certificate.

Please refer to Appendix 2-B: Reference Table for Disciplinary Measures for Academic Misconduct of this policy.

For a finding of Academic Misconduct outside of a course, the minimum penalty is a notation on the Student's academic record, although additional sanctions may be imposed.

Any disciplinary action taken may specify if and when a hold on a course is to be removed. If not specified, holds shall be maintained or removed in accordance with the Registrar's general practices.

Failure by the Student(s) to complete any mandatory remedial action by the prescribed date may result in additional disciplinary action(s), without the right for the Student(s) to make additional submissions. In the event of extenuating circumstances, the Student shall contact the Associate Dean to request an extension to avoid additional penalties. It is at the discretion of the Associate Dean to grant extensions for completion of mandatory remedial actions.

A Student who is found to have committed Academic Misconduct in a course may not withdraw from that course without the relevant Dean's written, express approval (in the case of graduate Students, the Dean of Graduate Studies and Postdoctoral Affairs shall make this decision).

All relevant documentation for cases of academic misconduct will be forwarded to the appropriate Dean(s).

11. GENERAL PROCEDURAL RULES

The following shall apply to both undergraduate and graduate proceedings for allegations of Academic Misconduct:

- a. **Timeline:** Reasonable efforts shall be made by all parties to ensure that no Academic Misconduct proceeding is unduly or unjustly delayed. Any allegations of academic misconduct must be reported by the Complainant as soon as feasibly possible upon discovery. It is at the discretion of the Dean's Designate to determine when a report of alleged misconduct cannot be accepted for investigation. Individual schedules and availability shall be reasonably accommodated. All notifications to a Student that schedule a meeting shall be given reasonably in advance of that meeting so that a Student may be prepared. If a Student has given timely notice of their availability, meetings shall be scheduled to reasonably accommodate the availability of the Student where possible.
- b. **Evidence:** Students shall be reasonably accommodated in being allowed to present evidence in the medium or format of their choosing, including presentations or witnesses if the individuals are not named in the same allegation of misconduct. Witnesses for the Student must be voluntary participants; the University will not compel witnesses to testify in a Student's defence. Evidence may be excluded or prohibited on the grounds of relevance at the discretion of the Chair or Chair's Designate or GPD in the case of the first meeting, and at the discretion of the Associate Dean or Dean of the Faculty of Graduate Studies and Postdoctoral Affairs, as respectively applicable, in the second meeting.
- c. **Failure to appear:** If a Student fails to attend a meeting absent a valid excuse, the meeting may proceed in the absence of that Student. Continuing the meeting, and/or the validity of an excuse, shall be at the discretion of the Chair or GPD in the case of the first meeting, and at the discretion of the Associate Dean and/or Dean of the Faculty of Graduate

Studies and Postdoctoral Affairs, as respectively applicable, in the case of the second meeting.

- d. **Meetings:** Meetings shall be closed to the public and to guests of the Student, except that the Student Ombuds or another member of the Brock community who is not a family member may attend with the student if the individual is not named in the same allegation of misconduct, provided that the Student must speak on their own behalf. Meetings may not be recorded, unless otherwise decided at the discretion of the Chair or GPD in the case of the first meeting, and at the discretion of the Associate Dean or Dean of the Faculty of Graduate Studies and Postdoctoral Affairs, as respectively applicable, in the second meeting. Meetings may be held by means other than in-person, such as by teleconference, only at the discretion of the Chair or GPD in the case of the first meeting, and at the discretion of the Associate Dean or Dean of the Faculty of Graduate Studies and Postdoctoral Affairs, as respectively applicable, in the second meeting. These restrictions are subject to the University's obligation to provide reasonable accommodation with respect to a disability.
- e. **Multiple offences:** At the sole discretion of the appropriate Dean(s), proceedings involving multiple similar offences involving a single student may be combined into one proceeding.
- f. **Allegations of academic misconduct outside of a course:** Allegations of Academic Misconduct may be brought against a Student for actions unrelated to a particular course of study, after the related course has been completed, or against a Student who has already graduated or left a course of study at the University.
- g. **Procedural Irregularities:** If the procedures set out in this policy are not followed or cannot be followed for whatever reason in an Academic Misconduct proceeding, the Provost shall decide any appropriate remedial measures to be taken, provided that any such measures shall be procedurally fair to the Student(s) involved and shall not deprive that/those Student(s) of any substantive rights granted under this policy.
- h. **Mandatory Remedial Actions:** monitoring of completion and liaison with Associate Deans shall be under the stewardship of the Academic Integrity Manager.

