



Academic Integrity Policy

(Code of Student Academic Conduct)

Category:	Office of the Registrar
Number:	
Responsibility:	Academic Integrity Officer
Approval:	Senate
Approval Date:	April 9, 2008
Issue Date:	July 1, 2008
Next Review:	July 2010

1. INTRODUCTION

Brock University encourages 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 notice of appropriate academic behaviours and identifies prohibited academic conduct. It is the intention of Brock University to ensure fair treatment, transparent process and consistent application in the administration of this policy.

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

3. SCOPE

This Policy applies to the academic activities of all registered Undergraduate and Graduate Students, both on and off campus, and includes Students registered in non-degree programs.

Under certain circumstances, this policy may apply to Students who have withdrawn or graduated from the University where it is alleged that they acted with academic dishonesty during the time of their enrolment or as a means to gain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

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

4. STATEMENT OF CONFIDENTIALITY AND PROTECTION OF INFORMATION

An institutional relationship exists between the Student and the University. The University is bound by its policies regarding the confidentiality of Student information and complies with the Freedom of Information and Protection of Privacy Act (FIPPA).

In the administration of this policy, information, documentation or evidence may be accessed by, submitted to and/or reviewed by members of the University community as a function of their position (e.g., Instructor, Department Chair, Dean, the Senate Student Appeals Board, Registrar, etc.). Every member of the University community shall respect and maintain the University's obligation to protect the right to confidentiality and the privacy of its Students, faculty and staff.

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

5 ADMINISTRATION OF THIS POLICY

Brock University endeavours to ensure fair and timely administration of this policy. It should be noted that every effort shall be made by administrators to be available to meet with Students and Faculty members regarding suspected incidents of academic dishonesty. Where circumstances necessitate, an administrator shall appoint a designate to manage the administration of this policy within their jurisdiction (e.g., an Associate Dean may delegate responsibility to an administrator or Faculty member as a means to maintain timely case management).

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

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

6 GENERAL REGULATIONS

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

6.1 Academic Behaviour (Undergraduate and Graduate Students)

There is an expectation that all Students shall act ethically and with integrity in academic matters and demonstrate behaviours that support the university's academic values. These behaviours may include, but are not limited to:

- a. Completing one's own original work;
- b. Asking for clarification to ensure an understanding of expectations;
- c. Collaborating appropriately; and participating actively in group work situations;
- d. Acknowledging the contribution of others (giving credit);
- e. Ensuring one's academic work is not used inappropriately by others (e.g., protecting access to computer files, research data or other academic work);
- f. Acting ethically and with integrity while conducting research and in the reporting of research results;
- g. Actively participating in the learning process;
- h. Managing one's time.

All Students are responsible for their behaviour and may face academic penalty under this policy should they engage in academic 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.

6.2 Academic Work

Academic work includes any academic paper, essay, thesis/dissertation, research report, project, assignment, laboratory assignment, test or examination, creative work (e.g., computer program or code, music, art or dramatic work), whether oral, in writing, in other media or otherwise and/or registration and participation in any course, program, seminar, workshop, conference or symposium offered by the university.¹

