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## 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 intention of Brock University is to ensure fair treatment, transparent process and consistent application in the administration of this policy.

**Acknowledgements:** Brock University and the Academic Integrity Advisory Committee wish to acknowledge the following institutions, whose related policies and procedures provided background and a foundation in best practices that assisted in the development of this policy: McMaster University, University of Alberta, Ryerson University, Carleton University, and York University

## 3 Scope

This Policy applies to the academic activities of all registered undergraduate and graduate students, both on and off campus, and includes students registered in non-degree programs.

Under certain circumstances, this policy may apply to students who have withdrawn or graduated from the University where it is alleged that they acted with academic misconduct during the time of their enrolment or as a means to gain admission or registration. Students who have graduated may be subject to disciplinary review and possible academic penalty under this policy if it is determined that their actions facilitated acts of academic misconduct among currently registered students.

There may be situations where a student's conduct may involve behaviours of 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 both.

## 4 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.

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 his or her personal privacy.

## 5 Administration of this Policy

Brock University will endeavour to ensure fair and timely administration of this policy. Every effort shall be made by administrators to be available to meet with students and faculty members regarding suspected incidents of academic misconduct. Where circumstances necessitate, an administrator may appoint a designate to manage the administration of this policy within their jurisdiction (e.g., an Associate Dean may delegate responsibility as a means to maintain timely case management).

This policy should be read in combination with the following Brock policies or relevant documents:

- a. Brock University Faculty Handbook (FHB II: 9.11, FHB III: 10.4, 14.9, 15, 18)
- b. Code of Student Conduct and Disciplinary Procedures in Non-Academic Matters
- c. Respectful Work and Learning Environment Policy
- d. Research Policies and Procedures Document
- e. Access to Student Records and Disclosure of Information Policy
- f. Access to Information and Protection of Privacy Policy
- g. Academic Computing Information
- h. Computer Use Policy
- i. Electronic Mail Policy
- j. Standards set by The Institute of Chartered Accountants of Ontario
- k. Brock University Ethical and Professional Code of Conduct for Nursing Students
- l. The Ethical Standards of Practice for the Teaching Profession of the Ontario College of Teachers
- m. Brock University Conflict of Interest Policy.
- n. Collective Agreement between Brock University Faculty Association and Brock University

## 6 General Regulations

It is essential that all students have an understanding of the importance of academic integrity and be aware of the academically dishonest behaviours that undermine the pursuit of scholarship. (Refer to Appendix 2 for an outline of academically dishonest behaviours)

### 6.1 Academic Behaviour (Undergraduate and Graduate Students)

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 may include, but are not limited to:

- a. Completing one's own original work;
- b. Knowing and following the appropriate citation method in regards to the use of quotation marks and paraphrasing;
- c. Collaborating appropriately (unless teamwork is permitted, it is prohibited);
- d. Acknowledging the contribution of others (giving credit);
- e. Ensuring that a student's work is not used inappropriately by others;
- f. Acting ethically and with integrity while conducting research and in the reporting of research results; and

- g. Following published examination rules and protocols.

All students are responsible for their behaviour and may face academic penalty under this policy should they engage in academically dishonest behaviours. Students are advised to manage their time and ask for clarification on academic work, if uncertain. 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.

## 6.2 Academic Work

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), 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 (definition taken from McMaster University Academic Integrity Policy).

## 6.3 Definitions

These definitions are provided to clarify terms used within this document.

- a. Academic Integrity refers to a student's acknowledgment of and respect for academic principles and behaviours that support the University's mission.
- b. Academic Misconduct refers to any act or practice of behaviours by a student or group of students, deliberate or otherwise that has the potential to damage the learning environment and undermine the University's mission.
- c. Academic Integrity Advisory Committee is a committee whose members represent those in the institution responsible for education and discipline in the upholding of this policy. The committee meets quarterly, or as required, to review issues and concerns relating to academic integrity on campus; and when appropriate, may make recommendations to appropriate Senate committees with regard to this policy.
- d. Academic Integrity Officer is an administrator who assists the University community (its students, faculty, administration and staff) with issues and concerns regarding academic integrity.
- e. Instructor refers to course instructors, supervisors and supervisory committee members of thesis and major research papers or projects.
- f. Administrators/Administration refers to individuals or administrative bodies responsible for the academic programs of the University and the management of policy and procedures. They include: Department Chairs, Program Directors, Graduate Program Directors, Director of Graduate Studies, Deans, Associate Deans, Registrar, Vice-Provost and Associate Vice-President, Academic, Vice Provost, Teaching and Learning, Vice-Provost and Associate Vice-President, Student Services, Vice-President, Academic and Provost, Senate Student Appeals Board and the University Senate.
- g. Advisor refers to a member of the University community, defined as a faculty or staff member, a currently registered student member of Brock University, or the Student Ombudsperson, who, at the request of a student, provides advice, support and assistance during the disciplinary process. The Academic Integrity Officer and staff of the Office of Academic Integrity shall not act as an advisor. Persons who are not members of the university community, such as parents, family members, friends, legal counsel or others are not permitted to participate in the meeting process. The only exceptions to this may be in circumstances where the assistance of a support person is required by the student with a documented disability, in order for the student to fully

participate in the meeting (“Support Person” as defined in Brock University Provision of University Goods or Services to persons with Disabilities Policy -AODA-01 <<https://mailbox.brocku.ca/OWA/UrIBlockedError.aspx>>).

- h. Designate refers to a person assigned or delegated the responsibility for managing the adjudicative process at the request of and under the supervision of the Department/Faculty Administrator/Dean.
- i. “Dean” shall be used to identify all Deans, Associate Deans or any person designated to act in that administrative capacity.
- j. “Department Chair” shall be used to identify all Department Chairs, Centre Directors, Program Directors or any person designated to act in that administrative capacity.
- k. “Graduate Program Director” shall be used to define all Graduate Program Directors or any person designated to act in that administrative capacity.
- l. “Student” shall refer to any person to whom this policy applies, as defined above in Section 3: Scope; unless otherwise specifically identified within this policy.
- m. “Shall” is used in the imperative sense.
- n. “May” is used in the permissive sense.
- o. “Policy” is defined as the written regulations of the University as found in, but not limited to, the Academic Integrity Policy, Code of Student Conduct and Discipline Procedures in Non-Academic Matters, Faculty Handbook and Graduate/Undergraduate calendars.
- p. “Robert’s Rules of Order” are guidelines for the administration of meetings and are used by the Senate Student Appeals Board to guide the conduct of appeal hearings.
- q. Collaboration refers to the consultation and production of group work in conformity with the expectations of the Instructor as articulated in the assignment.
- r. Working days refers to Mondays to Fridays, excluding Saturdays, Sundays and paid non-statutory and statutory holidays observed by the University.

#### 6.4 Responsibilities

- a. Brock University students and instructors are responsible for familiarizing themselves with this policy.
- b. Instructors are responsible for clearly defining the nature of academic misconduct including citation protocols and collaborative practices.
- c. It is the responsibility of every member of the University community (students, faculty and staff) to act ethically and with integrity, and support an environment which values academic integrity in every aspect of life on campus.
- d. 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.