- i. **Recording and dissemination of content from educational sessions:** it is prohibited to record and disseminate a recording of any kind done by the Student or others of content from educational sessions, including but not limited to screenshots, video and audio recordings, attendance lists, and practice work, from in-person or online sessions; any violation of this provision is to be reported as academic misconduct.
- j. **“Remove Hold and Assign Grade” Form (RHAGF):** if the course has finished and final grades have been already posted, the Associate Dean is required to sign and submit the RHAGF when approving the release of hold.
- k. **Case management system (when and where appropriate):** administration shall be under the stewardship of the Academic Integrity Manager.

12. ACADEMIC MISCONDUCT RECORDS

A record of any disciplinary rulings shall be placed in a Student’s academic file and maintained by the Office of the Registrar or the Faculty of Graduate Studies and Postdoctoral Affairs, as appropriate.

Where a Student has been found to have committed Academic Misconduct, files relating to the investigation of that Student shall be maintained within the Student’s Faculty or the Faculty of Graduate Studies and Postdoctoral Affairs for a minimum of five (5) years from graduation or the date of the Student’s last registration, whichever is earlier.

13. TRANSCRIPTS AND TRANSCRIPT NOTATIONS

a. Transcripts

When a discipline outcome under this policy results in a transcript notation, any transcripts forwarded to institutions or potential employers at the request of the student shall include said notation. Notations shall remain on a Student’s transcript for a specified period.

b. Transcript Notations

- i. Notations for discipline, excepting expulsion or permanent debarment, shall remain on a Student’s transcript until they have graduated or three (3) years after the last registration, whichever is earlier.

- ii. Notations of expulsion or permanent debarment shall remain permanently on a Student's transcript.
- iii. Exceptions may be made at the discretion of the Registrar, in consultation with the Dean, in exceptional circumstances.

14. APPEALS

A Student may appeal any finding of Academic Misconduct and outcomes imposed to the Senate Student Appeals Board, according to the procedures of the Senate Student Appeals Board as outlined in the Faculty Handbook.

POLICY DETAILS

Policy Owner

Provost and Vice-President, Academic

Policy Classification

Academic

Approval

Approved by the Senate on the recommendation of the Teaching and Learning Policy Committee

Effective Date

January 15 2020

Next Review

April 2027

Revision History

Revised April 2024

Related Documents

- Student Code of Conduct
- Respectful Work and Learning Environment Policy
- Responsible Conduct of Research Policy
- Access to Student Records and Disclosure of Information Policy
- Access to Information and Protection of Privacy Policy
- Computer Use Policy
- Electronic Mail Policy
- Accessibility Policy

Appendix 1A: administrative flow of academic misconduct procedures
Undergraduate Students

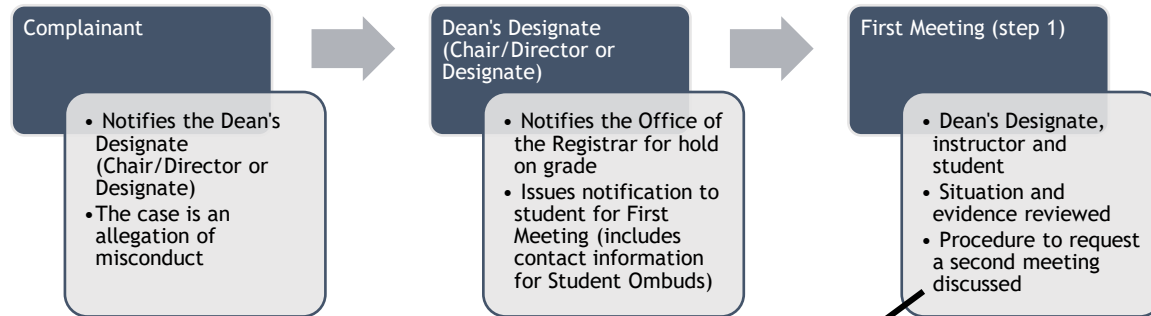
Appendix 1B: administrative flow of academic misconduct procedures Graduate
students

