



Senate

TEACHING & LEARNING POLICY (T&LP) COMMITTEE

Meeting #2 (2023-2024)

October 19, 2023

9:00-10:30 a.m.

Via Microsoft TEAMS

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A G E N D A

ITEM	LEAD	ACTION
1. Welcome and Land Acknowledgement	CCC	
2. Approval of the Agenda	CCC	<u>Decision</u>
3. Minutes of the September 21, 2023 Meeting	CCC	<u>Decision</u>
4. Business Arising from the Minutes		
5. Use of Artificial Intelligence Detection Tools	RJ	Recommendation
6. Academic Integrity Policy (including appendices 1 & 2)	BP	Discussion
7. Intent to Renew or Replace Phrase Matching Software	MC	Information
8. Intent to Renew or Replace Online Student Course Experience Survey	MC	Information
9. Addressing requests to permit children of students to be present in the classroom	RJ	Discussion
10. Report of the Vice-Provost, Teaching and Learning	RJ	Information
11. Senate Committee Meeting Format	CCC	Discussion
12. Generative Discussion Topics	DC	Discussion
13. Other Business		
14. Adjournment		

Legend:

CCC	Christene Carpenter-Cleland	MC	Matt Clare
BP	Brian Power	DC	Don Cyr
RJ	Rajiv Jhangiani		

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Draft

MINUTES OF MEETING #1 (2023-2024)
TEACHING AND LEARNING POLICY COMMITTEE
Thursday, September 21, 2023- 9:00 a.m.
Via Microsoft TEAMS

PRESENT: Christene Carpenter-Cleland (Chair), Drew Dane (Vice-Chair), Mark Chrabalowski, Suzanne Curtin, Don Cyr, Giulia Forsythe, Rajiv Jhangiani, Jennifer Li, Carol Merriam, Nicole Nolan, Tim O’Connell, Marcel Oestreich, Jae Patterson, Nina Penner, Michelle Vine

REGRETS: Kymberly Ash, Teju Herath, Jennifer Guarasci

RESOURCE: Chantelle Kurzawa (Administrative Support), Gemma Ahn, Matt Clare, Blayne Haggart, Rahul Kumar, Karen Louise Smith

1. Welcome and Land Acknowledgement

The Chair welcomed members and staff, offered a land acknowledgement, and called the meeting to order.

2. Approval of the Agenda

To accommodate a guest presenter, the Chair suggested, and no issues were raised, that item 8 be considered at 9:30am. To accommodate the Chair of Senate, the Chair suggested, and no issues were raised, that item 10 be moved prior to item 5. The Agenda was approved by consent.

3. Approval of Minutes

[The Minutes of the previous had been posted with the meeting materials.]

The Minutes of May 19, 2023 were approved by consent.

4. Business arising from the Minutes- None

Agenda Item

10. Generative Discussion Topics

The Chair of Senate provided the Committee with an overview of the standing Agenda item, Generative Discussion Topics.

The Committee reviewed two Generative Discussion Topics from the Teaching and Learning Policy Committee that have not yet been brought to Senate for Generative Discussion: Online and Hybrid Experience and Student absences. Discussion ensued regarding the Online and Hybrid Experience topic.

5. Terms of Reference and Workplan- TLPC

[An Information Item *TOPIC: Teaching and Learning Policy Committee Responsibilities and Work Plan* had been posted with the meeting materials.]

The Chair provided an overview of the Committee's Terms of Reference and the Committee reviewed the 2023-24 Committee Workplan. The Vice Provost, Teaching and Learning spoke on the items he is bringing to the committee and provided clarification on the timing. In addition to the items currently on the Committee's Workplan, The Vice Provost, Teaching and Learning would like to get the Committee's feedback on the use of the of medical self-declaration process before draft revisions are taken to the Undergraduate Student Affairs Committee later this academic year.

Agenda Item

8. Artificial Intelligence Detection Tools

The Vice Provost, Teaching and Learning provided background information on the Provost's Advisory Group on Artificial Intelligence. The group has been meeting over the past three months to discuss Artificial Intelligence and Generative Artificial Intelligence in regards to Teaching and Learning. The Provost's Advisory Group on Artificial Intelligence recommends that the University take a strong position against the use of tools that purport to detect the use of generative artificial intelligence in student coursework. Three guests from the Advisory Group were introduced and invited to articulate the rationale behind the previous statement. Of note, the group highlighted that AI detection tools may not be effective and have been known to produce false positives. Clarification was sought and further details were provided on the Algorithmic and Privacy Impact Assessments necessary before Brock would be able to adopt technology of this sort.

A formal statement will likely come to the Teaching and Learning Policy Committee next month for approval.

6. TLPC Annual Report

[TLPC's Year End Committee Report Form for 2022-2023 had been posted with the meeting materials.]

The Committee received the Teaching and Learning Policy Committee's Annual Report from 2022-2023 for information. It was noted that both short-term and medium-term plans have been incorporated in this year's Workplan.

7. Report of the Vice-Provost, Teaching and Learning

[A report from the Vice-Provost, Teaching and Learning, dated September 13, 2023 had been posted with the meeting materials.]