#### 6.5 Syllabus Statement

Course syllabi, at a minimum, shall include a statement outlining the importance of academic integrity.

For undergraduate courses:

Academic misconduct is a serious offence. The principle of academic integrity, particularly of doing one’s own work, documenting properly (including use of quotation marks, appropriate paraphrasing and referencing/citation), collaborating appropriately, and avoiding misrepresentation, is a core principle in university study. Students should consult Section VII, ‘Academic Misconduct’, in the “Academic Regulations and University Polices” entry in the Undergraduate Calendar, available at [brocku.ca/webcal](http://brocku.ca/webcal) to view a fuller description of prohibited actions, and the procedures and penalties.

For graduate courses:

Academic misconduct is a serious offence. The principle of academic integrity, particularly of doing one's own work, documenting properly (including use of quotation marks, appropriate paraphrasing and referencing/citation), collaborating appropriately, and avoiding misrepresentation, is a core principle in university study. Students should consult Section XVII, "Academic Misconduct", in the "Academic Regulations and University Policies" entry in the Graduate Calendar, available at [brocku.ca/webcal](http://brocku.ca/webcal) to view a fuller description of prohibited actions, and the procedures and penalties.

## 6.6 Determination of Offences and Outcomes

While the recommendation of an educative action and/or academic penalty is the outcome of a determination of academic misconduct, it is not the intent of the University to place undue academic burden on any student. Nevertheless, it is required that all students exercise due diligence toward the understanding and execution of all appropriate academic guidelines governing scholarship as outlined in their respective courses of study.

Circumstances surrounding acts of academic misconduct may differ. Therefore, the specific circumstances of each case will be considered in the recommendation of any decision or penalty. For example, subsequent acts of academic misconduct may lead to progressive disciplinary action.

At the level of the department, a determination of academic misconduct shall be decided by the Department Chair/Program Director based on a discussion between the student, the instructor, and the Department Chair/Program Director, as well as a review of the evidence.

In the case where academic misconduct has been determined, the disciplinary outcome may entail an educative action and/or an academic penalty.

Academic misconduct meriting educative action may include instances where the inappropriate behaviour reflects a minimal infraction, and/or may be attributed to a lack of understanding of appropriate academic processes relating to citation style, documentation or collaboration.

Academic misconduct deemed more severe than meriting educative action will invoke an academic penalty. These activities include instances where the behaviour reflects a significant infraction within the context of clearly identified academic guidelines and procedures.

A finding of academic misconduct by the Dean or his/her representative, meriting educative action will result in a letter of first (or subsequent offense) in the student's academic file and will include, singularly or in combination, any of the following actions:

- a. oral or written warning;
- b. re-write or re-submission of the academic piece of work;
- c. required participation in an educational activity offered through the Student Development Centre, the Centre for Pedagogical Innovation and/or the Academic Integrity Office;
- d. remedial academic activity recommended by the Instructor/Department Chair/Graduate Program Director that is comparable to, but does not exceed, the level of work entailed in the initial assignment or activity under examination;
- e. In the event of non-compliance to an educative penalty, an appropriate deduction will be made to the course grade.

A finding of academic misconduct meriting academic penalty will yield a letter of first (or subsequent) offense in the student's academic file and will include, singularly or in combination, any of the following actions:

- a. oral or written reprimand;
- b. lower grade or failure on the assignment or examination;
- c. a reduction in the course grade that exceeds the value of the assignment;
- d. failure in the course;
- e. removal from the program of study;
- f. notation on the student's official transcript;
- g. suspension from the University for a definite period with a transcript notation;
- h. permanent debarment from the University, with a transcript notation;
- i. withholding or rescinding a Brock degree or certificate;
- j. any educative action recommendation.

All relevant documentation for cases of academic misconduct (cases yielding educative action and/or academic penalty) will be forwarded to the relevant Dean(s).

## **6.7 When a Penalty Becomes in Effect**

A penalty, as the result of academic misconduct, becomes in effect when designated by the Dean. In most circumstances, a penalty for academic misconduct shall become effective immediately and shall be reflected in the course grade, and where appropriate on the student's transcript (e.g., notation on a student's official transcript). Where a discipline outcome for academic misconduct results in a suspension or expulsion, administrators shall consider the following in determining the date a penalty becomes in effect:

### **6.7.1 Undergraduate Students**

- a. Where a disciplinary decision is dated within 45 working days of the first day of classes, or prior to the last date for withdrawal without academic penalty in an academic term, whichever date occurs first: the penalty shall become in effect immediately and shall be in effect for the specified duration.
- b. Where a disciplinary decision is dated after 45 working days of the first day of classes, or after the last date for withdrawal without academic penalty in an academic term, whichever date occurs first: where appropriate, and at the discretion of the Dean, the student may be permitted to complete the remainder of the term. The penalty shall become in effect on the first date of the new academic term and shall be in effect for the specified duration.
- c. The Dean shall inform the Registrar of the penalty. The Registrar shall inform the student by letter of any discipline penalty, effective date(s), and in the case of suspension, the date the student may register for courses in the term immediately following the period of suspension.

### **6.7.2 Graduate Students**

- a. Where a disciplinary decision is dated within 45 working days of the first day of classes, or prior to the last date for written withdrawal without the assignment of a grade in an academic term, whichever date occurs first: the penalty shall become in effect immediately and shall be in effect for the specified duration.
- b. Where a disciplinary decision is dated after 45 working days of the first day of classes, or after the last date for written withdrawal without the assignment of a grade in an

academic term, whichever date occurs first: where appropriate, and at the discretion of the Dean of Graduate Studies, the student may be permitted to complete the remainder of the term. The penalty shall become in effect on the first date of the new academic term and shall be in effect for the specified duration.

- c. The Dean/Director of Graduate Studies shall inform the student by letter of any discipline penalty, effective date(s), and in the case of suspension, the date the student may register for courses in the term immediately following the period of suspension. The Dean/Director of Graduate Studies shall also inform the Registrar.

## **6.8 Authority and Amendments**

The Academic Integrity Policy is administered through the office of Vice Provost and Associate Vice President, Academic. The Academic Integrity Advisory Committee meets quarterly, or as required, to review issues and concerns regarding academic integrity, provides guidance to the Academic Integrity Officer, and where appropriate makes recommendations to the University Senate. Amendments to the Academic Integrity Policy shall be communicated by filing a report (written by members of a review committee designated by the Vice Provost, Teaching and Learning) to the University Senate through the Undergraduate Student Affairs Committee.

## **6.9 Right of Appeal**

Any academic decision and/or penalty imposed by a Dean under this policy may be appealed within 30 days of the date of the letter informing the student of the decision and/or penalty. Requesting an appeal does not stay the academic decision or penalty imposed. A penalty becomes in effect when designated by the Dean.

## **6.10 Academic Misconduct Discipline Records**

A record of disciplinary rulings shall be placed in the student's academic file and maintained by the Office of the Registrar or the Faculty of Graduate Studies, as appropriate. Files relating to investigations shall be maintained within the individual Faculties until graduation or for a minimum of three (3) years following the date of the letter notifying the student of the discipline decision.

## **6.11 Transcripts and Transcript Notations**

### **6.11.1 Transcripts**

When a discipline outcome 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.