6.3 Definitions

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

- a. Academic Integrity refers to a Student's acknowledgment of and respect for academic principles and behaviours that support the University's mission.
- b. Academic Dishonesty refers to a Student's engagement (knowingly or otherwise) in behaviours that serve to deceive members of the University community in an effort to achieve academic benefit.
- c. Academic Misconduct refers to any act or practice of behaviours by a Student or group of Students, deliberate or otherwise that has the potential to damage the learning environment and undermine the University's mission.
- d. Academic Integrity Advisory Committee is a committee whose members represent undergraduate and graduate Students, faculty and administration. The committee meets quarterly, or as required, to review issues and concerns relating to academic integrity on campus; and when appropriate, may make recommendations to appropriate Senate committees with regard to this policy.
- e. Academic Integrity Officer is an administrator who assists the University community (its Students, faculty, administration and staff) with issues and concerns regarding academic integrity.
- f. Administration refers to individuals or administrative bodies responsible for the academic programs of the University and the management of policy and procedures. They include: Department Chairs, Program Directors, Graduate Program Directors; Director, Graduate Studies; Associate Deans, Deans, Registrar, Associate Vice-President, Student Services; Associate Vice-President, Academic and Vice-Provost; Vice-President, Academic and Provost; Senate Student Appeals Board and the University Senate.
- g. Advisor refers to a member of the University community, defined as a faculty or staff member, currently registered Student member of Brock University, or the Student Ombuds Officer, who, at the request of a Student, provides advice, support and assistance during the disciplinary process.
- h. Designate refers to the person assigned or delegated the responsibility for managing the adjudicative process in the absence of the Department/Faculty administrator (e.g., a Department Chair may delegate his or her duties to a Faculty member for a specific period of absence).
- i. The term "Dean" shall be used to identify all Associate Deans, Deans, or any person designated to act in that administrative capacity.
- j. The term "Department Chair" shall be used to identify all Department Chairs, Centre Directors, Program Directors or any person designated to act in that administrative capacity.
- k. The term "Graduate Program Director" shall be used to define all Graduate Program Directors or any person designated to act in that administrative capacity.
- l. The term "Student" shall refer to any person whom this policy applies, as defined above in Section 3: Scope; unless otherwise specifically identified within this policy.
- m. The term "shall" is used in the imperative sense.
- n. The term "may" is used in the permissive sense.
- o. The term "policy" is defined as the written regulations of the University as found in, but not limited to, the Academic Integrity Policy, Code of Student Conduct and Discipline Procedures in Non-Academic Matters, Faculty Handbook and Graduate/Undergraduate calendars.
- p. "Robert's Rules of Order" are guidelines for the administration of meetings; and are used by the Senate Student Appeals Board to guide the conduct of appeal hearings.

6.4 Responsibilities

- a. Brock University Students are responsible for familiarizing themselves with this policy.
- b. It is the responsibility of every member of the University community (Students, Faculty and Staff) to act ethically and with integrity and support an environment, which values academic integrity in every aspect of life on campus.

¹ McMaster University Academic Integrity Policy

- c. Every member of the University community has the additional responsibility to:
 - i) identify and report all incidents of academic dishonesty, and
 - ii) assist in the investigation of alleged incidents of academic dishonesty.

6.5 Syllabus Statement

Course syllabi shall include a statement outlining the importance of academic integrity (sample statements may be found at www.brocku.ca/academicintegrity/faculty) as well as the University's obligation to discipline should acts of academic misconduct occur.

6.6 Penalties

While an academic penalty is the outcome of discipline due to academic misconduct, it is not the intent of the University to place undue academic burden on any Student.

Students may commit similar acts of academic misconduct; however, the circumstances surrounding these acts may differ. Therefore, the specific circumstances of each case shall be considered in the recommendation of any discipline decision or penalty. It should be noted that a Dean may impose a greater penalty where the circumstances of the academic dishonesty involves a graduate Student or multiple or repeated acts of academic misconduct.

A Dean who is satisfied that academic misconduct has occurred shall notify the Registrar/Director, Graduate Studies, who shall insert a notation in the Student's academic file. In addition, a Dean may impose, singularly or in combination, any of the following penalties:

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

6.7 When a Penalty Becomes in Effect

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

6.7.1 Undergraduate Students

- a. Where a disciplinary decision is dated within 45 working days of the first day of classes, or prior to the last date for withdrawal without academic penalty in an academic term, whichever date occurs first; the penalty shall become in effect immediately and shall be in effect for the specified duration.
- b. Where a disciplinary decision is dated after 45 working days of the first day of classes, or after the last date for withdrawal without academic penalty in an academic term, whichever date occurs first; where appropriate, and at the discretion of the Dean, the Student may be permitted to complete the remainder of the term. The penalty shall become in effect on the first date of the new academic term and shall be in effect for the specified duration.

6.7.2 Graduate Students

- a. Where a disciplinary decision is dated within 40 working days of the first day of classes, or prior to the last date for written withdrawal without the assignment of a grade in an academic term, whichever date occurs first; the penalty shall become in effect immediately and shall be in effect for the specified duration.
- b. Where a disciplinary decision is dated after 40 working days of the first day of classes, or after the last date for written withdrawal without the assignment of a grade in an academic term, whichever date occurs first; where appropriate, and at the discretion of the Dean, the Student may be permitted to complete the remainder of the term. The penalty shall become in effect on the first date of the new academic term and shall be in effect for the specified duration.