The Vice-Provost, Teaching and Learning directed the Committee to his written report and highlighted the following:

- Centre for Pedagogical Innovation (CPI) will be hosting a Webinar Series on Assessment. There will be three webinars in the fall and three more in the winter. Webinars will be recorded for those that cannot join live.
- CPI is available for consultation on guidance on Generative Artificial Intelligence.
- CPI has created a resource document for instructors interested in using Brightspace to track submission of medical self-declaration forms. It was clarified that it is a one time set up and more information can be found with the following link
<https://cpibrook.atlassian.net/wiki/spaces/BLEDOCU/pages/1051164673/Medical+Self-Declaration+Form>.
- The transition from Sakai to Brightspace is now complete.
- Co-op, Career, and Experiential Education (CCEE) recognized Brock's new Experiential Education Faculty Champions.

9. Senate Committee Format

The Chair opened the floor and members engaged in a discussion regarding potential meeting formats.

The Committee reached consensus that two Committee meetings will be held via a hybrid format (in person/virtual via TEAMS), one in the Fall and one in Winter. The remainder of the meetings will be held virtually via TEAMS. The dates will be confirmed with members once the meeting rooms to accommodate a hybrid meeting are secured.

11. Other Business

The Director of Teaching and Learning informed the Committee that the Distinguished Teacher Award deadline has been extended this year.

12. Adjournment

The meeting adjourned at 10:11am.

Memo

To: Christene Carpenter Cleland, Chair, T&LPC

From: Rajiv Jhangiani, Vice Provost, Teaching and Learning

Date: October 12, 2023

Subject: **Use of artificial intelligence (AI) detection tools**

Brock University
Niagara Region
1812 Sir Isaac Brock Way
St. Catharines, ON
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brocku.ca

MOVED (/)

THAT T&LPC recommend to Senate that the University not support the use of AI detection tools to process student coursework in the pursuit of identifying academic integrity concerns.

Background

The advent of GPT4 and other similar technologies has catalyzed a robust debate within higher education about the implications of artificial intelligence for a range of academic activities, including teaching, learning, and scholarship. With a view to ensuring that operational decision-making at Brock benefits from our significant in-house expertise, the Provost and Vice-President, Academic constituted an Advisory Group on Artificial Intelligence earlier this year. The membership of this cross-disciplinary group, which includes 14 faculty members who enjoy expertise in different domains related to artificial intelligence, is listed at the end of this memo.

In line with the group's initial focus on the implications of generative AI for teaching and learning practice, members of the advisory group have helped shape the [guidance issued to Brock University instructors and learners from the Centre for Pedagogical Innovation](#). However, a more recent line of discussion within the advisory group has concerned the question of tools and technologies that purport to detect the use of AI in student coursework ("AI detection tools"). This is an emerging issue that has been identified as requiring clarification, especially to aid instructors who seek to evaluate student coursework for the possible unauthorized use of generative AI, with a view to upholding academic integrity.

Following discussions about AI detection tools within the Provost's advisory group, members of the advisory group attended the September 21, 2023 meeting of the Teaching & Learning Policy Committee where they outlined some of the rationale behind their strong recommendation to the Provost that Brock University not support the use of AI detection tools to process student coursework in the pursuit of identifying academic integrity concerns.

Following this discussion at last month's Teaching & Learning Policy Committee (as well as discussions at other relevant forums, such as the Provost's academic integrity advisory group), the Provost wishes to advance the group's recommendation for consideration as a formal motion (as outlined above). The rationale for this motion, as articulated by the advisory group members, is as follows:

Given the scant information available about the underlying processes utilized by emerging AI detection tools, there are serious concerns about their ethical, privacy, intellectual property, data usage implications, and open questions concerning their accuracy and efficacy (Elkhatat et al., 2023; Weber-Wulff et al., 2023). For example, it is already well understood that these tools have a higher rate of false positives and false negatives than initially thought and that these inaccurate reports disproportionately disadvantage learners for whom English is a second language (Liang et al., 2023). Relying on such tools would result in the coursework of several thousand Brock University students each year being misidentified as potentially AI-generated. Adopting these tools also institutionalizes

and condones these algorithmic biases while creating the impression that these tools are reliable and valid, while they may be neither.

As a result, at the present time AI detection tools cannot be used as evidence in academic misconduct investigations at Brock University. Instructors, faculty, and all teaching staff are advised that submitting or sharing student work with any AI detection services, websites or apps is not institutionally condoned due to a range of ethical concerns with the technology. Instructors who suspect the use of unauthorized AI-generated content should instead use evolving best practices to inspect submitted academic work.

In providing this rationale, Brock chooses to clarify that although the university utilizes Turnitin.com functionality related to phrase matching, the university has *not* institutionally adopted any functionality related to AI detection.

