

## **Policy on Academic Dishonesty and Misconduct**

Academic integrity is an essential part of University life. Academic dishonesty and misconduct will not be tolerated.

Actions which constitute academic dishonesty and/or misconduct are considered a serious offence and include:

- Plagiarism, which includes, but is not limited to:
  - Work which is submitted or presented in partial fulfilment of course/degree requirements as one's own work that was completed, in whole or in part, by another individual
  - Portions of the work extracted from another source without proper and full credit to the original author (e.g. concepts, sentences, graphics, data, ideas presented through paraphrase)
  - The entirety of a work copied from another source
  - The submission of work in one course that has been or is simultaneously being submitted for credit in another course without the expressed written permission of all instructors involved (in such cases the entirety of the work may originate with the student; nevertheless, the academic offence of plagiarism has occurred)
  
- Cheating, which includes, but is not limited to:
  - Using, giving, receiving, or the attempt to use, give or receive unauthorized information during an examination in oral, written or other form
  - Copying an essay, examination, report or like form of evaluation
  - Allowing another to copy an essay, examination, report or like form of evaluation
  - Impersonating another person in an examination or test and/or serving as a confederate in such activities
  - Buying or otherwise obtaining term papers or assignments for submission as one's own
  - Giving false reasons for absence (e.g. from an in-class test, final examination, required classroom activities)
  
- Falsifying Records, which includes, but is not limited to:
  - Misrepresenting one's credentials
  - Submitting false documents or falsifying academic records, transcripts or other University documents
  - Falsifying documents from outside agencies required by the University (e.g. medical notes, letters of reference)
  
- Research Misconduct, which includes, but is not limited to:
  - Fabrication or falsification of research data (or materials)
  - Making a statement of fact or reference to a source which has been fabricated
  - Failure to comply with University policies as they apply to research ethics, human subjects, animal subjects, intellectual property, or computer usage
  - Failure to recognize through due acknowledgement the substantive contributions of others
  - The use or appropriation of the unpublished work or data of other researchers without permission
  - Use of archival material in violation of the rules of the archival source
  - Removal of books or other library materials without authorization
  - Destruction, mutilation or intentional misplacement of library materials

## **Penalties**

Sanctions levied by the University and their severity are determined in relation to the degree of the offence committed or attempted, the intentionality of the participant(s), recidivism, and/or the degree to which an individual has been party to attempted or committed acts of academic dishonesty. A student who is determined to be responsible for academic dishonesty or misconduct (AD) may be subject to the imposition of one or more of the following:

- a. requirement to repeat the assignment or examination, with or without grade reduction
- b. assignment of a grade of zero in the assignment, test or exam
- c. assignment of a grade of F-AD in the course in which the offence is committed
- d. suspension from some or all courses in which a final grade has not been entered and the assignment of a grade of F-AD in all such courses
- e. suspension from all Brandon University teams, clubs or like organizations for a period of 1 to 5 years
- f. suspension from the Faculty/School for a period of 1 to 5 years
- g. expulsion from the Faculty/School
- h. suspension from the University for a period of 1 to 5 years
- i. expulsion from the University
- j. cancellation or revocation of degree

This list gives examples and does not restrict the Dean, President or Senate (or a committee thereof) from imposing additional penalties as may be warranted.

## **Transcript Notation**

Where sanction c. or d. (above) is applied, a grade of F-AD (Academic Dishonesty) will be entered on the student's transcript. Upon successful completion of a degree program or five years after the sanction was applied, whichever occurs first, the grade of F-AD will be converted to F.

Where sanction f. to j. (above) is applied, the notation "suspended (or expelled) from the Faculty/School (or University) for academic dishonesty" will be entered. Upon successful completion of a degree program, the notation "suspended (or expelled) from the Faculty/School (or University) for academic dishonesty" will be cleared.

## **Academic Withdrawal**

Withdrawal from a course will not preclude proceedings related to alleged cases of academic dishonesty. The right to withdraw shall be withheld (or in exceptional circumstances revoked) when an academic offence is alleged. Where the allegation is not supported by a preponderance of the evidence, a student's right to withdraw will be re-instated and shall apply retroactively to the date the academic offence was alleged.

## **Procedures**

### **A. Purpose**

These procedures are to be followed when a Brandon University student, graduate, former student or student who is not a Brandon University student is applying to take, is taking or has taken a Brandon University course and is accused of violating the Policy on Academic Dishonesty and Misconduct.

### **B. Jurisdiction**

#### **Instructor**

In the case of alleged academic dishonesty or misconduct that is course-work based, the initial determination of a case of academic dishonesty or misconduct lies with the instructor of the course. Where the course has more than one instructor, any of the instructors may undertake the authority of instructor.

**Department Chair**

In the case of alleged academic dishonesty or misconduct that is course-work based, the responsibility lies with the Chair of the department responsible for the course in which the student who is alleged to have engaged in academic dishonesty is enrolled. In the case of programs, the program co-ordinator shall act as Chair for the purposes of interpreting this policy. For non-departmental courses the Dean of the responsible faculty shall appoint someone from within the Faculty/School to act as Chair.

**Dean, President**

In the case of alleged academic dishonesty or misconduct that is course-work based, the responsibility lies with the Academic Dean within whose Faculty/School the course is taught. In all other cases, the responsible Dean is the Dean of the student's declared Faculty; in the case of B.G.S. students the responsibilities of the Dean shall be fulfilled by the Coordinator of the B.G.S. program. The President is responsible for the determination of penalties as permitted in accordance with this policy (e.g. h-j) upon the recommendation of the Dean or the Coordinator of the B.G.S. program.

