

Pilot Academic Misconduct Procedures for Students who have completed or registered in 10.5 or fewer credits

The Dean's Designate in every department/centre will have responsibility to process all cases of academic misconduct. The Designate will act on behalf of the Dean (and assign the penalty) in cases of academic misconduct for **students who have completed or registered in less than 10.5 credits (without a prior sanction)**. Past protocols remain in place for students who have completed or registered in 10.5 or more credits, students with prior sanctions, graduate students and exceptional cases. Each department will inform the Dean of the name of the **Dean's Designate by July 1**. The Dean's Designate can be the Chair or a permanent faculty member.

Each year the Associate Dean will convene the Dean's Designates for an orientation meeting to discuss protocols, to standardize penalties and remedial suggestions.

The Dean's Designate should encourage compliance by all instructors (e.g. syllabus statement) with the Brock University "Academic Integrity Agreement."

This pilot is undertaken to reduce duplication; to discourage informal handling of academic misconduct by instructors (see 7.1 of the university policy); and to eliminate the gap between detection and the final grade change.

In all cases, student will receive written notice that the option of presenting their case to the Office of Dean is available.

Part One: Completed for all cases of suspected academic misconduct

1. At the suspicion of academic misconduct, the instructor informs the Dean's Designate and Registrar's Office (who will put a 'hold' on the course until the case is resolved, so the student can't withdraw). See: *email to registrar's office*.
2. Within about ten days of detection, the student is invited to a meeting with the Instructor and the Dean's Designate and is informed of her/his right to bring a member of the Brock community. Notification can be in person or by telephone but communication must include an email to the student's Brock account. See: *Invitation to meeting*. The student has ten working days after the email is sent to arrange a meeting. In the rare case that the student declines a meeting, all steps are completed without the meeting.
3. Prior to the meeting, the assistant to the Dean's Designate will check BROCK DB screens (*PROGRAM STATUS, CRSMARKSINQUIRY and ANECDOTALINFO*) to determine if the student is registered in or has completed less than 10.5 credits and to check whether a previous sanction is on file. If there is a 725 code - *SEE NOTE IN REGISTRAR'S FILE* - the assistant will call the Registrar's Office (Linda Rynberk at 3550) to enquire if there was a previous sanction. If the student is registered in or

competed more than 10.5 credits or a proven case exists, the file is sent to the Dean's office for processing after the standard meeting at the departmental level.

Part Two: Completed if the student qualifies to be processed in the department

4. The assistant to the Dean's Designate will insert the assignment, course outline, copy of email to the student, and a copy of relevant Brock DB screens into a labeled folder (i.e. last name, first name, student number).
5. At the meeting, after the suspected offence is explained, the student will be given a chance to present the circumstances. Inform the Registrar's Office if no case is found. If a case of academic misconduct is found, the Dean's Designate will
 - explain the nature of the offence and how to avoid the offence;
 - explain the penalty to the student;
 - direct the student to the definition of academic misconduct in the calendar;
 - encourage time management (acquire a day timer and record due dates);
 - encourage all students to take workshops offered by SDC (4th floor tower, such as 'quotations and paraphrasing');
 - inform all students of counseling (confidential, ext 4750 for appointment);
 - direct all students to see an academic advisor to review program plans; and
 - give the student and the instructor a copy of the form "Resolution."
7. After the meeting, the Dean's Designate will
 - complete the form: *Social Science Integrity Report: less than 10.5 credits*;
 - within ten days of the meeting, send a signed memo containing the penalty (and any mandatory remedial action) to the Registrar. See template: *Memo to Registrar*. This memo will contain the sentence "Students who wish further assistance or want to appeal this decision should contact the Social Science, Associate Dean, Undergraduate";
 - send the complete file, including the memo, to the Dean's office for storage until the student has graduated.

The Registrar's Office will send notification to the student and the Dean's Office.