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

6.8 Authority and Amendments

The Office of the Registrar administers the Academic Integrity Policy. The Academic Integrity Advisory Committee meets quarterly, or as required, to review issues and concerns regarding academic integrity, provides guidance to the Academic Integrity Officer, and where appropriate makes recommendations to the University Senate. Amendments to the Academic Integrity Policy shall be recommended to the University Senate.

6.9 Right of Appeal

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

6.10 Academic Misconduct Discipline Records

A record of disciplinary procedures shall be placed in the Student's academic file. The Office of the Registrar shall maintain all records regarding undergraduate Student academic discipline. The Faculty of Graduate Studies shall maintain all records regarding graduate Student academic discipline.

Records pertaining to investigations and appeal hearings shall be maintained for a minimum of twelve (12) months following the date of the letter notifying the Student of the discipline decision. Files relating to investigations shall be maintained within the individual Faculties; the Administrative Co-ordinator, Senate Students Appeals Board shall maintain files related to appeals.

6.11 Transcripts and Transcript Notations

6.11.1 Transcripts

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

6.11.2 Transcript Notations

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

7 PROCEDURES

7.1 Determination of Offence

All cases of suspected academic dishonesty shall be investigated in accordance with this policy. A determination of academic misconduct shall be based on discussion between the Student and the Instructor, as well as a review of the evidence presented.

Students shall not be penalized for suspected academic dishonesty. It is the responsibility of the Instructor to demonstrate the accuracy of the charge.

An Instructor, in consultation with the Department Chair/Graduate Program Director may recommend a discipline outcome that does not include a specific academic penalty. In these particular cases, the Instructor and Department Chair/Graduate Program Director shall meet with the Student to determine an appropriate course of action. No record of the occurrence shall be retained.

7.2 Notification to the Office of the Registrar (Undergraduate Students)

If the Instructor can document a case of academic misconduct, s/he shall inform, concurrently, the Department Chair and the Registrar; requesting the latter to place a hold on the course and not process any application for withdrawal pending the outcome of the investigation of the case. Should the Instructor subsequently bring a charge of academic misconduct, no withdrawal from a course shall be considered valid.

7.3 Notification to the Faculty of Graduate Studies (Graduate Students)

If the Instructor can document a case of academic misconduct involving a graduate Student, s/he shall inform, concurrently, the Department Chair, the Graduate Program Director and the Director, Graduate Studies, requesting the latter to place a hold on the course and not process any application for withdrawal pending the outcome of the investigation of the case. If a charge of academic misconduct is subsequently brought by the Graduate Program Director, no withdrawal from a course shall be considered valid.

7.4 Notification to the Student

7.4.1 The Department Chair/Graduate Program Director shall inform the Student of the allegation of academic dishonesty, in writing, by letter or electronic message to the Student's university email account within ten (10) working days of being informed by the Instructor of the allegation.

The Dean shall contact the Student to request a meeting in writing, by letter or electronic message to the Student's university email account within ten (10) working days of being informed by the Department Chair/Graduate Program Director that s/he has determined there is sufficient evidence of academic misconduct.

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

7.4.2 A Student may wish to be accompanied to any interview or meeting with a Department Chair/Graduate Program Director, or Dean by one member of the University community to act as an advisor. The Student shall inform the Department Chair/Graduate Program Director or Dean, prior to the meeting, of his or her desire to have an advisor present. Persons who are not members of the University community, such as parents, family members, friends, legal counsel, or others shall not be permitted to participate in the meeting process.

7.4.3 The circumstances of individual cases may require time limits and procedures to be revised as necessary and appropriate. Such instances may include Students enrolled in courses offered online or at off-campus locations. The Department Chair/Graduate Program Director, Dean shall inform those involved in writing about procedures and time lines in these situations.

7.5 Meeting with the Student

Administrators shall make every effort to contact the Student and arrange to meet to discuss the alleged academic dishonesty. Should a Student not respond in a timely manner to a request to meet with a Department Chair/Graduate Program Director, or Dean; the case shall be investigated, with the Student in absentia. The Department Chair/Graduate Program Director shall forward a discipline recommendation to the Dean who shall consider the circumstances of the case and determine an appropriate penalty. The Registrar/ Director, Graduate Studies shall forward a letter outlining the discipline decision and/or penalty to the Student within ten (10) working days of receiving notification from the Dean.