Appendix 2A: Academic Misconduct

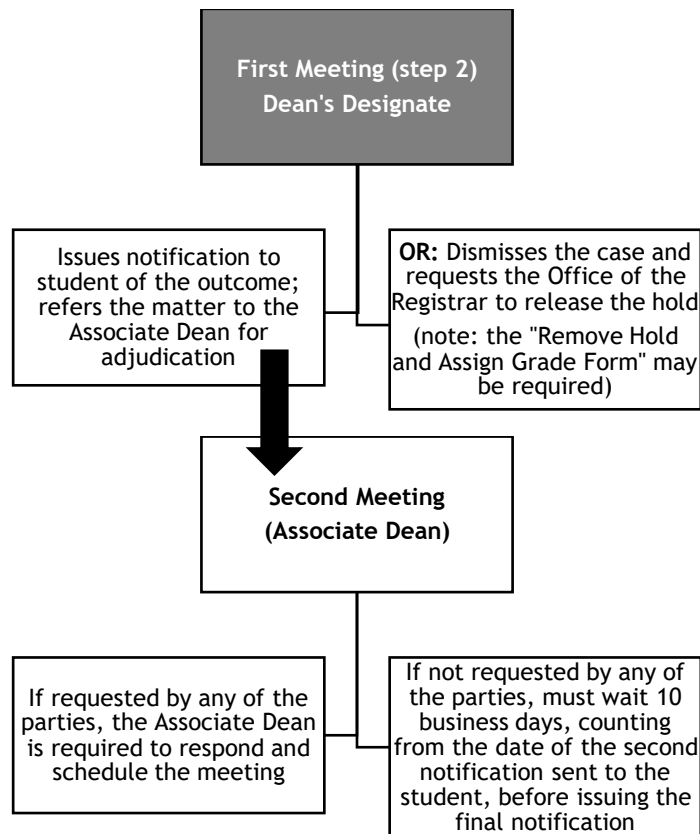
Appendix 2B: Reference Table for Disciplinary Measures for Academic Misconduct

Appendix 3: Responsibilities for Instructors Regarding Student Academic Behaviour

APPENDIX 1-A: ADMINISTRATIVE FLOW OF ACADEMIC MISCONDUCT PROCEDURES
Undergraduate Procedure (Section 8)



Please also refer to **Section 11 (General Procedure Rules)** for a. Timeline, b. Evidence, c. Failure to appear, d. Meetings, and g. Procedural Irregularities



The final notification includes confirmation of dismissal **OR** adjudication and corresponding penalties with contact information for the Student Ombuds, the Student's right to appeal and access link to the Senate Student Appeals Board

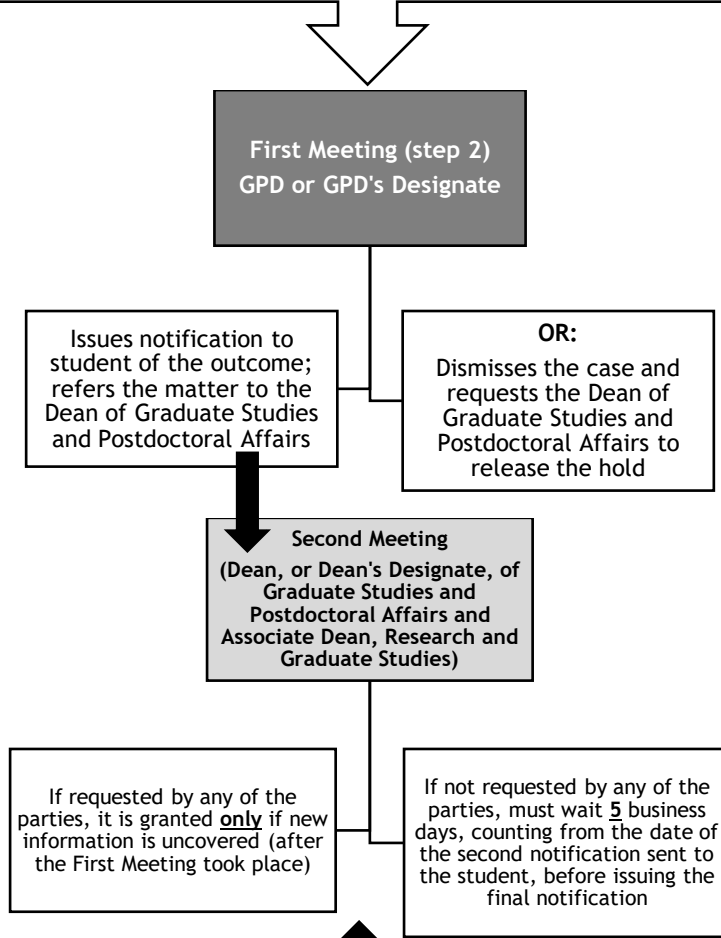
APPENDIX 1-B: AMINISTRATIVE FLOW OF ACADEMIC MISCONDUCT PROCEDURES

Graduate Procedure (Section 9)