Members of the Provost's Advisory Group on Artificial Intelligence

Ali Emami, Computer Science

Andrew Colgoni, Library

Anteneh Ayanso, Finance, Operations & Information Systems

Betty Ombuki-Berman, Computer Science

Blayne Haggart, Political Science

Dipanjan Chatterjee, Finance, Operations & Information Systems

Karen Louise Smith, Communications, Pop Culture & Film

Lauren Corman, Sociology

Michael Mindzak, Educational Studies

Mohammed Estaiteyeh, Educational Studies

Rahul Kumar, Educational Studies

Rebecca Raby, Social Sciences

Shahryar Rahnamayan, Engineering

Tanya Martini, Psychology

Yifeng Li, Computer Science

References

Elkhatat, A.M., Elsaid, K., & Almeer, S. (2023). Evaluating the efficacy of AI content detection tools in differentiating between human and AI-generated text. *International Journal for Educational Integrity*, 19(17). <https://doi.org/10.1007/s40979-023-00140-5>

Liang, W., Yuksekgonul, M., Mao, Y., Wu, E., & Zou, J. (2023). GPT detectors are biased against non-native English writers. *Patterns*, 4(7). <https://doi.org/10.1016/j.patter.2023.100779>

Weber-Wulff, D., Anohina-Naumeca, A., Bjelobaba, S., Foltýnek, T., Guerrero-Dib, J., Popoola, O., Šigut, P., & Waddington, L. (2023). Testing of detection tools for AI-generated text. <https://doi.org/10.48550/arXiv.2306.15666>

Report to Teaching and Learning Policy Committee

Discussion Item

TOPIC: Academic Integrity Policy

October 19, 2023

Academic Integrity Advisory Committee (AIAC)
Brian Power, Chair, Academic Integrity Advisory Committee (AIAC)

PURPOSE OF REPORT

Present for feedback the revised version of the existing Academic Integrity Policy due for renewal in 2023.

RATIONALE

Discussion and request for feedback prior to submission to Graduate Studies Council (October 19, 2023), Undergraduate Student Affairs Committee (October 24, 2023), Undergraduate Program Committee (October 25, 2023), and Senate Graduate Studies Committee (November 7, 2023).

NEXT STEPS

Submit final version of the Academic Integrity Policy at a subsequent meeting with a motion that the Senate Teaching and Learning Committee recommend to Senate the approval of the revised Academic Integrity Policy.

Appendix 1: Chart – Renewal Process Fall 2023 and reference table for changes
Appendix 2: Revised Academic Integrity Policy File

Academic Integrity Policy
2023 Renewal Process

Submission to
Senate Teaching and Learning Policy Committee

Submitted on behalf of the Academic Integrity Advisory Committee (AIAC)

October 19, 2023

1. Schedule of Consultations – Fall 2023

September 25, 2023	Academic Integrity Advisory Committee (AIAC)
October 19, 2023	Senate Teaching and Learning Policy Committee Graduate Studies Council (2 nd Review)
October 24, 2023	Undergraduate Student Affairs Committee
October 25, 2023	Undergraduate Program Committee
November 7, 2023	Senate Graduate Studies Committee

2. Review Chart

Please see pages 2 and 3.

IMPORTANT CHANGES	Rationale	Section
Reflect current context	Expanded to include examples such as online channels, recycling of academic work	Section 4. – Policy Statement on Academic Integrity
Align evolving context	Expanded to include terms such as “contract cheating” as a term used in academic misconduct streams; “file sharing” and “notes”	Section 7. - Definitions
<p>Allow for constructive and unbiased process</p> <p>Conflict of Interest</p> <p>Hold [in place]</p> <p>First Hearing</p>	<p>Replace “charge” with “alleged misconduct”</p> <p>[NEW] Ensure objectivity + unbiased role (e.g., incident reporter should not be the investigator and/or adjudicator)</p> <p>[NEW] Student will not be able to re-register for the same course to which a hold was put in place under this policy</p> <p>Expanded to ensure due process when scheduling the First Hearing</p>	Sections 8. and 9. – Undergraduate and Graduate Procedures
Graduate Procedure	<p>Updated to reflect current practices and requirements</p> <p>[NEW] Expanded Under “Option for Second Meeting” in g., the requirement for ten (10) business days is changed to five (5) business days and the word “normally” is added to allow for accommodation and flexibility should the student face extenuating circumstances, reading as follows: “(...) such a request is made by the Student, it must be made normally within ten (10) five (5) business days from the date of the second notification. (...)”</p>	Section 9. – Graduate Procedure
MRAs (Mandatory Remedial Actions) under Disciplinary Measures	<p>[NEW] Under Section 10, section b. ii., the wording is expanded to explicitly state the option available for an extension of the deadline and level of approval, reading as follows: “(...) ii. mandatory remedial action (e.g. attendance at a workshop or resubmission of an assignment and to be completed before the initial deadline or extended deadline when applicable and approved by the Associated Dean in writing)”</p> <p>[NEW] Include role of Academic Integrity Manager (Section 11)</p>	<p>Section 10. – Disciplinary Measures</p> <p>Section 11. – General Procedural Rules</p>

<p>“Remove Hold and Assign Grade Form”</p>	<p>[NEW] Include in the policy to reflect required procedures</p>	<p>Section 11. j) – General Procedural Rules</p>
<p>Appendix 2-A Academic Misconduct [list of behaviours]</p>	<p>Expanded to reflect current context in Academic Integrity (including but not limited to)</p> <p>“Cultural Appropriation” when identified as academic misconduct</p> <p>“Artificial Intelligence” or “Generative Artificial Intelligence Content” factors</p> <p>Online examinations completed on site or off site</p>	<p>Appendix 2-A Academic Misconduct [list of behaviours]</p>
<p>Appendix 2-B Applicability of sanctions</p>	<p>[NEW] Address concerns expressed by different stakeholders regarding inconsistency, transparency, lack of fairness and lack of equity across the board when disciplinary measures are applied</p>	<p>Appendix 2-B – Reference Table</p>

ACADEMIC INTEGRITY POLICY

Category:	Office of the Provost	Number:	2
Responsibility:	Provost and Vice- President, Academic	Approval:	Senate
Approval date:	... 2023	Issue date:	...