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

7.6 Undergraduate Students

- 7.6.1** The Instructor and Department Chair together shall interview the Student; inform the Student of their suspicion of academic dishonesty and attempt to discover the circumstances. If the Instructor is not able to attend the meeting, the Department Chair shall inform the Student prior to the meeting.

The Department Chair shall:

- a. explain the purpose of the meeting and inform the Student of his or her rights and responsibilities;
- b. ask the Instructor to outline the specifics of the alleged academic dishonesty and review pertinent documentation and evidence with the Student;
- c. give the Student fair opportunity to provide verbal response and offer any documentation or information in reply to the accusation of academic dishonesty;
- d. inform the Student of his or her discipline recommendation.

Should the Department Chair determine that no grounds for a charge exist, or there is not sufficient evidence with which to proceed, s/he shall inform the Student, the Dean and the Registrar within ten (10) working days. No record of the occurrence shall exist.

If the Department Chair determines there is sufficient evidence of academic misconduct, s/he shall inform the Student of such and refer the case to the appropriate Dean along with any supporting evidence and discipline recommendations from the Department/Centre/Program.

- 7.6.2** The Dean shall contact the Student, in writing, within ten (10) working days of being informed by the Department Chair. Electronic notification, to the Student's university e-mail account shall be considered an acceptable form of written communication.

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

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

The Dean shall:

- a. explain the purpose of the meeting;
- b. review the specifics of the alleged academic dishonesty as well as any pertinent documentation and evidence with the Student;
- c. give the Student fair opportunity to provide verbal response and offer any documentation or information in reply to the accusation of academic dishonesty;
- d. inform the Student of his or her discipline decision at the end of the meeting;
- e. inform the Student of his or her right to appeal the decision.

7.7 Graduate Students

- 7.7.1** The Instructor and Graduate Program Director together shall interview the Student; inform the Student of their suspicion of academic dishonesty and attempt to discover the circumstances. If the Instructor is not able to attend the meeting, the Graduate Program Director shall inform the Student prior to the meeting.

The Graduate Program Director shall:

- a. explain the purpose of the meeting and inform the Student of his or her rights and responsibilities;
- b. ask the Instructor to outline the specifics of the alleged academic dishonesty and review pertinent documentation and evidence with the Student;
- c. give the Student fair opportunity to provide verbal response and offer any documentation or information in reply to the accusation of academic dishonesty;
- d. inform the Student of his or her discipline recommendation.

If the Graduate Program Director determines that no grounds for a charge exist, or there is not sufficient evidence with which to proceed, s/he shall inform the Student, the Dean of the Faculty representing the graduate program and the Director, Graduate Studies, within ten (10) working days. No record of the occurrence shall exist.

Should the Graduate Program Director determine there is sufficient evidence of academic misconduct, s/he shall inform the Student of such and refer the case to the Dean of the Faculty representing the graduate program along with any supporting evidence and discipline recommendations from the Department/Centre/Program.

- 7.7.2** The Dean shall contact the Student, in writing, within ten (10) working days of being informed by the Graduate Program Director. Electronic notification, to the Student's university e-mail account shall be considered an acceptable form of written communication.

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

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

The Dean shall:

- a. explain the purpose of the meeting;
- b. review the specifics of the alleged academic dishonesty as well as any pertinent documentation and evidence with the Student;
- c. give the Student fair opportunity to provide verbal response and offer any documentation or information in reply to the accusation of academic dishonesty;
- d. inform the Student that the case shall be forwarded to the Dean of Graduate Studies;
- e. refer the case to the Dean of Graduate Studies along with any supporting evidence and discipline recommendations.

- 7.7.4** The Dean of Graduate Studies shall consult with the Dean of the Faculty representing the graduate program regarding the circumstances of the case and discuss appropriate discipline outcomes or penalty, prior to meeting with the Student.

- 7.7.5** The Dean of Graduate Studies shall contact the Student, in writing, within ten (10) working days of being informed by the Dean of Faculty representing the graduate program. Electronic notification, to the Student's university e-mail account shall be considered an acceptable form of written communication.