Please note "Additional provision for Graduate Students" under sub-section 9.2



First Meeting: GPD and/or Chair, Complainant, and the student discuss the situation and evidence. Please also refer to **Section 11 (General Procedure Rules)** for a. Timeline, b. Evidence, c. Failure to appear, d. Meetings, and g. Procedural Irregularities



The final notification includes confirmation of dismissal (if decided after a second meeting) **OR** adjudication and corresponding penalties with contact information for the Student Ombuds, the Student's right to appeal and access link to the Senate Student Appeals Board

APPENDIX 2-A: ACADEMIC MISCONDUCT

The following identifies academic behaviours the University considers inappropriate, and which may lead to disciplinary procedures under this policy. This list is not exhaustive of all activities, in whole or in part, that may be considered Academic Misconduct.

A Examinations and Tests (in-person, virtual synchronous or asynchronous, take-home format)

1. Impersonation of a candidate in an examination or test
2. Allowing someone else to write one's examination or test either in person or through any other mean or channel
3. Copying information from another student either by looking over other student's responses or by communicating with other students inside the examination room, or by receiving responses partially or in whole through any type of online channel
4. Making unauthorized information available to other students
5. Use of unauthorized material or unauthorized resources or unauthorized auxiliary tools including in the form of artificial intelligence, or providers from commercial or non-commercial channels or sources
6. Submission of a take-home examination containing material written by someone else or from any other source

B Laboratories

1. Copying a laboratory report or allowing someone else to copy one's report
2. Using another student's data unless specifically allowed by the Instructor
3. Allowing someone else to do the laboratory work
4. Using direct quotations or sections of paraphrased material in a lab report without acknowledgment
5. Faking, falsifying, or omitting laboratory data

C Essays, Assignments, Major Research Papers, Theses

1. Submission of an essay, thesis or major research paper written in whole or in part by someone else as though it is one's own, or using output from unauthorized tools or sources, including in the form of artificial intelligence

- and when plagiarism is identified through review of similarity reports as required by the instructor
2. Preparing an essay, thesis, dissertation or assignment for submission by another student
 3. Copying an essay, thesis, dissertation or assignment from any other individual through private non-commercial exchange or use of commercial providers
 4. Allowing one's essay, thesis or assignment to be copied by someone else, including but not limited to its dissemination through online commercial and non-commercial channels
 5. Using direct quotations or large sections of paraphrased material without appropriate acknowledgment
 6. The buying or selling of, or sharing, or contracting for, term papers, theses, computer programs or any assessments required for academic progression
 7. The submission of the same piece of academic work, in whole or in part, in more than one course, or in the same course taken again, without the permission of the Instructor(s).
 8. Permission from the Instructor(s) must be in writing and must state any guidelines or restrictions related to the academic work
 9. Submitting, in whole or in part, a computer program or code completed by someone else, with or without modifications or with obfuscation, as though it is one's own, including the use of unauthorized resources or unauthorized auxiliary tools including in the form of artificial intelligence, or providers from commercial or non-commercial channels or sources
 10. Faking or falsifying research data, or inappropriately omitting any research data, results, or findings used in essay, assignment, major research paper, or thesis, including false bibliography

D False or Misleading Representation

1. Failure to disclose prior academic records required for admission decisions or other academic purposes
2. Obtaining medical or other certificates under false or misleading pretenses
3. Altering documents or certificates, including but not restricted to health claims, tests, and examinations
4. Submitting false credentials for any purpose
5. Forging or falsifying Brock University documents, including but not restricted to hard copy or electronic

E Unprofessional or Inappropriate Behaviour

1. Exhibiting unprofessional or dishonest behaviour related to a course, field placement, practicum, or internship (for example: forging a placement contract)

F Inappropriate Collaboration in Assigned Course Work

1. Collaborating inappropriately or collaborating on graded course components without the permission of the Instructor

G Infringement of Intellectual Property Rights

1. Use of any materials protected under the Copyright Act or the Trade-marks Act, or by similar intellectual property laws, in a manner that is likely to be an infringement of the legal rights of the owner
2. Posting or disseminating through any channels for commercial or non-commercial purposes course materials created by the Instructor of that course on the internet without the Instructor's permission
3. Creation, distribution, use, or sale of a recording of a lecture, presentation, or lesson in contravention of this policy

H Research Misconduct

1. Research misconduct relating to a Student's Academic Work as defined in the Responsible Conduct of Research Policy.
2. Faking, falsifying, fabricating, or inappropriately omitting or destroying any research data, results, or findings
3. Failure to obtain all appropriate certifications or clearances for research work, including, without limitation, Research Ethics Board approval where required.
4. Providing false or misleading information in a grant or other funding application
5. Failure to make data, results and analyses continually available to research supervisor and collaborative team members.