Documentation available to the department

1. Template: Email from instructor to registrar
2. Template: Invitation to meeting
3. Template: Worksheet: Penalty
4. Form: Faculty of Social Science Integrity Report (<10.5 credits)
5. Form: Faculty of Social Science Integrity Report (10.5 or more credits)
6. Form: Resolution sheet;
7. Template: Memo to Registrar
8. Penalties: For students completed or registered in <10 credits
9. Form: Statement of Academic Integrity

Issued March 22, 2011, June Corman, Associate Dean

Common Offences and Associated Penalties (penalties to be revisited fall 20110)

<u>Offence</u>	<u>Penalty</u>
1. Work is not done by the student -bought or copied 100% of assignment	0 on assignment* letter on file
2. Inappropriate teamwork with a student in the class	grade work, 10 marks from final grade* or pro-rate final grade without this unit, then deduct 10 marks from final grade letter on file
3. Cheating on sit down tests, exams -answers on erasures, calculators	0 on text/exam* letter on file
4. Variations on above	minimum 10 marks from final tally letter on file
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5. Level One citation problem: Serious amount of assignment is duplicated without appropriate citation	0 on assignment * letter on file
6. Level Two citation problem: Sufficient material is duplicated, without appropriate citation, to merit a penalty	Calculate final grade out of 100 based on prorating other components then deduct 10 marks from the final grade. ** Letter on file

* If the assignment is worth less than 10 % of the final grade, give zero on the item and deduct additional marks from the final grade to ensure a 10 mark reduction. (Zero on item worth 3% and additional deduction of 7 marks from the final grade.)

** In less serious citation cases, the percentage allocated for the assignment will be removed from the calculation of the final grade and the remaining components will be recalculated to become 100%. After the final grade is determined based on the other components of the course, a ten (10) mark deduction will be taken.

Note: Foreseeing every form of academic misconduct and foreseeing the circumstances in particular cases is impossible. These penalties are meant **to establish standards across the Faculty of Social Science**. It is understood that exceptional cases may arise that necessitate some deviation from the protocols. Please inform the Dean's office.

Documentation available to the department

Template:	Syllabus Statement: Academic Misconduct
Template:	Email from instructor to registrar
Template:	Invitation to meeting
Form:	Penalties
Form:	Integrity Report for first and second year students, without a prior
Form:	Resolution
Template:	Memo to Registrar

Syllabus Statement: Academic Misconduct

Because academic integrity is vital to the well-being of the university community, Brock University takes academic misconduct very seriously. Academic misconduct includes involves presenting the words and ideas of another person, including students, as though they were your own, presenting other student's work as your own and other forms of cheating such as using crib notes during a test or fabricating data for a lab assignment. Use quotation marks to acknowledge direct transcription of others' words. Follow appropriate citation protocols (e.g. MLA, APA, Chicago, ASA). The penalties for academic misconduct can be very severe. A grade of zero may be given for the assignment or even the course and a second offence may result in suspension from the University. Students are urged to read the section of the Brock University Undergraduate Calendar that pertains to academic misconduct. Students are also reminded that the Student Development Centre (Schmon Tower, Room 400) offers free workshops on writing and study skills and on avoiding plagiarism. The University Policy is available at www.brocku.ca/academicintegrity/.

Instructors of courses, with a pattern of unauthorized teamwork in the past, are encouraged to have students sign and include a statement of originality with their assignment.

Instructors of courses with written assignments are encouraged to have students sign and include a statement specifying that they have not borrowed phrases, sentences or paragraphs from other sources without the appropriate quotation marks and reference to the source.

Email from Instructor/Department to registrar and Department Representative:

To: Registrar
c.c. Dean's Designate for the department

Date:

Student name (student number) is being investigated for a possible charge of academic misconduct in course number xxx.

Instructor Name:

Template: Invitation to meeting (can be arranged by instructor or Dean's Designate)

Date

Dear

There is an allegation of academic misconduct against you in respect to work for course number (e.g. ABCD 1F90). I am contacting you to request a meeting with you and the instructor to discuss this situation. You may be accompanied by a member of the University community, defined as a faculty or staff member, currently registered student member of Brock, or the Students' Ombuds Officer, who may act as an advisor.

Please contact (name, email and phone #) within ten days of the date above to arrange an appointment.

Should you not respond by that date, the circumstances of the case shall be considered based on the information available and an appropriate penalty shall be determined.

After the meeting in the department, if you have further concerns, please contact the Dean's Office at ext 3425 or dsocsci@brocku.ca.

Yours sincerely

Name of Dean's Designate or Course Instructor
Department Name

Worksheet, optional

Penalties

Confidential

Student Name _____ Student Number: _____

Offence: First Second Third

Nature of Offence:

Penalties include:

___ letter on file (required if a sanction is imposed)

___ zero on the assignment worth ___ % of final grade

___ zero on assignment worth ___ % and additional deduction of ___ marks

-If the assignment is worth less than 10 % of the final grade, give zero on the item and deduct additional marks from the final grade to ensure a 10 mark reduction. (Zero on item worth 3% and additional deduction of 7 marks from the final grade.)