### **6.11.2 Transcript Notations**

- a. Notations for grade and suspension discipline shall remain on a student's transcript until s/he has graduated or three (3) years after the last registration.
- b. Notations of suspension shall read: "Suspended for Academic Misconduct."
- c. Notations of expulsion shall read: "Expelled for Academic Misconduct" and shall remain permanently on a student's transcript.
- d. In cases where the University rescinds a student's degree, the notation "Degree rescinded for Academic Misconduct" shall appear on the student's transcript.

## 7 PROCEDURES

### 7.1 Notification to the Office of the Registrar (Undergraduate Students)

If the Instructor can document a case of academic misconduct, involving an undergraduate student, s/he shall inform, concurrently, the Department Chair and the Registrar; requesting the latter to place a hold on the course and not process any application for withdrawal pending the outcome of the investigation of the case. Any request to withdraw from a course within the formal withdrawal period or a subsequent appeal for a back dated withdrawal requires approval of the Faculty Dean responsible for the case.

#### 7.1.1 Previous Offenses

Immediately upon notification, the Registrar will inform the Department Chair and Dean in cases of a previous offense.

### 7.2 Notification to the Faculty of Graduate Studies (Graduate Students)

If the Instructor can document a case of academic misconduct involving a graduate student, s/he shall inform, concurrently, the Graduate Program Director (who will in turn notify the Department Chair/Director), and the Director of Graduate Studies requesting the latter to place a hold on the course and not process any application for withdrawal pending the outcome of the investigation of the case. Any request to withdraw from a course within the formal withdrawal period or a subsequent appeal for a back dated withdrawal requires approval of the Dean of Graduate Studies.

#### 7.2.1 Previous Offenses

Immediately upon notification, the Director of Graduate Studies will inform the Graduate Program Director, the Faculty Dean and the Dean of Graduate Studies in cases of a previous offense.

### 7.3 Initial Notification to the Student

- 7.3.1 The Department Chair/Graduate Program Director shall inform the student of the allegation of academic misconduct and invite the student to a meeting, in writing, by letter or electronic message to the student's university email account within ten (10) working days of being informed by the Instructor of the allegation. The Department Chair/Graduate Program Director will coordinate the timing and logistics of a meeting with the student and the instructor. This may include providing information about making the meeting accessible or responding to requests for accommodation due to disability.

In cases confirming academic misconduct after the Instructor, Department Chair/Graduate Program Director and the student have met, a memo will be sent to the relevant Deans (Faculty Dean and/or Graduate Studies) within ten (10) working days.

Responsibility to notify the graduate student to attend a meeting with the Dean of Graduate Studies and the Faculty Dean resides with the Dean of Graduate Studies.

The student shall have ten (10) working days from the date of the letter or electronic message informing him/her of the alleged academic misconduct to respond to the Department Chair/Graduate Program Director or to respond to the Dean's request to meet and discuss the alleged academic misconduct. The student should respond to the notification within the timeframe and in the manner (letter, electronic or telephone) directed.



- 7.3.2 At the time of notification, a student shall be advised that he/she may wish to be accompanied to any interview or meeting with a Department Chair/Graduate Program Director or Dean by a member of the University community, not related by family affiliation, to act as an advisor. Students should be encouraged to invite the Ombudsperson.

Where a member of the University community has a close personal relationship, defined as any relationship, arising from being a member of immediate or extended family (parent, guardian, partner, sibling, aunt, uncle, cousin, or in-law) with a student; that person shall not participate in or contribute to that student's disciplinary proceeding.

In situations where a member of the University community and a student are engaged in activities (academic work, research projects, teaching programs, employment situations, etc) where the member of the University community is a Faculty supervisor, manager, or in a position of authority; that person shall not participate in or contribute to that student's disciplinary proceeding.

- 7.3.3 The circumstances of individual cases may require time limits and procedures to be revised as necessary and appropriate. Such circumstances may include, but are not limited to, cases involving students enrolled in courses offered online or at off-campus locations; or cases that occur within five (5) days of the beginning of the examination period. The Department Chair/Graduate Program Director or Dean exercise their discretion in these matters and shall inform those involved in writing regarding procedures and time lines in these situations.

#### 7.4 Meeting with the Student

Administrators shall make every effort to contact the student and arrange to meet to discuss the alleged academic misconduct. The initial meeting with the Department Chair/Program Director should involve the Instructor. Should a student not respond in a timely manner to a request to meet with a Department Chair/Graduate Program Director or Dean(s), or should the student fail to attend the scheduled meeting without prior notification, the case shall be investigated and adjudicated, with the student *in absentia*. The Department Chair/Graduate Program Director shall forward any discipline recommendation to the Dean(s) who shall consider the circumstances of the case and determine an appropriate penalty. The Registrar/Director of Graduate Studies shall forward a letter outlining the discipline decision to the student within ten (10) working days of receiving notification from the Dean.

In situations where a suspicion of academic misconduct involves more than one student (e.g., a situation where it is alleged that more than one student acted as a group, or facilitated the actions of others, individually or collectively) it shall be understood that each student represents an individual case of alleged academic misconduct. The Department Chair/Graduate Program Director or Dean(s) and Instructor shall interview each student individually in an attempt to discover the circumstances of the case and seek any pertinent or new information.

Students are entitled to bring one member of the University community to the meeting to act as an advisor. For a definition of Advisor see Section 6.3. The following are guidelines regarding the conduct of persons acting in an advisory role:

- a. Advisors shall have no standing with regard to the meeting process. They may consult with the Student, but shall not address administrators or Faculty members directly, speak on behalf of the Student, and may not cross-examine or ask questions of witnesses

or persons present as a result of the proceeding.

- b. The Advisor to the Student may be required to verify his or her membership within the University community or other legitimate status before any meeting proceeds.

Where a member of the University community has a close personal relationship, defined as any relationship, arising from being a member of immediate or extended family (parent, guardian, partner, sibling, aunt, uncle, cousin, or in-law) with a student, that person shall not participate in or contribute to that student's disciplinary proceeding.

Where a member of the University community and a student are engaged in activities (academic work, research projects, teaching programs, employment situations, etc.) where the member of the University community is a faculty supervisor, manager, or in a position of authority; that person shall not participate in or contribute to that student's disciplinary proceeding.

In situations where the relationship of a member of the University community and a student may pose a real, apparent, or potential conflict of interest; both parties must formally disclose (i.e., in writing) the conflict of interest, upon discovery, to the Department Chair prior to any meeting. The Department Chair shall inform the parties of the guidelines contained within this policy and shall direct how the conflict of interest shall be resolved. Please refer to the University's Conflict of interest Policy for further definition, explanation and procedural guidelines.

## 7.5 Undergraduate Students

- 7.5.1 In advance of the meeting, it is the responsibility of the Department Chair to ensure that the student is aware of the evidence. The Instructor and Department Chair together should interview the student, inform the student of their suspicion of academic misconduct, and attempt to discover the circumstances. If the Instructor is not able to attend the meeting, the Department Chair shall inform the student prior to the meeting.