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

- 7.7.6** The Dean of Graduate Studies shall meet with the Student to discuss the circumstances of the case, and seek to discover any new information that may be relevant to the situation.

The Dean of Graduate Studies shall:

- a. explain the purpose of the meeting;
- b. review the specifics of the alleged academic dishonesty as well as any pertinent documentation and evidence with the Student;
- c. give the Student fair opportunity to provide verbal response and offer any documentation or information in reply to the accusation of academic dishonesty;
- d. inform the Student of his or her discipline decision at the end of the meeting;
- e. inform the Student of his or her right to appeal the decision.

7.8 Previous Offenses

When a case is forwarded to the Dean, prior to deciding a discipline outcome or penalty, s/he shall verify with the Registrar; and in the case of graduate Students, additionally with the Director, Graduate Studies, that the Student has not had a previous discipline for academic misconduct.

7.9 Notification of Offense

If the Dean is satisfied that a case of academic misconduct has been proven:

- a. The Dean shall inform the Registrar, in case regarding undergraduate Students, who, in the case of first offenders, shall insert a notation in the Student's academic file.
- b. In cases involving graduate Students, the Dean shall inform the Director, Graduate Studies, who shall insert a notation identifying the discipline for academic misconduct in the Student's academic file, and/or on the Student's transcript.
- c. The notation shall be removed from the file when the Student graduates or three (3) years after the last registration.
- d. The Registrar/Director, Graduate Studies shall inform the Student in writing within ten (10) working days of the action taken and outline the possible penalties for future infractions.
- e. The Registrar shall note the transgression on the Student's transcript in the case of second and subsequent offenses. The notation shall be removed from the transcript when the Student graduates or three (3) years after the last registration.
- f. Should a Student request an appeal, his or her penalty shall remain in effect pending the outcome of the appeal.
- g. A penalty becomes in effect when designated by the Dean.

8 APPEALS

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

Following a decision by a Dean, all undergraduate and graduate Student appeals relating to charges and/or penalties assigned for academic misconduct, shall be heard by the Senate Student Appeals Board. Students must ensure that they follow the prescribed procedure and meet with required individuals prior to submitting an appeal to the Senate Student Appeals Board. Students who submit an appeal to the Senate Student Appeals Board without following the prescribed procedure will have the appeal returned without a decision. There is a fee charged for an appeal to the Senate Student Appeals Board. The fee shall be refunded only if the appeal is successful.

Students should note that an appeal to the Senate Student Appeals Board is a final recourse in the academic discipline process. The decision of the Senate Student Appeals Board is final.

8.1 Appeal Process

Guided by the principles of natural justice, Students appealing to the Senate Student Appeals Board have the right to a fair hearing. This includes the right to be notified of the date on which the appeal shall be considered, the right to attend and present verbal arguments, the right to have access to documentation and evidence with regard to the proceedings and the right to question those involved in the appeal. Hearings of the Senate Student Appeals Board are guided by Robert's Rules of Order.

Should a Student request to attend the hearing, the Dean (or designate) whose decision is being appealed shall be invited to attend that hearing. In instances where an Instructor or other Faculty member, Department Chair/Graduate Program Director or Dean is named in an appeal, the named individual shall be invited to attend the appeal; and the Student's appeal submission shall be made available to him/her for review.

A Student may wish to be accompanied to the hearing of the Senate Student Appeals Board by one member of the University community who shall act as an advisor. Persons who are not members of the University community, such as parents, family members, friends, legal counsel, or others shall not be permitted to participate in the meeting process.

8.2 Appeals to the Senate Student Appeals Board

- i) Shall be submitted in typewritten form; submissions not received in this form shall be returned to the Student without decision. Electronic requests will not be accepted;
- ii) Shall be submitted within 30 days of the date of the letter informing the Student of the decision of the Dean;
- iii) Shall be submitted to the Administrative Co-ordinator, Senate Student Appeals Board;
- iv) The Senate Student Appeals Board considers only written submissions and documentation;
- v) Submissions must include any additional documentation not originally provided or available at any previous meeting, and must be accompanied by the appeal fee;
- vi) An appeal may be disqualified if received outside the 30 day period.
- vii) A Student may abandon an appeal at any time during the process.