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 stakeholders. The intention of Brock University is to ensure fair treatment, transparent processes, 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) 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 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 in regards to 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

A Student may make an audio or video recording of a lecture, presentation, or lesson, only with the permission in writing of the instructor (or presenter).

This Policy does not prohibit a Student who requires the use of a recording device as an accommodation through Student Accessibility Services from recording a lecture, presentation, or lesson, or having such a recording made on their behalf. Students requiring this accommodation should request that SAS notify the instructor of this requirement and how it will be met.

Nothing in this Policy is intended to alter or amend the process through which accommodations are granted, including the consultation process with an instructor or any other aspect of the process.

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. No other use of such recordings may be made without the express, written permission of the instructor (or presenter, as applicable).

7. Definitions ****note: it has been recommended that this section be moved to the beginning of the policy document****

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 Definition 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.
- 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.
- j-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.

8. Academic Misconduct Proceedings: Undergraduate Procedure

An allegation of misconduct charge (or multiple charges allegations of misconduct) of Academic Misconduct may be brought against an undergraduate Student by an 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 charge allegation of misconduct and shall provide the Dean's Designate with all evidence supporting the charge alleged misconduct. The Complaint shall follow the procedures in place for when an allegation of academic misconduct is reported (Undergraduate Procedure).

- a. In the event the Complainant also holds the position of Chair, Chair's Designate, or Associate Dean, alternate representatives must be identified. 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 ~~charge~~ 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 ~~charge~~ 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 ~~charge~~ allegation of misconduct, and the proposed date and time of a first meeting to discuss the ~~charges~~ 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 by the student ombudsperson, or another member of the Brock community who is not a family member, at any meeting as long as 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. If requested by the Student no later than two business days before the First Hearing date, the Student shall be given the opportunity to review any evidence, if reasonably possible, in advance of the first meeting. The Student shall be informed in writing when, for privacy reasons, redacting evidence is required or when a copy of the evidence cannot be provided before the meeting. For the latter, the duration of the First Hearing shall be longer to ensure adequate time to discuss the evidence.
- e. **First meeting:** The Chair, the Complainant, and the Student shall meet to discuss the ~~charges~~ allegation(s) of misconduct. The Student will be presented with the evidence supporting the ~~charge~~ allegation of misconduct and be given the opportunity to be heard and to submit evidence in their own defence. The Student may admit responsibility for the charge and confirm the situation of misconduct, 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 ~~charge~~ allegation of misconduct is supported by the evidence. If it is determined that the ~~charge~~ allegation of misconduct is not supported, the Chair shall ask the Registrar to remove the hold on the related course (if applicable) and the ~~charge~~ allegation shall be dismissed. If it is determined that ~~the charge is supported~~ 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. In the event that 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:** In the event that 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, the Associate Dean may determine 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 charge 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 as long as 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 charge-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 charge-allegation and any disciplinary action(s) that will be taken, if and when applicable, instructions or procedures on how to access resources to complete disciplinary actions such as mandatory remedial actions or MRAs. If disciplinary action(s) will be taken, the Student will also be informed of their right to appeal the decision.

9. Academic Misconduct Proceedings: Graduate Procedure

9.1. FOR Academic Misconduct in Course Work

Allegations of a charge (or multiple charges) of Academic 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 **alleged** charge and the GPD or GPD's designate shall inform the Dean of the Faculty of Graduate Studies' Office the **alleged** charge. By "informing" it is meant that an incident report of academic misconduct be documented as per guidelines for Graduate Studies in place at the time the situation of **alleged** misconduct is identified.

~~m.~~ 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' Office to place hold and provide records:** If an **alleged** charge 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's Designate shall also determine whether the **alleged** charge relates to any grant funded research; if so, the 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 **alleged** charge and the proposed date and time of a first meeting to discuss the **alleged** charges 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 by the student ombudsperson, or another member of the Brock community who is not a family member, at any meeting.

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 **alleged** charge. The Student will be presented with the evidence supporting the **alleged** charge and be given the opportunity to be heard in their own defence. The Student may admit responsibility for the charge, 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 charge is supported by the evidence. If it is determined that the charge is not supported, the GPD and/or

the Chair shall ask the Dean of the Faculty of Graduate Studies' Office to remove the hold on the related course (if applicable) and the charge shall be dismissed. If it is determined that the charge is supported, the GPD or Chair will inform the Associate Dean, Research and Graduate Programs, and the Dean of the Faculty of Graduate Studies.