The Department Chair shall:

- a. explain the purpose of the meeting and inform the student of his or her rights and responsibilities;
- b. ask the Instructor to outline the specifics of the alleged academic misconduct and review pertinent documentation and evidence with the student;
- c. give the student fair opportunity to provide verbal response and offer any documentation or information in reply to the accusation of academic misconduct;
- d. inform the student of the finding that either no grounds exist or of his/her offense meriting academic penalty or educative action or delay the determination pending further investigation especially in cases involving more than one student; and
- e. inform the student of support on campus through Student Services.

Should the Department Chair determine that no grounds for a charge exist, or there is not sufficient evidence with which to proceed, s/he shall inform the student and instructor (orally at the meeting or in writing) and inform the Registrar in writing within ten (10) working days of the meeting or as soon as the case is deliberated. No record of the occurrence shall exist in the student's file and the Registrar's Office will remove the hold.

Should the Department Chair determine that an educative action is appropriate, the Department Chair shall assign the educative action and notify the student and instructor of the outcome at the meeting. S/he shall inform the Dean within ten (10) working days and shall forward all completed files to the Dean's office for review. The Dean's office shall

inform the Registrar. The student may ask the Dean to review the decision of the Department Chair.

Should the Department Chair determine there is sufficient evidence of academic misconduct warranting academic penalty, s/he shall inform the student and instructor of such at the meeting and refer the case to the appropriate Dean along with any supporting evidence and discipline recommendations within ten (10) working days of the meeting with the student.

If the Department Chair is acting as a Designate to the Dean to manage the adjudication of the policy, the steps undertaken by the Chair will include those assigned to the Dean. The student may ask the Dean to review the decision of the Designate.

Should a Student not respond within (10) working days from the date of the letter or electronic message from a Department; the case shall be investigated and adjudicated, with the Student in absentia.

- 7.5.2 In cases meriting academic penalty, the Dean shall contact the student, in writing, within ten (10) working days of being informed of the decision by the Department Chair. Notification to the student's university e-mail account shall be considered an acceptable form of written communication.

The student shall have ten (10) working days from the date of the written communication informing him/her of the Dean's decision to request a meeting and discuss the alleged academic misconduct. The student shall respond to the notification within the timeframe and in the manner (letter, email or telephone) directed.

- 7.5.3 The Dean shall meet with the student to discuss the circumstances of the case, and seek to discover any new information that may be relevant to the situation.

The Dean shall:

- a. explain the purpose of the meeting and inform the student of his or her rights and responsibilities;
- b. review the specifics of the alleged academic misconduct as well as any pertinent documentation and evidence with the student;
- c. give the student fair opportunity to provide verbal response and offer any documentation or information in reply to the accusation of academic misconduct;
- d. inform the student of his or her discipline decision within ten (10) working days or consider delaying the determination pending further investigation;
- e. inform the student of his or her right to appeal the decision;
- f. inform the student of support on campus through Student Services.

Should a student not respond within (10) working days from the date of the letter or electronic message from a Dean requesting a meeting, the case shall be investigated and adjudicated, with the student in absentia.

## 7.6 Graduate Students

- 7.6.1 In advance of the meeting, it is the responsibility of the Graduate Program Director to ensure that the student is aware of the evidence of the case. The Instructor and Graduate Program Director together shall interview the student, inform the student of their suspicion of academic misconduct and attempt to discover the circumstances. If the Instructor is not able to attend the meeting, the Graduate Program Director shall so inform the student prior to the meeting.

The Graduate Program Director shall:

- a. explain the purpose of the meeting and inform the student of his or her rights and responsibilities;
- b. ask the Instructor to outline the specifics of the alleged academic misconduct and review pertinent documentation and evidence with the student;
- c. give the student fair opportunity to provide verbal response and offer any documentation or information in reply to the accusation of academic misconduct;
- d. inform the student that either no grounds exist or of the offense meriting academic penalty or educative action or consider delaying the determination pending further investigation, especially in cases involving more than one student;
- e. inform the student of support on campus through Student Services.

Should the Graduate Program Director determine that no grounds for a charge exist, or there is not sufficient evidence with which to proceed, s/he shall inform the student and instructor either orally at the meeting or in writing, and inform in writing the Instructor, Director of Graduate Studies, the Dean of the Faculty and the Dean of Graduate Studies, within ten (10) working days of the meeting. No record of the occurrence shall exist in the student's file and the Office of Registrar will remove the hold.

Should the Graduate Program Director determine that an educative action is appropriate at the meeting, the Graduate Program Director shall assign the educative action and notify the student and instructor of the outcome. S/he shall inform the Faculty Dean and the Dean of Graduate Studies within ten (10) working days within 10 days of the meeting with the student.

In this case, the Graduate Program Director will forward all documentation to the Dean of Graduate Studies for review. The student may ask the Dean of Graduate Studies to review the decision of the Graduate Program Director.

Should the Graduate Program Director determine there is sufficient evidence of academic misconduct warranting academic penalty, s/he shall inform the student and instructor of such and refer the case to the Dean of Graduate Studies and the Faculty Dean. Supporting evidence and discipline recommendations from the Graduate Program Director shall be sent to the Dean of Graduate Studies.

Should a Student not respond within (10) working days from the date of the letter or electronic message from a Graduate Program Director, requesting a meeting, the case shall be investigated and adjudicated, with the student in absentia.

**7.6.2** In cases meriting academic penalty, the Dean of Graduate Studies shall contact the student, in writing, within ten (10) working days of being informed of the decision of the Graduate Program Director. Electronic notification, to the student's university e-mail account shall be considered an acceptable form of written communication.

The student shall have ten (10) working days from the date of the written communication informing him/her of the Dean's decision to request a meeting and discuss the alleged academic misconduct. The student should respond to the notification within the timeframe and in the manner (letter, electronic or telephone) directed.

The Dean of Graduate Studies shall coordinate a meeting with the Faculty Dean and the student to discuss the circumstances of the case, and seek to discover any new information that may be relevant to the situation.

The Dean of Graduate Studies and the Faculty Dean shall:

- a. explain the purpose of the meeting and inform the student of his or her rights and responsibilities;

- b. review the specifics of the alleged academic misconduct as well as any pertinent documentation and evidence with the student;
- c. give the student fair opportunity to provide verbal response and offer any documentation or information in reply to the accusation of academic misconduct;
- d. inform the student of the recommendation at the end of the meeting, or course of action where further investigation may be warranted.
- e. inform the student that the determination may be delayed pending further information;
- f. inform the student of his or her right to appeal the decision;
- g. inform the student of support on campus through Student Services.

Should a Student not respond within (10) working days from the date of the letter or electronic message from a Dean requesting a meeting; the case shall be investigated and adjudicated, with the Student in absentia. The Dean of Graduate Studies makes the final determination of the offense and penalty in consultation with the Faculty Dean.

### 7.7 Notification of Offense

If the Dean of the Faculty/the Dean of Graduate Studies is satisfied that a case of academic misconduct has been proven.