Appeals must clearly state the arguments and expectations of the Student. The responsibility is on the Student to demonstrate the validity of the appeal and to provide full and appropriate supporting documentation. Dissatisfaction with, or ignorance or neglect of University policy or published deadlines shall not constitute sufficient grounds for appeal.

8.3 Medical Documentation

The University endeavours to accommodate Students whose studies become interrupted, or who may be unable to complete academic work, due to an incapacitating emotional or medical condition. In these situations, the Student must complete and submit a Brock University Student Medical Certificate or Brock University Student Health Services Certificate and include any relevant medical documentation to support his or her request for academic accommodation based on medical grounds. The University may, at its discretion, request more detailed documentation in certain cases.

8.4 Access to Appeal Documentation

At the request of the Student, the written response (and any supporting documentation) of the Instructor, Department Chair/Graduate Program Director or Dean to an appeal shall be made available to the Student for review.

- i) The Student shall make an appointment with the Administrative Co-ordinator, Senate Student Appeals Board and request to review the documentation related to his or her appeal.
- ii) Documentation shall be made available to the Student, by appointment only, at least, one working day prior to the appeal hearing.
- iii) All documentation shall be viewed in the presence of the Administrative Co-ordinator, Senate Student Appeals Board (or designate).
- iv) A Student may bring one member of the University community to act as an advisor, to assist him or her with their review of documentation.
- v) Persons who are not members of the University community, such as parents, family members, friends, legal counsel or others shall not be granted access to information or documentation relating to the Student's appeal.
- vi) A member of the University community acting as an advisor to the Student may be required to verify his or her membership within the University community before documentation can be provided for review.

8.5 Hearings of the Senate Student Appeals Board

Meetings of the Senate Student Appeals Board are held in camera; meaning they are not open to the public.

Students appealing to the Senate Student Appeals Board shall be notified of the date on which the appeal will be considered. Appellants (Student requesting the appeal) may attend hearings, present verbal arguments and question the Dean or Registrar/Director, Graduate Studies. A Student must inform the Administrative Co-ordinator, Students Appeals Board of their intention to attend the meeting.

Students are entitled to bring one member of the University community to the hearing of the Senate Student Appeals Board to act as an advisor. The following are guidelines regarding the conduct of person's acting in an advisory role:

- a. Advisors shall have no standing with regard the hearing process. They may consult with the Student, but shall not address (members of) the board directly, speak on behalf of the Student, and may not cross-examine or ask questions of witnesses or persons present as a result of the proceeding.
- b. Persons who are not members of the University community, such as parents, family members, friends, legal counsel or others are not permitted to participate in the hearing process.
- c. A member of the University community acting as an advisor to the Student may be required to verify his or her membership within the University community before the hearing proceeds.

The Chair of the Senate Student Appeals Board may request the attendance of appropriate individuals to appear at the hearing to provide information pertinent to the appeal (e.g., Instructor, Department Chair, Graduate Program Director or Associate Dean).

8.6 Hearing Procedures

Prior to the start of the hearing; the Student, Faculty representative(s) and persons requested to be in attendance shall be directed to a waiting area while the Board prepares to hear the appeal.

The Chair of the Senate Student Appeals Board shall introduce herself/himself to the Student and others in the waiting area; and shall explain the hearing process:

- i) The Chair shall invite everyone to enter the hearing room and direct them to be seated. Generally, the Students' Ombuds Officer, or the Student's advisor; are seated between the Student and Faculty representative(s). Once everyone has been seated, the hearing shall commence.
- ii) The Chair shall open the hearing by way of introductions.
- iii) The Student shall be asked to make a brief opening statement (3 minutes in length).
- iv) The Dean (or designate) shall be asked to make a brief opening statement (3 minutes in length).
- v) After opening remarks, members of the Board shall be invited to ask questions of the Student and/or Faculty representatives.
- vi) At the conclusion of the discussion, the Student and the Dean shall be invited to make a closing statement (3 minutes in length).
- vii) The invited parties (Student, Faculty representative(s), and others not members of the Board) shall be asked to leave the hearing room.
- viii) The members of the Board shall deliberate and render its decision.
- ix) The hearing shall be adjourned.