- f. **Second notification to Student:** The Dean of the Faculty of Graduate Studies' Office shall inform the Student of the outcome of the first meeting. In the event that 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:** In the event that 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 of the Faculty of Graduate Studies 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 ~~ten (10)~~ **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 of the Faculty of Graduate Studies 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 of the Faculty of Graduate Studies' Office. The Associate Dean, Research and Graduate Studies; the Dean of the Faculty of Graduate Studies; and the Student shall meet to ~~give final consideration to all the facts of the charge~~ **to review the new evidence or information and give final consideration to all the facts of the charge**. The Dean 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 of the Faculty of Graduate Studies 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 of the Faculty of Graduate Studies 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 of the Faculty of Graduate Studies 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 of the Faculty of Graduate Studies' Office (if applicable):** If it is determined that the Student has not committed Academic Misconduct, the GPD or Chair shall ask the Dean of the Faculty of Graduate Studies' Office to remove the hold on the related course (if applicable) and the charge shall be dismissed.
- k. **Final notification to Student:** The Dean of the Faculty of Graduate Studies' Office shall inform the Student, and all involved parties, of the determination of the charge 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.

I. 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 of the Faculty of Graduate Studies, in writing, as soon as possible, according to the following procedures:

9.2.1. If the GPD or Faculty of Graduate Studies 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 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 of the Faculty of Graduate Studies;
- 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 of the Faculty of Graduate Studies 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. ~~oral or~~ written reprimand;
- ii. mandatory remedial action (e.g. attendance at a workshop or specialized educational session provided through the Department or resubmission of an assignment and to be completed before the initial deadline or extended deadline when applicable and approved by the Associate Dean in writing);
- 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 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 ~~charges~~ 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 as long as 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, 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, 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 ombudsperson or another member of the Brock community who is not a family member may attend with the student as long as 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, 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, 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. **Charges outside of a course:** Charges 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. **g. Procedural Irregularities:** In the event that 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 submit the RHAGF when approving the release of hold.

f.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, 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 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 ~~or any disciplinary measures taken 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, ~~and subject to the payment of fees required in those procedures.~~

Related policies

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](#)

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 2A: 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 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

—Assignments 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).

Permission from the Instructor(s) 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, 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

9. 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 any 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 whererequired.
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

J. Visual, Audio, and Cultural Content

1. Use of information or content as own without including explicit authorization of the owners or without attribution of ownership when mandated

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, cheating any forms determined as academic misconduct, or the uttering of false statements by a student in order 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 2B: Reference Table for Disciplinary Measures for Academic Misconduct

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

			<p>For consideration:</p> <ul style="list-style-type: none"> • <u>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</u> • <u>If not completed by the deadline, zero mark in the assessment OR one letter grade deduction in course grade will be applied.</u>
<u>Lower Grade (assessment)</u>	<p>FIRST or higher*</p> <p>* <u>Prior infractions of any kind even if any workshop completed within the last 6 months</u></p>	<ul style="list-style-type: none"> • <u>Plagiarism, including recycling of own/past academic work submitted to another instructor, and/or in a different course, and/or in a different school</u> 	<p>For consideration:</p> <ul style="list-style-type: none"> • <u>Minimum 10% reduction in course grade when academic misconduct represents <=10% in the entire assessment</u>
<u>Failure (assessment, zero mark)</u>	FIRST	<ul style="list-style-type: none"> • <u>Contract Cheating Services or Peer Contract Cheating Support, commercial and non-commercial</u> • <u>Falsification of References list</u> • <u>Impersonation - Allowed to be impersonated, synchronous or asynchronous</u> • <u>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</u> 	
<u>Reduction in course grade</u>	<p>FIRST or higher*</p> <p>* <u>Prior infractions of any kind even if any workshop completed within the last 6 months</u></p>	<ul style="list-style-type: none"> • <u>Plagiarism, including recycling of own/past academic work submitted to another instructor, and/or in a different course, and/or in a different school</u> 	<ul style="list-style-type: none"> ○ <u>Consideration for minimum 10% reduction in course grade when academic misconduct represents <=10% in the entire assessment</u>

<u>Failure in course (zero grade)</u>	<u>SECOND or higher, or multiple for same course discussed in conjunction</u>	<ul style="list-style-type: none"> <u>Contract Cheating or Peer Contract Cheating</u> (when 1st and 2nd in same category and AZLS workshops, if any, completed within past 6 months) <u>Plagiarism, including recycling of own/past academic work submitted to another instructor, and/or in a different course, and/or in a different school</u> (when 1st and 2nd in same category and AZLS workshops, if any, completed within past 6 months) 	
<u>Removal from Program</u>	<u>THIRD or higher</u>	<ul style="list-style-type: none"> <u>Contract Cheating Services or Peer Contract Cheating Support, commercial and non-commercial</u> (when prior infractions were in the same category) 	
<u>Temporary removal from a co-op program option, placement, internship or practicum</u>	<u>Level of infraction and seriousness of infraction to be taken into consideration</u>	<ul style="list-style-type: none"> <u>Level of infraction and seriousness of infraction to be taken into consideration</u> <u>Recommendation for disciplinary measure(s) can include remedial actions; then submitted to the corresponding Associate Dean for approval</u> <p><u>Internships and Practicums:</u> <u>Reports related to academic misconduct are handled separately from the Co-op, Career & Experiential Education Department</u></p>	<p><u>Co-op Course</u></p> <ul style="list-style-type: none"> <u>Director, Co-op, Career & Experiential Education act as the "Chair" role; Associate Director acts as the "instructor"</u> <u>Associate Dean issues the final notification</u>
<u>Permanent removal from a co-op program option, placement, internship or practicum</u>	<u>Level of infraction relates to behaviour (Student's Code of Conduct)</u>	<ul style="list-style-type: none"> <u>Removal implies a "behaviour" issue</u> <u>Liaison with the Office of Student Affairs and faculty assigned to student's class when pertaining to Code of Conduct</u> <u>Co-op, Career & Experiential Education Department acts as the "navigator" for the process, and the Director would recommend the course of action</u> 	
<u>Suspension from the University for a definite period with a transcript notation</u>	<u>When... THIRD or higher</u>	<ul style="list-style-type: none"> <u>Plagiarism</u> (when 1st and 2nd in same category and AZLS workshops completed within past 6 months) 	