- a. In cases regarding undergraduate students, the Dean shall inform the Registrar, who shall insert a letter in the student's academic file and the Registrar shall inform the student with copies to all relevant parties.
- b. In cases regarding graduate students, the Dean of Graduate Studies shall inform the Director of Graduate Studies, who shall insert a letter identifying the discipline for academic misconduct in the student's academic file, and/or on the student's transcript. The Director of Graduate Studies shall inform the student with copies to all relevant parties.
- c. The letter shall be removed from the file when the student graduates or three (3) years after the last registration.
- d. The Registrar/Office of Graduate Studies shall inform the student in writing within ten (10) working days of the action taken and outline the possible penalties for future infractions.
- e. If needed, the Registrar/Office of Graduate Studies shall note the transgression on the student's transcript upon a ruling to that effect. The notation shall be removed from the transcript when the student graduates or three (3) years after the last registration.
- f. Should a student request an appeal, his or her penalty shall remain in effect pending the outcome of the appeal.

## 8 APPEALS

An appeal is a request by a student for a review of a decision (e.g., a penalty imposed due to academic misconduct) based on evidence provided by the student. An appeal action does not interrupt the University's obligation to administer academic decisions or penalties under this policy. A penalty becomes in effect when designated by the Dean and shall remain in effect during the appeal process.

The Senate Student Appeals Board hears and adjudicates all undergraduate and graduate student academic appeals and is the final recourse for academic appeals.

Information on Academic Misconduct and the Appeals Process is available in the Academic Calendar and the Brock University Faculty Handbook; Section III.12.

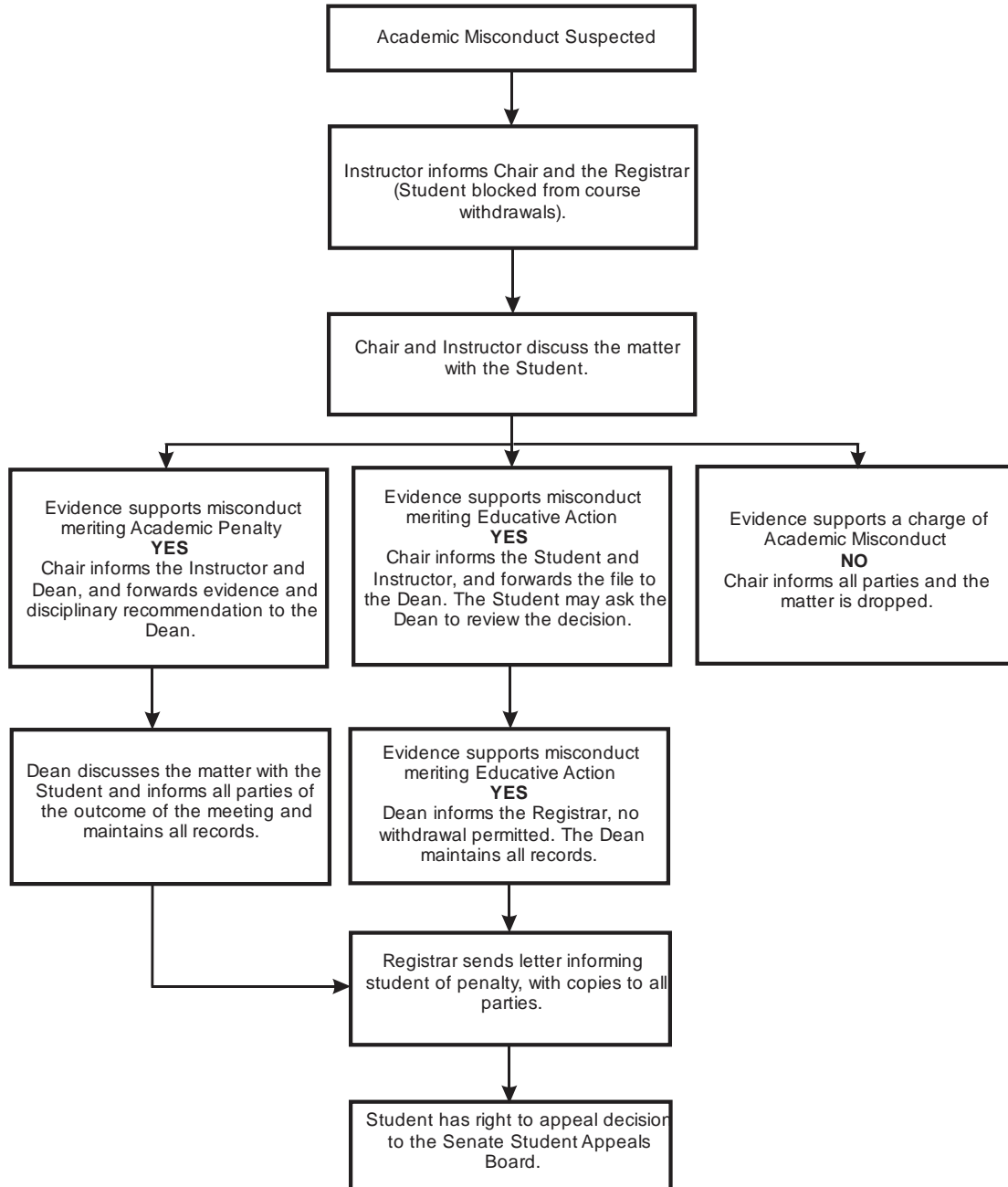
## Related policies

Code of Student Conduct and Disciplinary Procedures in Non-Academic Matters  
Respectful Work and Learning Environment Policy  
Research Policies and Procedures Document  
Access to Student Records and Disclosure of Information Policy  
Access to Information and Protection of Privacy Policy  
Computer Use Policy  
Electronic Mail Policy  
Provision of University Goods or Services to persons with Disabilities Policy