I Aiding Misconduct

1. Knowingly facilitating or assisting another person in the violation of any part of this policy

Individual Instructors or Departments/Centres may point out areas of specific concern not covered above. Students are encouraged to consult Instructors in case of doubt.

Plagiarism means presenting work done (in whole or in part) by someone else as if it were one's own and applies to all forms of student work. The work of others can include, but is not limited to, written work, ideas, music, performance pieces, designs, artwork, computer code, and Internet resources. Associated dishonest practices include faking or falsifying data, any forms determined as academic misconduct, or the uttering of false statements by a student to obtain unjustified concessions.

Plagiarism does not include co-operation and collaboration where permitted by the Instructor.

Instructors shall inform students what constitutes acceptable scholarship, proper form of citation, and use of sources. In addition, Instructors shall set out their expectations regarding collaboration and group work.

APPENDIX 2-B: REFERENCE TABLE FOR DISCIPLINARY MEASURES FOR ACADEMIC MISCONDUCT

APPLICABLE TO SECTION 8 ABOVE ONLY (UNDERGRADUATE PROCEDURE)

Disclaimer: The purpose of the reference table below is to serve solely as a guideline for when deliberating on disciplinary measures. It does not remove or limit the discretion granted to the Associate Dean in determining the range of disciplinary measures outlined in the Final Notification sent to the Student and required under section 8 of this policy.

List of Sanctions (as listed in the Academic Integrity Policy)	Level of Infraction (as recommended for the sanction listed on the left column side)	Category of infraction (as recommended based rationale for the sanction and level of infraction – columns on the left)	Additional Information
Written Reprimand	FIRST	In lieu of “oral reprimand” if the student <ul style="list-style-type: none"> • does not respond within the 10 business days determined in the Academic Integrity Policy OR • responds within the 10 business days; however, does not show up to the meeting (and does not request rescheduling assuming the reasons for the request would be acceptable) 	
Mandatory Remedial Action	FIRST or higher* * Prior infractions of any kind even if any workshop completed within the last 6 months	<ul style="list-style-type: none"> • Plagiarism, including recycling of own/past academic work submitted to another instructor, and/or in a different course, and/or in a different school • Improper citation • Improper collaboration • Breach in examination protocols (in-person or virtual/online) • Use of non-authorized materials, sources, and/or accessories (e.g., calculator or any kind of calculating tool; cheat-sheets; etc.) 	Learning Services – Sessions available <ul style="list-style-type: none"> ○ Academic Integrity ○ APA ○ Chicago Style ○ Collaborating Effectively ○ Consultation Session – Learning Skills Specialist with or without reflective writing assignment (250 words) ○ Exam Preparation

			<ul style="list-style-type: none"> ○ MLA Style ○ Quotations & Paraphrasing ○ Time Management <p>Resubmission of assessment</p> <ul style="list-style-type: none"> ○ Without deduction ○ With deduction <p>For consideration:</p> <ul style="list-style-type: none"> ● Deadline for completion 4-8 weeks, counting from the date when receiving outcome letter from Associate Dean, and if no appeal request filed and accepted to proceed ● If not completed by the deadline, zero mark in the assessment OR one letter grade deduction in course grade will be applied.
Lower Grade (assessment)	FIRST or higher* * Prior infractions of any kind even if any workshop completed within the last 6 months	<ul style="list-style-type: none"> ● Plagiarism, including recycling of own/past academic work submitted to another instructor, and/or in a different course, and/or in a different school 	For consideration: <ul style="list-style-type: none"> ● Minimum 10% reduction in course grade when academic misconduct represents <=10% in the entire assessment
Failure (assessment, zero mark)	FIRST	<ul style="list-style-type: none"> ● Contract Cheating Services or Peer Contract Cheating Support, commercial and non-commercial ● Falsification of References list ● Impersonation - Allowed to be impersonated, synchronous or asynchronous 	