**Dean of Students**

In the case of alleged academic dishonesty or misconduct that involves falsifying records, the initial determination of academic dishonesty or misconduct lies with the Dean of Students.

**C. Initiating A Complaint**

Where the information/evidence before a faculty member suggests that an instance of academic dishonesty or misconduct may have occurred, the student shall be notified in writing. The faculty member and the student will meet to discuss the matter. A representative determined by the student may attend. At the request of the instructor, the Chair, or where the Chair is the instructor, the Acting Chair may also be present. The purposes of this meeting are: to discuss the instructor's concerns relating to academic dishonesty or misconduct, to explore the student's understanding of the matter, to allow the student to respond to the instructor's concerns, to ensure that the student is informed about academic dishonesty and misconduct procedures and penalties within the University, and to enable the student to consider whether she or he wishes to sign forms acknowledging responsibility for a breach of academic honesty or conduct. The issue may also be resolved informally at this point.

**Admission of Responsibility for Academic Dishonesty and/or Misconduct, Jointly Recommended Penalty**

If, at the initial complaint stage the student admits responsibility for academic dishonesty and/or misconduct, and sanction a. b. or c. is applied, then the jointly signed recommendation, a brief summary of the case and any relevant documentation will be forwarded to the Dean for action and to the Department Chair for information.

The Dean shall review the recommendation to determine whether the recommended sanction is within the appropriate penalty range, and to ensure that proper procedures have been followed. If so, the mutually agreed penalty will normally be accepted and imposed by the Dean without additional investigation.

If the Dean does not accept the penalty, the Dean may suggest to the instructor a change in the course-based penalty and/or recommend additional penalties to the President.

**Admission of Responsibility for Academic Dishonesty and/or Misconduct, No Jointly Recommended Penalty**

If the student admits responsibility for academic dishonesty and/or misconduct but there is no jointly recommended penalty, the case is forwarded to the Department Chair for review. The Chair considers the issue of penalty based on a summary of the offence committed, the facts of the case and written submissions from the student and the faculty member.

The Chair may review the case and attempt to mediate an agreement on penalty. If agreement is reached the above process then applies. In the absence of agreement the Chair shall recommend a penalty to the Dean.

The student and/or faculty member do not normally appear when the Chair is reviewing the recommended penalty(ies). However, if either party requests to be present, or if the Chair believes it necessary, both parties will be invited to be present. In most cases, if clarification is required, either the student and/or faculty member will be contacted prior to the Chair's consideration of the case.

The Dean shall review the recommendation as submitted by the Chair to determine whether the recommended sanction is appropriate and to ensure that proper procedures have been followed. If so, the recommended penalty is normally accepted and imposed by the Dean without additional investigation.

If the Dean does not accept the penalty, the Dean may suggest to the Chair a change in the course-based penalty and/or recommend additional penalties to the President.

**No Admission of Responsibility for Academic Dishonesty and/or Misconduct, Failure to Respond to Faculty Member's Request for Meeting**

If the student does not admit responsibility for academic dishonesty and/or misconduct, and/or fails to respond to an instructor's request for a meeting, the instructor forwards the case (including all relevant documentation) to the Academic Dishonesty Subcommittee of Curriculum and Academic Standards (C&AS) for review. This Subcommittee shall be established by and from members of C&AS consisting of one student member, one faculty member and one Dean. The Chair of C&AS shall Chair the Academic Dishonesty Subcommittee and shall vote only in the case of a tie. The Registrar or Associate Registrar shall be Secretary of the Committee.

The Subcommittee will review the case. In the context of this review the Subcommittee may meet with the student, meet with the instructor, request that the instructor provide appropriate documentation, meet with the Chair, and meet with witnesses. The student will be informed of and given the opportunity to answer all evidence that the Subcommittee has under consideration. The Subcommittee is charged with making a determination drawing upon the facts of the case based upon a preponderance of the evidence. The Chair of the Subcommittee will take reasonable steps to contact the student (including correspondence by registered letter) in order to inform him or her of the outcome of the Subcommittee's deliberations. Where the committee finds no responsibility for act(s) of academic dishonesty and/or misconduct on the part of the student the matter is closed. If the student is found to be responsible for act(s) of academic dishonesty and/or misconduct, then, the case, along with a statement from the Subcommittee as to the severity of the offence, is forwarded to the Academic Dean (who shall not serve on the Subcommittee) for the determination of penalty. The Subcommittee's determination that the student is or is not responsible for act(s) of academic dishonesty is final.

The Dean imposes penalties appropriate to the offence within 20 days. The Dean may apply or recommend to the President all penalties afforded by this policy. The Dean will take reasonable steps to inform the student (including correspondence by registered letter) of the Dean's determination and of the student's right of appeal. The Dean's determination will be forwarded to the instructor for action and/or information, and to the Chair for information. In the event that the Dean does not impose penalties appropriate to the offence within 20 days, the case is returned to the Subcommittee for the imposition of penalties.

**Appeals**

A student may appeal penalties applied by the Dean and/or President to the Senate. In all matters, the decision of the Senate is final.

**Re-admission**

A student who is expelled from a Faculty/School has no right to reapply for admission to the Faculty/School.

A student who is expelled from the University has no right to reapply for admission.

**Alternative Remedies**

Brandon University reserves the right to seek other remedies (e.g. civil and/or criminal) beyond those afforded by this policy.

**Confidentiality**

All parties involved will maintain a reasonable degree of confidentiality, with the understanding that the reporting, investigation, and processing of the alleged offence may require gathering and solicitation of facts and evidence from witnesses, official records, and other sources.

*Approved by C&AS, May 31, 2007.*

*Approved by Senate June 12, 2007.*