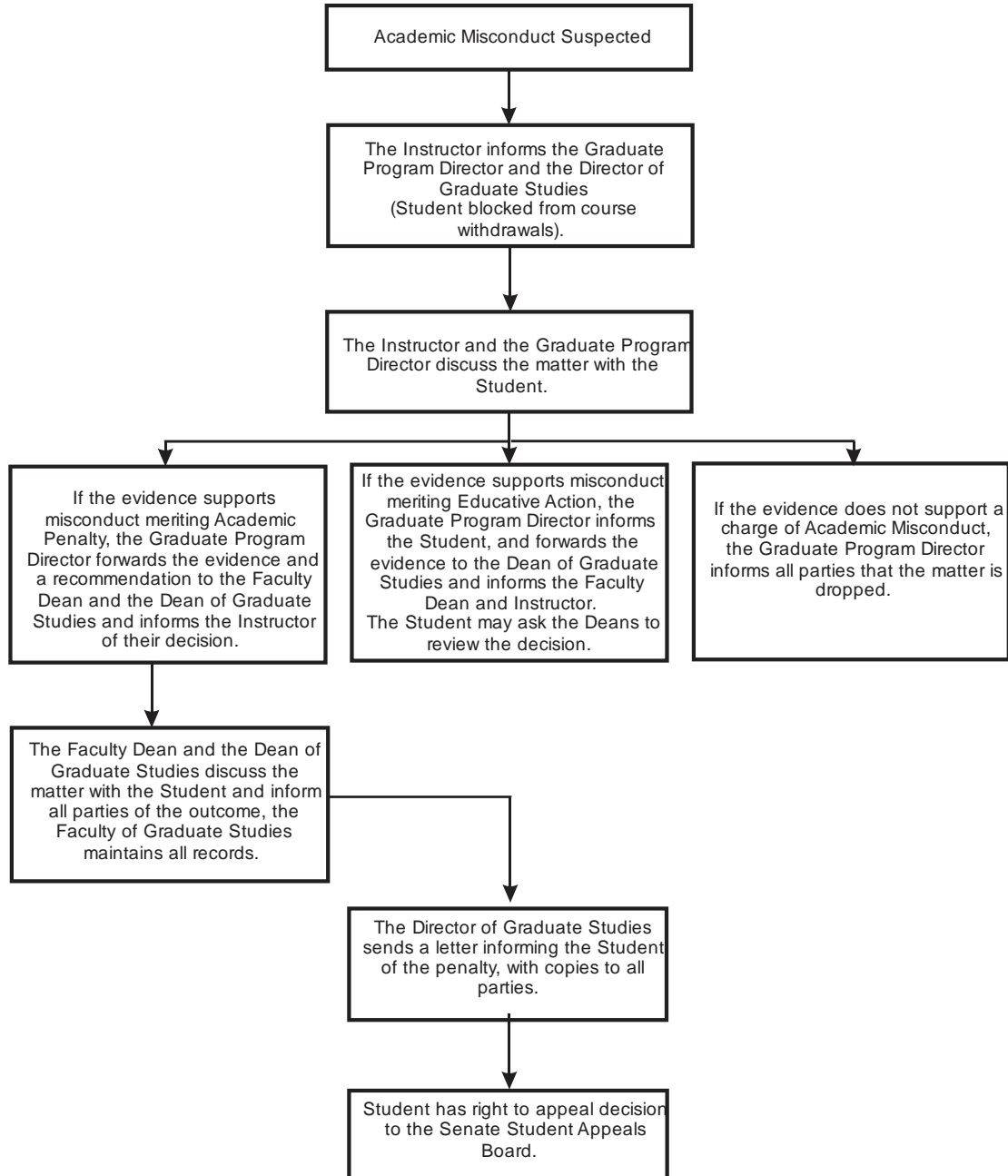
## Amendments (revision history)

Date revised	Responsible
Enter date	Enter position/title

**APPENDIX 1A: ADMINISTRATIVE FLOW OF ACADEMIC MISCONDUCT PROCEDURES**  
**Undergraduate Students**



**APPENDIX 1B: ADMINISTRATIVE FLOW OF ACADEMIC MISCONDUCT PROCEDURES  
Graduate Students**





## APPENDIX 2: 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 comprehensive and should not be seen as complete.

### A Examinations and Tests

1. Impersonation of a candidate in an examination or test.
2. Allowing someone else to write one's examination or test.
3. Copying information from another student.
4. Making unauthorized information available to other students.
5. Use of unauthorized material.
6. Submission of a take-home examination containing material written by someone else.

### 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 or 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.
2. Preparing an essay, thesis, dissertation or assignment for submission by another student.
3. Copying an essay, thesis, dissertation or assignment.
4. Allowing one's essay, thesis or assignment to be copied by someone else.
5. Using direct quotations or large sections of paraphrased material without appropriate acknowledgment.
6. The buying or selling of, or contracting for, term papers, theses, computer programs or other any assignments.
7. The submission of the same piece of academic work, in whole or in part, in more than one course without the permission of the Instructors. Permission from the instructors must be in writing and must state any guidelines or restrictions related to the academic work.
8. 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.

### 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 pretences.
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 field placement, practicum or internship, for example, forging a placement contract.

### F Inappropriate Collaboration

1. Unless teamwork is permitted by the instructor, it is prohibited.

Individual Instructors or Departments/Centres will point out areas of specific concern not covered above. Students should be 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 falsification of data, cheating or the uttering of false statements by a student in order to obtain unjustified concessions.

Plagiarism should be distinguished from sanctioned co-operation and collaboration. Often, students may be permitted or expected to work on assignments collectively, and to present the results either collectively or separately. Students must appropriately acknowledge the original work of all, for example, by way of formal acknowledgment or by footnoting.

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

### **APPENDIX 3: RESPONSIBILITIES REGARDING ACADEMIC BEHAVIOUR**

#### **A 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;
2. Maintaining the security and integrity of examinations;
3. Providing students with an adequate and equitable time period to complete required examinations or course work;
4. Taking practical measures during the examination period to prevent academic misconduct;
5. Clarifying the roles and responsibilities of teaching assistants, laboratory demonstrators, tutorial leaders, and those individuals working within the course structure;
6. Ensuring inclusion of the standardized paragraph on academic misconduct on all course outlines.

For additional strategies consult the Center for Pedagogical Innovation.

Instructors are responsible for taking steps to detect plagiarism in all course work that is submitted by students.

### **APPENDIX 4: PHRASE MATCHING SOFTWARE**

Instructors may take advantage of a number of different phrase matching software programs to assist them in the detection of plagiarism (e.g., Turnitin.com) during the course of evaluating essays, assignments, and other work that is required for a given course. However, if an Instructor has decided to employ such systems, students must be informed in writing at the beginning of the course (see FHB III: 10.1.3 G).

It shall be assumed that students who remain in the course, having been informed of the use of such systems, shall have agreed to their use. However, circumstances may arise whereby a student must continue in a course despite their principled objection to participate in the use of such

systems. In those cases, the Instructor must provide such students with a reasonable offline alternative to using the system such as, but not limited to:

- i. Require a short reflection paper on research methodology;
- ii. Require a draft bibliography prior to submission of the final work;
- iii. Require the cover page and first cited page of each reference source to be photocopied and submitted with the final paper; and/or,
- iv. Require the submission of specified rough notes and drafts.

The exception to the use of offline alternatives shall include courses where academic work is compared using a database that resides on the premises of Brock University and is used to measure the similarity of academic work within a specific course or program for the purposes of plagiarism detection (e.g., Computer Science).

## **APPENDIX 5: ACADEMIC INTEGRITY ADVISORY COMMITTEE**

### **A Terms of Reference**

The Academic Integrity Committee meets quarterly, or as required, to develop/review the Academic Integrity Policy and report and/or make recommendations to Senate regarding appropriate policy, procedure, and institutional benchmarks for academic integrity. Its mandate shall include, but may not be limited to, monitoring the Academic Integrity Policy and providing suggestions to the Academic Integrity Officer in the establishment of an annual plan that encompasses the awareness, promotion and implementation of educational strategies for the institution. The Academic Integrity Committee has responsibility to ensure that the Associate Deans have knowledge of the range of appropriate penalties for various offences. The Academic Integrity Committee shall report to the Vice-Provost Teaching and Learning.

The Chair and Vice-Chair of the Academic Integrity Committee will report twice a year (Fall and Spring) to the Senate Teaching and Learning Policy Committee and, once annually to the Senate Undergraduate Student Affairs Committee and the Senate Committee for Graduate Studies. Quorum is a majority of the voting members of the committee, not including the Chair. The Chair is a voting member.