		<ul style="list-style-type: none"> • Plagiarism =>10%, including recycling of own/past academic work submitted to another instructor, and/or in a different course, and/or in a different school 	
Reduction in course grade	<p>FIRST or higher*</p> <p>* Prior infractions of any kind even if any workshop completed within the last 6 months</p>	<ul style="list-style-type: none"> • Plagiarism, including recycling of own/past academic work submitted to another instructor, and/or in a different course, and/or in a different school 	<ul style="list-style-type: none"> ○ Consideration for minimum 10% reduction in course grade when academic misconduct represents <=10% in the entire assessment
Failure in course (zero grade)	<p>SECOND or higher, or multiple for same course discussed in conjunction</p>	<ul style="list-style-type: none"> • Contract Cheating or Peer Contract Cheating (when 1st and 2nd in same category and Learning Services workshops, if any, completed within past 6 months) • Plagiarism, including recycling of own/past academic work submitted to another instructor, and/or in a different course, and/or in a different school (when 1st and 2nd in same category and Learning Services workshops, if any, completed within past 6 months) 	
Removal from Program	<p>THIRD or higher</p>	<ul style="list-style-type: none"> • Contract Cheating Services or Peer Contract Cheating Support, commercial and non-commercial (when prior infractions were in the same category) 	
Temporary removal from a co-op program option, placement,	<p>Level of infraction and seriousness of infraction to be taken into consideration</p>	<ul style="list-style-type: none"> • Level of infraction and seriousness of infraction to be taken into consideration 	<p>Co-op Course</p> <ul style="list-style-type: none"> • Director, Co-op, Career & Experiential Education act as the "Chair" role;

<p>internship or practicum</p>		<ul style="list-style-type: none"> Recommendation for disciplinary measure(s) can include remedial actions; then submitted to the corresponding Associate Dean for approval <p>Internships and Practicums:</p> <p>Reports related to academic misconduct are handled separately from the Co-op, Career & Experiential Education Department</p>	<p>Associate Director acts as the “instructor”</p> <ul style="list-style-type: none"> Associate Dean issues the final notification
<p>Permanent removal from a co-op program option, placement, internship or practicum</p>	<p>Level of infraction relates to behaviour (Student’s Code of Conduct)</p>	<ul style="list-style-type: none"> Removal implies a “behaviour” issue Liaison with the Office of Student Affairs and faculty assigned to student’s class when pertaining to Code of Conduct Co-op, Career & Experiential Education Department acts as the “navigator” for the process, and the Director would recommend the course of action 	
<p>Suspension from the University for a definite period with a transcript notation</p>	<p>When... THIRD or higher</p>	<ul style="list-style-type: none"> Plagiarism (when 1st and 2nd in same category and Learning Services workshops completed within past 6 months) Contract Cheating or Peer Contract Cheating Support (when prior infractions of any kind); Learning Services workshops may be added if determined appropriate Impersonation in any venue or assessment - Impersonating a student at Brock University, elsewhere, or allowing to be impersonated, synchronous or asynchronous (when prior infractions of any kind) Falsification of data (when prior infractions of any kind) 	

APPENDIX 3: RESPONSIBILITIES OF INSTRUCTORS REGARDING STUDENT ACADEMIC BEHAVIOUR

Instructors shall foster an environment of academic integrity in all teaching, learning, and research contexts and shall make reasonable attempts to define procedures that encourage academic integrity. These include, but are not limited to:

1. Providing clear direction or instruction concerning course requirements, especially directions involving collaborative course work, required citation format, authorized sources and/or auxiliary tools and in what context or use, expectations for Academic Integrity, procedures to submit accommodation requests;
2. Maintaining the security and integrity of examinations when completed in person; for any examinations completed through electronic channels, instructions shall be clear, including for authorized resources or auxiliary tools, completion timelines, submission channels and procedures, and expectations for Academic Integrity;
3. Providing Students with an adequate and equitable time period to complete required examinations or course work;
4. Clarifying the roles and responsibilities of teaching assistants, laboratory demonstrators, tutorial leaders, and those individuals working within the course structure; and
5. Ensuring inclusion of the standardized paragraph on Academic Misconduct on all course outlines.

For additional strategies, Instructors are encouraged to consult the Centre for Pedagogical Innovation (CPI). Instructors are responsible for taking steps to detect forms of academic misconduct in all course work that is submitted by Students.