		<ul style="list-style-type: none"> • <u>Contract Cheating or Peer Contract Cheating Support</u> (when prior infractions of any kind); AZLS workshops may be added if determined appropriate • <u>Impersonation in any venue or assessment</u> - Impersonating a student at Brock University, elsewhere, or allowing to be impersonated, synchronous or asynchronous (when prior infractions of any kind) • <u>Falsification of data</u> (when prior infractions of any kind) 	
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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. Taking practical measures during the examination period to prevent academic misconduct;~~
- 5-4. Clarifying the roles and responsibilities of teaching assistants, laboratory demonstrators, tutorial leaders, and those individuals working within the course structure; and

6.5. 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 ~~plagiarism~~ forms of academic misconduct in all course work that is submitted by Students.

Notice to Senate: Intent to Renew or Replace Phrase Matching Software

Brock University's agreement with Turnitin will expire in the summer of 2024.

Much has changed since Brock University began using Turnitin two decades ago, including the further digitization of teaching and learning, a dramatic increase in scale of many already-large Brock University courses, and a recent transition to a new LMS.

The market has also evolved during this period, as competitive alternatives to Turnitin have arisen and often been subsequently acquired by Turnitin. Over the past year, Artificial Intelligence (AI) has dramatically changed the types of concerns instructors have about students' written work. Senators may recall [a rapid response to suppress Turnitin's rushed and unevaluated AI Detection feature](#) in April of 2023. This decision was later affirmed by the Provost's Advisory Committee on AI and others at Brock University.

Brock University's current contract with Turnitin ends July 1, 2024. This provides an opportunity to consult with the Brock University community and thoroughly review options.

The CPI will be circulating a survey this fall seeking feedback from instructors about their needs and opinions related to these automated tools for measuring the originality that FHB 10.4 refers to as "Phrase Matching software".

Phrase-matching software's ability to detect the originality of submitted work and the use of AI will be considered. As will other factors, including the value of the institutional repository, ancillary tools like grammar check, and non-LMS access. Current gaps, like checking code originality, are also relevant.

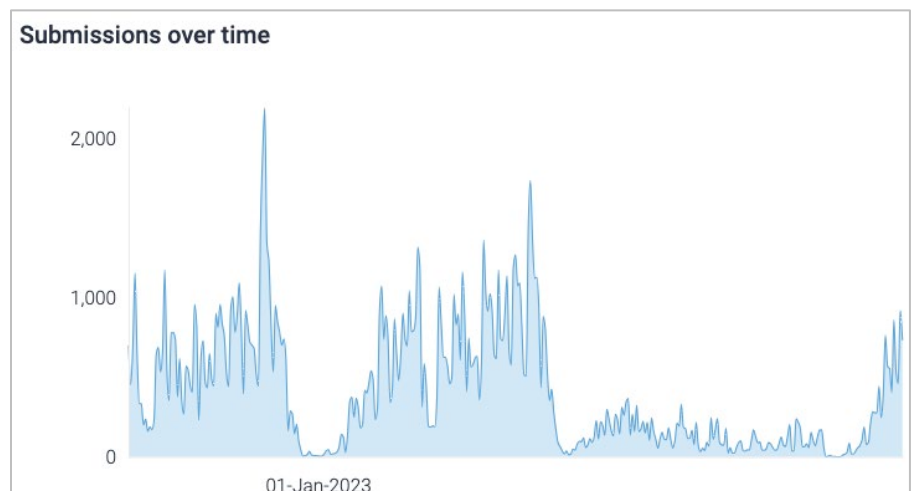
CPI welcomes feedback from across Brock University through this forthcoming survey or directly through conversations with CPI team members and feedback to cpi@brocku.ca.

Brock University's Turnitin Use by The Numbers

Total Similarity Reports (Oct 2022 – Oct 2023): 146,308

A typical month of Turnitin use sees:

- 130 active classes
- 200 active instructors



Distributed to:

Brock University Senate Teaching and Learning Policy Committee

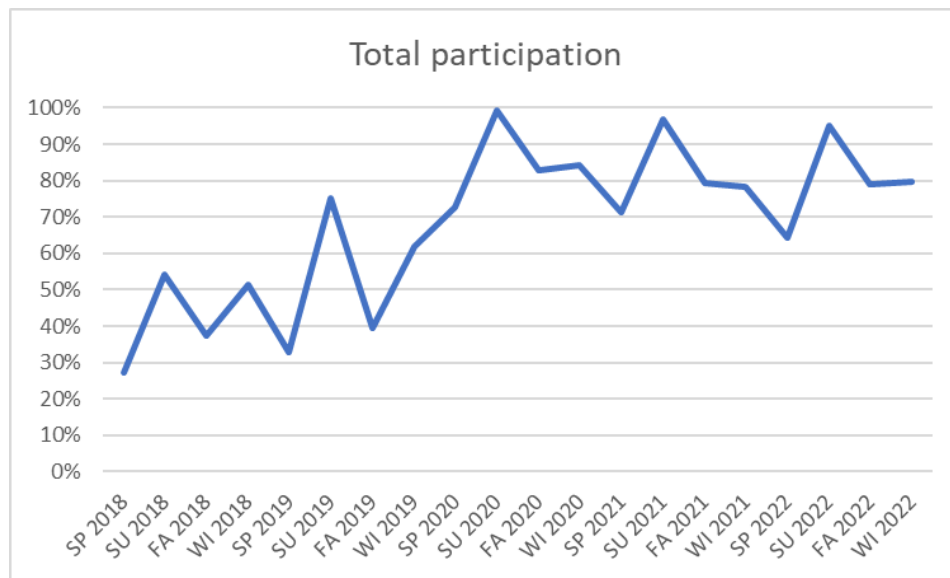
Brock University Senate Information Technology and Infrastructure Committee

Notice to Senate: Intent to Renew or Replace Online Student Course Experience Survey System

In the summer of 2024, Brock University's agreement with Explorance, the provider of the "Blue" software that powers Brock's online Student Course Experience Surveys (aka online course evaluations), will expire.

Around 80% of academic courses offered by Brock University are surveyed online using SCES, with the remainder using print-based options or other digital methods. The SCES system is available to the Brock community via an online portal, targeted communications in Brock University email, or Brightspace.

Over the past five years, participation of Brock courses in the SCES has grown dramatically. In the current context of increasing digitization in teaching and learning, we expect that demand for surveying in digital formats will remain high, and that opportunities for educators to leverage digital feedback to continue to arise.



The Centre for Pedagogical Innovation continues to support educators in utilizing feedback to reflect on their practice, or in taking the technical steps within the SCES system to customize surveys or retrieve feedback.

In the coming months, CPI will be working with the Procurement Office to tender a public RFP which derives requirements from the Faculty Handbook, Collective Agreements, and internal practices of the programs that currently use the system. Members of the Brock community with an interest in the SCES system can connect with CPI to share considerations beyond these items.

The renewal of the current SCES system, or transition to a new SCES system, will closely match the experience of the 159,974 surveys delivered in 2022. Should a transition occur, historical feedback data stored within the current SCES system will be preserved and moved to the new SCES system for continuity of access for feedback owners.

Distributed to:

Brock University Senate Teaching and Learning Policy Committee

Brock University Senate Information Technology and Infrastructure Committee

Memo

Brock University
Niagara Region
1812 Sir Isaac Brock Way
St. Catharines, ON
L2S 3A1 Canada

To: Christene Carpenter Cleland, Chair, T&LPC

From: Rajiv Jhangiani, Vice Provost, Teaching and Learning

Date: October 12, 2023

Subject: **Addressing requests to permit children of students to be present in classrooms**

brocku.ca

In recent years instructors across the university have fielded a seemingly growing number of requests to permit the children of students to be present in classrooms or other learning spaces. With a view to better supporting instructors faced with such requests, the university is considering developing guidelines to help support instructor decision-making in such cases. The input of members of the Teaching and Learning Policy Committee is sought concerning the types of guidance that would be most useful to instructors who field such requests from their students.

Memo

Brock University
Niagara Region
1812 Sir Isaac Brock Way
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L2S 3A1 Canada

To: Christene Carpenter Cleland, Chair, T&LPC

From: Rajiv Jhangiani, Vice Provost, Teaching and Learning

Date: October 12, 2023

Subject: **Report of the Vice Provost, Teaching and Learning**

brocku.ca

Thank you for the opportunity to provide a regular report to the members of T&LPC. The following is a summary of relevant activities between September 14 and October 12, 2023:

Centre for Pedagogical Innovation

- Webinar Series on Assessment
 - The first webinar was held on September 26 on [Accessible Assessments and Universal Design for Learning](#) and led by [Dr. Ann Gagné](#)
 - The remaining webinars this term include:
 - [Assessment for Blended and Online Learning](#) led by [Dr. Brenna Clarke Gray](#), Thompson Rivers University, Monday October 30, 11am-12:30pm
 - [Assessments in the Age of Artificial Intelligence](#), led by [Dr. James M. Lang](#), The Chronicle of Higher Education, Monday November 13, 11am-12:30pm
 - Stay tuned for an exciting Winter 2024 webinar line up
- Learning Management System (Brightspace)
 - Brightspace Workshops:
 - CPI is offering Brightspace training on an ongoing basis, you can sign up for training on our [ExperienceBU page](#).
 - Getting in touch with CPI through Brightspace:
 - Instructors can now search Brock University's Brightspace knowledge base and contact CPI directly from a widget in the bottom right of the Brightspace homepage.
 - New in Brightspace:
 - [D2L has added Synchronous Quizzes to Brightspace](#). Instructors can create quizzes in Brightspace that students must take synchronously. This can allow for remote, synchronous or in-person classes to take quizzes in "real time" (at the same time). This feature offers less flexibility and accommodation than standard quizzing, where students can take a quiz in their own time (asynchronous).
 - Sakai:
 - Sakai transitioned into "warm storage" mode on September 27, 2023. If instructors need to recover additional information from Sakai, they will need to [contact the Centre for Pedagogical Innovation \(CPI\)](#) first. Sakai records will be kept as per Brock University's [LMS data retention schedule](#), however access will be more cumbersome after this change. Sakai will transition into "cold storage" in January, restricting the university to only "power on" the system for a maximum of three one-week periods per year.
 - YuJa Video:
 - Brock University's transition to the YuJa video platform is almost complete. Over 40,000 videos and captions have been imported from Echo360 and distributed to instructors and TAs. Instructors should see their August 2023 and earlier Echo360