### **B Composition of the Academic Integrity Advisory Committee**

- a. Vice-Provost Teaching and Learning (Chair)
- b. Vice Provost and Academic Vice President
- c. Two Associate Deans with portfolios consisting of Undergraduate Affairs (one of whom to serve as Vice Chair)
- d. One Associate Dean with a portfolio consisting of Graduate Studies and Research
- e. Chair or Designate of the following Senate Committees: Undergraduate Student Affairs, Graduate Studies, Teaching and Learning Policy, and Appeals
- f. The undergraduate and graduate student representatives on the Teaching and Learning Policy Committee of Senate
- g. Academic Integrity Officer
- h. Ombudsperson
- i. Institutional Resourcing: Vice-Provost and Associate Vice-President, Student Services; Director, Center for Pedagogical Innovation; Registrar; Director of the Office of Graduate Studies; Student Development Center Learning Skills Manager. Not part of quorum. Not voting.
- j. Additional Institutional Resourcing: the Library, IT Services, Office of Institutional Analysis, Office of International Services, Residence Services, Recruitment and Liaison, Marketing and Communication. Not part of quorum. Non-voting.
- k. BUFA observer. Not part of quorum. Non-voting.

## **C Selection of Associate Deans**

The Vice-Provost Teaching and Learning shall call for nominations among the Associate Deans. Associate Deans shall be appointed on a two-year rotating basis by Faculty with no two Associate Deans from the same Faculty serving on the committee concurrently.

### **APPENDIX 6: ROLES AND RESPONSIBILITIES OF THE ACADEMIC INTEGRITY OFFICER**

The Academic Integrity Officer shall report to the Vice-Provost Teaching and Learning.

The primary task of the Academic Integrity Officer is to assist the University Community (students, faculty, administration and staff) with issues and concerns regarding academic integrity.

The Academic Integrity Officer shall support this mandate by promoting awareness and reinforcing the importance of academic integrity within and to the University community, including students, instructors, graders, and teaching and lab assistants, through the development and implementation of education programmes and initiatives that also serve to promote positive attitudes towards academic integrity.

The Academic Integrity Officer will be responsible for recording and reporting annually on the number and type of offenses for each Faculty, as well as indicating whether the students are graduate or undergraduate, year of study, domestic or foreign, originating their degree at university or at a college and so on.

Under the direction of the Vice Provost Teaching and Learning, the Academic Integrity Officer will work closely with the Vice-Chair of the Academic Integrity Committee, the Associate Deans, the Registrar and the relevant staff in the Faculty of Graduate Studies to ensure that these responsibilities are accomplished.

### **ROLES AND RESPONSIBILITIES**

The Academic Integrity Officer shall be responsible for:

- a. promoting awareness and reinforcing the importance of academic integrity within and to the University community;
- b. planning and coordinating academic integrity education and academic integrity promotion activities;
- c. developing and implementing programmes relating to academic integrity issues;
- d. serving as a resource to students, teaching professionals, Faculties, the Office of the Registrar and other University bodies (e.g. Appeals Board);
- e. coordinating with Faculties and relevant Adjudication bodies in the maintenance of documentation related to academic dishonesty cases and those that reach the appeal level;
- f. providing information and making recommendations to the Academic Integrity Committee regarding appropriate policy, procedure, or discipline outcomes based on the practices of other institutions, conferences and relevant published material;
- g. providing an annual written report; and,
- h. briefing the Vice Provost, Teaching and Learning and relevant Senate Committees such as the Undergraduate Student Affairs Committee on an annual basis.

### **THE REPORT**

The annual written report will include cases of academic misconduct, number of second and third offences, cases that reach the level of appeals, educational work with instructors and students and

on insights gained from other institutions. This report, based on anonymous aggregate data, will serve to identify patterns of misconduct and problem areas related to the University's policies and procedures, and may result in recommendations for revisions. The annual report, prepared after the conclusion of the academic year, will be submitted to the Vice Provost Teaching and Learning, the Associate Vice-President, Academic, Associate Deans and the Academic Integrity Advisory Committee in September. Oral presentations of the report will be received by the Senate Committee for Teaching and Learning Policy, the Senate Committee for Undergraduate Affairs, the Senate Committee for Graduate Studies, the Senate Committee for Appeals and the Committee of Associate Deans. Consideration should be given to posting all or part of this report on-line.

## **ACCOUNTABILITIES**

### **Communication, Consultation and Referral**

- Provide and solicit consultation to/from students, faculty and adjudicative bodies regarding academic integrity issues on campus.
- Remain independent, neutral and impartial, and exercise good judgement.
- Assist the University community in interpreting policies and procedures regarding academic integrity and facilitate the assessment of academic integrity processes.
- Together with the Chair/Vice Chair of the Academic Integrity Advisory Committee, consult with Faculties, Administrative and Adjudicative bodies, as well as representative student organisations (BUSU, GSA), to develop cooperative strategies for policy implementation, procedure and educational programme development.
- As appropriate, refer students and instructors to existing problem resolution channels within the University community.

### **Policy Analysis and Feedback**

- Act as liaison between external individuals, groups and organizations and the University community, on academic integrity issues.
- Solicit communication and feedback and serve as a communicator or informal facilitator, as appropriate. Through these sources of information, the Officer will recommend to appropriate committees and individuals ways to prevent academic misconduct at Brock.
- Act as a resource to the Academic Integrity Committee and to all Associate Deans with regard to best practices and procedural fairness in the administration of academic integrity activities.
- Serve as a resource in the formation or revision of policy or procedures, identifying issues that may surface as a result of a discontinuity between the stated intention and actual practice.

### **Outreach and Education**

- Provide on-going education and communication about academic integrity on campus, which would include developing and conducting programmes on related topics, acting as a resource or providing educational materials. This will involve discussions with the Vice Provost Teaching and Learning, and Associate Deans to determine areas of focus regarding educational work with students, instructors, graders and teaching/lab assistants.
- Promote healthy attitudes towards academic integrity through existing University initiatives such as Smart Start, Recruitment and New Faculty, Employee, Teaching Assistant and Graduate Student Orientations.
- Serve as a resource to instructors and teaching professionals on campus through the CPI.
- Work collaboratively with University bodies, stakeholders (such as CPI, Student Development Centre, etc.) in the development and implementation of academic integrity activities and programmes.
- Act as a resource to, and solicit feedback from the Academic Integrity Advisory Committee regarding on-going issues in maintaining academic integrity.
- Initiate contact with Associate Deans to collaborate on issues of academic integrity.

## APPENDIX 7: DEPARTMENTAL/ GRADUATE PROGRAM NOTIFICATION TO THE STUDENT

### A Notification from the Department Chair/Graduate Program Director

A student who is suspected of academic misconduct shall be notified by the Department Chair/Graduate Program Director (or designate) in writing by letter and/or electronic message to the student's university e-mail account. Please note that messages sent by electronic media shall be copied to the course Instructor. The message sent to the student should contain the following components:

**Notification by Electronic Mail      Subject Line: Important/Confidential**

Student ID # 1234567

Dear Mr. A Student,

I have been advised by Professor Bird, in the Department of Studies, regarding allegations of academic misconduct against you with respect to 'academic work' in ABCD 1F90 during the 2006-2007 Fall/Winter Session.