___ removal of assignment from grade, recalibrate remaining components, deduct 10

-In less serious citation cases, the percentage allocated for the assignment will be removed from the calculation of the final grade and the remaining components will be recalculated to become 100%. After the final grade is determined based on the other components of the course, a ten (10) mark deduction will be taken.

___ mandatory workshop/s on _____
(for example, quoting and paraphrasing)

___ recommended workshops on _____

Other less common penalties

___ grade paper and reduce grade on paper by ___ marks

(It is often difficult to grade an assignment containing evidence of academic misconduct.)

Resolution

Confidential

Student Name _____

Student Number _____

Date of Meeting:

Part One

- Review of Incident
- Understanding of Penalty
- Why Academic Integrity is important to the University
- Concern for Second Breach and possible outcomes
- Student's responsibility to be informed

Part Two

- Workshops in Student Development Center (e.g. Quotations and Paraphrasing)
- websites for A.P.A. and so on
- Planning time using a calendar (enter all assignments at start of term)
- Exercising the Appropriate Option (talk to professor/teaching assistant)
- Stress management and counseling services (free, confidential counseling, ext 4750)
- Confirm program plans with an academic advisor

Resolution: Specify Penalty _____

(Including any appropriate relevant mandatory workshop e.g. quoting and phrasing)

Name of Dean Designate: _____

Signature: _____

Give a copy of this form to the student and to the instructor. Place one in the file.

Note to Student: If you have further concerns, please contact the Dean's Office at 3455 or dsocsci@brocku.ca

Faculty of Social Science Academic Integrity Report I

___ Student has completed or registered in less than 10.5 credits and no prior sanction.

Name of Student

Student Number

Brock email

Local Address:

Permanent Address

Telephone Number:

Course:

Year:

Duration:

Date of suspected breach:

Describe the nature of the academic misconduct, and how the breach occurred:

Value of the assignment:

Describe the discussion, including the student's perspective:

Penalty Assigned:

If a case is found, discuss sanctions and proposed actions with the student.
(The file should contain, assignment, course outline, relevant DB brock screens, and a copy of the email containing the invitation to the meeting, the penalty form, this academic integrity report, the resolution sheet and the letter to the registrar.)

Name of Instructor:

Signature:

Name of Dean's Designate:

Signature:

Paper Memo to the Registrar

Confidential

To: Barb Davis
Registrar

From: Name of person, Dean's Designate, Department

Date:

Re: Student Name and number

This is to advise you that the appropriate penalty for allegations of academic misconduct with respect to an assignment in course ABCD 1F90, in academic year 2010-2011, fall winter session is _____ and to have a sealed note concerning the incident placed in his/her file. Would you please inform the student formally of this decision and include the following sentence in the memo: "Students who wish further assistance or want to appeal this decision should contact the Social Science, Associate Dean, Undergraduate."

Thank you

c.c.

Instructor
Dean's Office

ACADEMIC INTEGRITY AGREEMENT

Please read and sign the following statement, and submit this sheet with your paper.

Your paper will not be graded until you have submitted this form.

I, the undersigned, confirm that I understand that all the following constitutes academic misconduct according to Brock University's policy on academic misconduct, which in turn is consistent with general academic practice:

- Quoting someone's words without using quotation marks
- Quoting someone's words without acknowledging the source
- Citing someone else's ideas in my own words but without citing the source
- Using someone else's organization of ideas
- Allowing someone else the opportunity to borrow material from my paper (e.g., by letting them have access to my paper when they are writing their own paper)
- Writing the paper for another student, or doing some of the work for them (such as, but not limited to, reading the articles for them and providing them with notes on the articles)
- Allowing someone else (or paying someone else) to write part or all of my paper, or do some of the work for me. The exceptions to this are that it is acceptable to allow someone to type the paper for me or make editorial comment on it. However, if someone types the paper for me, or if I incorporate an editorial suggestion, and there are errors in the typing or the suggestion was misguided, I take full responsibility for those errors.
- Submitting this work to another course without both instructors' permission.

I confirm that I have not done any of the above forms of academic misconduct.

Name (please print): _____

Signature: _____

Date: _____

Course code: _____