videos in their YuJa library now. Next Echo360 videos embedded in Brightspace will be automatically replaced with their YuJa version before our agreement with Echo360 expires in December.

- Award for Distinguished Teaching - Deadline extended to November 10
 - The [Brock University Award for Distinguished Teaching](#) is presented annually to a faculty member who, in the opinion of their peers, has made an outstanding contribution to the teaching and learning environment at Brock University.
- Brock University-wide Teaching Awards – Due November 10
 - Application guidelines and eligibility criteria can be found on [the CPI website](#).
 - [Award for Excellence in Sessional Teaching](#)
 - [Award for Excellence in the Teaching of Large Classes](#)
 - [Award for Excellence in Teaching for Early Career Faculty](#)
- Academic Integrity Week – October 16-20
 - Join CPI and the Manager of Academic Integrity on October 19 from 1–2:30pm to talk about [Teaching with Integrity: Care and Trust in the Academy](#). We will host a series of roundtable discussions on generative AI in the classroom, ungrading, working with teaching assistants, experiential education, the role of reflection, and more.

Co-op, Career, and Experiential Education (CCEE)

- Experiential Education
 - EE iHUB innovation grant (\$100,000) secured by Jason Causarano, EEC in FMS, on West Nile Virus for BIOL 3P64 – see full details in email from Jason. This is one example of the over \$280,000 federal dollars secured this term - bringing the total amount of money secured for students since May 2023 up over 1 million dollars.
- [Laura Sabia Entrepreneurial Co-op Award](#)
 - Fatima Abourida, Computer Science Co-op student is selected as the inaugural recipient of the [Laura Sabia Entrepreneurial Co-op Award](#), which provides \$10,000 to support a four-month Entrepreneurship Co-op term for up to 5 woman-identifying students at Brock University in a co-op program per year. Entrepreneurship co-op is a collaboration between Co-op Education Office and LINC.
- Events
 - September 13-14: CPA Days for both Co-op & New Grad recruitment event with over 200 Accounting students in attendance;
 - September 21: New grad recruitment event “HireU,” with close to 300 students from across all Faculties in attendance.
- BSc AI Co-op program consultation
 - We are working with the faculty to understand co-op student needs in the field of artificial intelligence. This is an integral part of the consultation process for programs looking to integrate co-op into their degree offerings.

Other notable projects/initiatives

- Open Education Working Group
 - The adjudication of our second round of OER Adoption Grants is currently underway
- Advisory Group on Artificial Intelligence (AI)
 - This group met on September 27 and has drafted a statement concerning the use of AI detection tools

- Representatives of this group met with a Provincially-funded research group on October 5 to receive an overview of the preliminary findings of a survey of Ontario post-secondary educators experiences and perceptions of generative AI
- Learning Spaces Advisory Group
 - This group has met twice over this period and continues to consider classroom modernization proposals, with a particular focus on improving accessibility of our learning spaces
- Student Ombuds
 - The new Student Ombuds Advisory Committee was convened and met on September 20
- Discussions of requests to permit children of students into classrooms
 - Given the emergence of these requests across multiple Faculties, I engaged in preliminary discussions on this topic, including reviewing guidance previously provided by the university to colleagues in the Faculty of Education. This item is being brought to T&LPC for discussion.
- [College Student Success Innovation Centre \(CSSIC\) Research Fellowship at Mohawk College](#)
 - I have been working with the Acting AVP, Research to support faculty members interested in applying for this fellowship, for research that supports student success

Events and Presentations

- I gave a workshop on Open Pedagogy for CPI staff on September 18
- I attended homecoming weekend events including the Steel Blade Classic on September 22, the Grande Parade and Brock Night at the Niagara Grape & Wine Festival on September 23, and the Badger Bazaar on September 24
- I attended meetings of Board committees and the Board of Trustees on September 27 and 28
- I attended events to mark the National Day of Truth and Reconciliation and Orange Shirt Day, including the sunrise ceremony and flag raising on September 29 and the Brock Badgers men's lacrosse game and ceremony on September 30
- I visited the University of Manitoba on October 3 where I met with senior administrators, teaching and learning centre staff, and members of their open education working group before giving a [public lecture about open educational practices](#)
- I moderated a forum titled "Gen Zs, ChatGPT & the Future of Work: Time to Panic or Relax?" as part of the [2023 LIAM forum](#) on October 5