I am contacting you to request a meeting with you and Professor Bird to discuss the situation. You may be accompanied by a member of the University community, defined as a faculty or staff member (some restrictions apply), currently registered Student member of Brock University, or the Students' Ombudsperson, who may act as an advisor. The Ombudsperson can be reached at 905-688-5550, extension 4195. You may request to be made aware of the evident of your case prior to the meeting.

Please contact my office, at 905-688-5550, ext. 1234, to arrange an appointment on or before November 6, 2013. At that time please notify me if you require information about meeting accessibility or request an accommodation due to disability. Should you not respond by November 6, 2013, your case shall be considered in your absence.

Jane Smythe, Chair, Department of Studies

## APPENDIX 8: NOTIFICATION TO THE STUDENT BY THE DEAN

### A Guidelines for Notifying the Student to Request to Meet

When a case of academic misconduct has been forwarded to the Dean, the student shall be notified by electronic message to the student's university e-mail account. The notification should include the following information:

- Indicate that the communication is "Private and Confidential";
- Identify the student, by name and include his or her address, Student ID number and the date;
- Indicate the purpose of the communication (e.g., Re: Academic Misconduct in Course ABCD 1F90, D1, Fall/Winter 2006-2007);
- Indicate that the student can have access to the information on the case prior to the meeting;
- Include a signature from the Dean (or designate);
- A copy of the communication shall be forwarded to the Instructor, Department Chair/Graduate Program Director and the Registrar/Director, Graduate Studies.

### B Opening Paragraph

Shall include a brief description of the facts, including a summary of what has happened prior to the Dean's request to meet.

e.g., I have been advised by Professor Smythe, Chair, Department of Studies and Professor Bird of an allegation of academic misconduct against you regarding an essay submitted in course ABCD 1F90. The essay was submitted for grading on October 23, 2013, and it has been alleged that sections of the document have been plagiarized. It is my understanding that you met with Professors Smythe and Bird, and discussed the charge. In accordance with the University's policy on Academic Integrity, this matter has been forwarded to me. You may request access to the information on your case prior to the meeting.

### **C Body of the Letter**

Shall include a request to meet with the student to discuss the situation and should include contact information so that the student may schedule an appointment as well as a statement encouraging the student to contact the Student Ombudsperson for assistance.

e.g., Before I make any decision in this matter, I would like to meet with you to discuss the situation. You may be accompanied by a member of the University community, defined as a faculty or staff member (some restrictions apply), currently registered Student member of Brock University, or the Students' Ombudsperson, who may act as an advisor. The Ombudsperson can be reached at 905-688-5550, extension 4195. To arrange an appointment, please contact my assistant, Betty Brock, who can be reached at 905-688-5550, extension 1234. You must contact her by November 15, 2013. At that time please notify me if you require information about meeting accessibility or request an accommodation due to disability.

### **D Closing Paragraph**

In addition, a statement indicating what may happen if the student does not respond to a request to meet in a timely manner:

e.g., Should you not respond by November 15, 2006, the circumstances of the case shall be considered based on the information available and an appropriate penalty shall be determined.

## **APPENDIX 9: NOTIFICATION OF PENALTY FROM THE DEAN**

If a Dean is satisfied that a case of academic misconduct has been proven s/he shall notify the student by letter or form. The notification letter or form may be similar to the following:

### **A Sample Notification Letter**

**PERSONAL AND CONFIDENTIAL**

November 17, 2006

Student ID # 1234567

Mr. A. Student  
123 Appeal Street, Anytown ON, A1B 2C3

Dear Mr. Student;

Re: Academic Misconduct in Course ABCD 1F90, D1, Fall/Winter 2006-2007

The Department of Studies has completed its investigation of the allegation that, during the Fall semester 2006, you submitted an assignment in course ABCD 1F90, where significant sections of the document had been plagiarized.

In our interview on November 15, 2006, you acknowledged that you had included the work of others and did not properly cite those contributions. You now understand that this action constitutes academic misconduct as defined by the Brock University Academic Integrity Policy where it states "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 academic work."

It is in the interest of the Brock University's academic mission that every student adheres to the highest standards of scholarly integrity. You have not done so in this instance. Therefore, you will be subject to the sanctions recommended by the Department. As such, you will receive a grade of zero '0' on the assignment in ABCD 1F90, and a notation of first offense of academic misconduct will be placed in your academic file.

Brock University takes academic misconduct seriously and as such, subsequent discipline for academic misconduct shall be viewed as a serious academic indiscretion and could have greater consequences, including suspension from the University or the withholding of your degree.

You have the right to appeal this decision to the Senate Student Appeals Board. Please consult the academic integrity website: [www.brocku.ca/academicintegrity](http://www.brocku.ca/academicintegrity), for more information regarding appeals.

If you have any questions regarding this matter, or about the judicial affairs process at Brock University, please contact my office and I will be pleased to discuss these with you.

Sincerely,

Adam Smithers, Associate Dean, Faculty of Social Studies

c.c.: J. Jones, Registrar  
C. Smythe, Chair, Department of Studies  
B. Bird, Associate Professor, Department of Studies

## **APPENDIX 10: NOTIFICATION OF PENALTY**

### **A Notification from the Registrar/ Director of Graduate Studies**

The Registrar/ Director of Graduate Studies shall notify the student who has been disciplined for academic misconduct in writing, within ten (10) working days of the date of being informed by the Dean (or designate). The letter of notification may be similar to the following:

November 24, 2006

Student ID # 1234567

Mr. A. Student  
123 Appeal Street, Anytown ON, A1B 2C3

Dear Mr. Student;

Re: Academic Misconduct



Dr. Smithers, Associate Dean, Faculty of Academics, has advised me that you have committed an act of academic misconduct on an assignment in ABCD 1F90, Fall/Winter Session, 2006-2007 (Duration1).

As a result of this misconduct the following actions will occur:

1. A copy of this letter will be placed in your student file in the Office of the Registrar.
2. A grade of zero (0) will be assigned for the assignment in ABCD 1F90.

Please note that another occurrence of academic misconduct will result in a notation on your academic transcript and, in certain circumstances, may result in suspension from the university. In addition, the penalty imposed by the Dean could have other consequences. A Dean who is satisfied that another academic offense has occurred may impose one or more of the following sanctions:

- a. oral or written disciplinary warning or reprimand;
- b. requirement to complete an academic integrity assignment or program;
- c. lower grade or failure on the assignment or examination;
- d. a reduction in the course grade that exceeds the value of the assignment;
- e. failure in the course;
- f. removal from program of study;
- g. notation on student's official transcript;
- h. suspension from the University, with a transcript notation, for a definite period;
- i. expulsion from the University, with a transcript notation;
- j. withholding or rescinding a Brock degree or certificate.

Students wishing to appeal the decision of the Dean must file an appeal with the Senate Student Appeals Board. Appeals must be made within 30 days of the date of this letter. For further information on the appeals process, please contact John Black, Administrative Co-ordinator, Senate Student Appeals Board, 905-688-5550 ext. 1234, or consult the academic calendar at [www.BrockU.CA/webcal/undergrad/regulations.html](http://www.BrockU.CA/webcal/undergrad/regulations.html).

Yours truly, Jane Jones  
Registrar

c.c.: A. Smithers, Associate Dean, Faculty of Academics