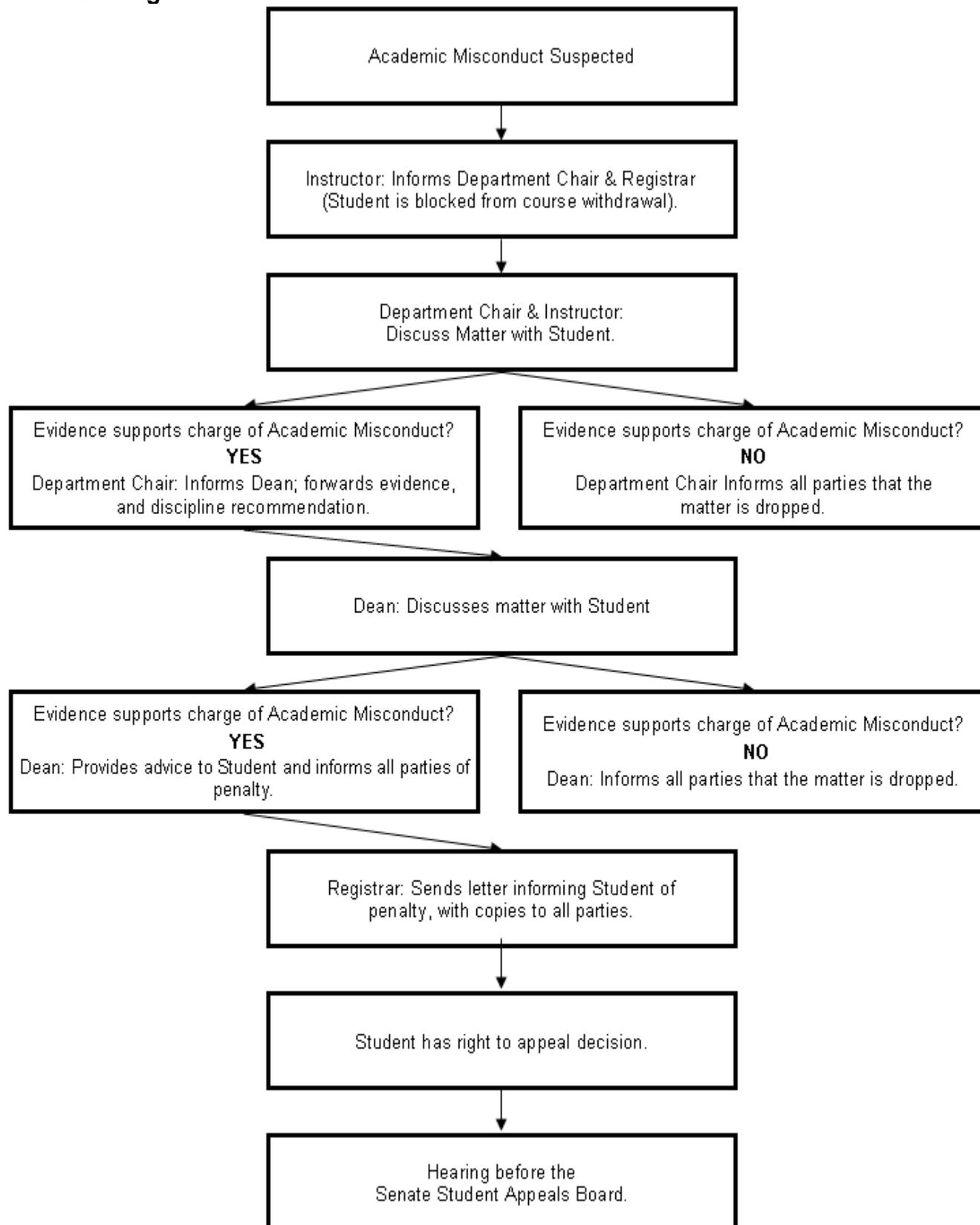
8.7 Notification of Decision

The Student, Dean and where appropriate, Department Chair/Graduate Program Director and Instructor, shall be informed in writing, of the decision of the Senate Student Appeals Board, within ten (10) working days.

The decision of the Senate Student Appeals Board is final.

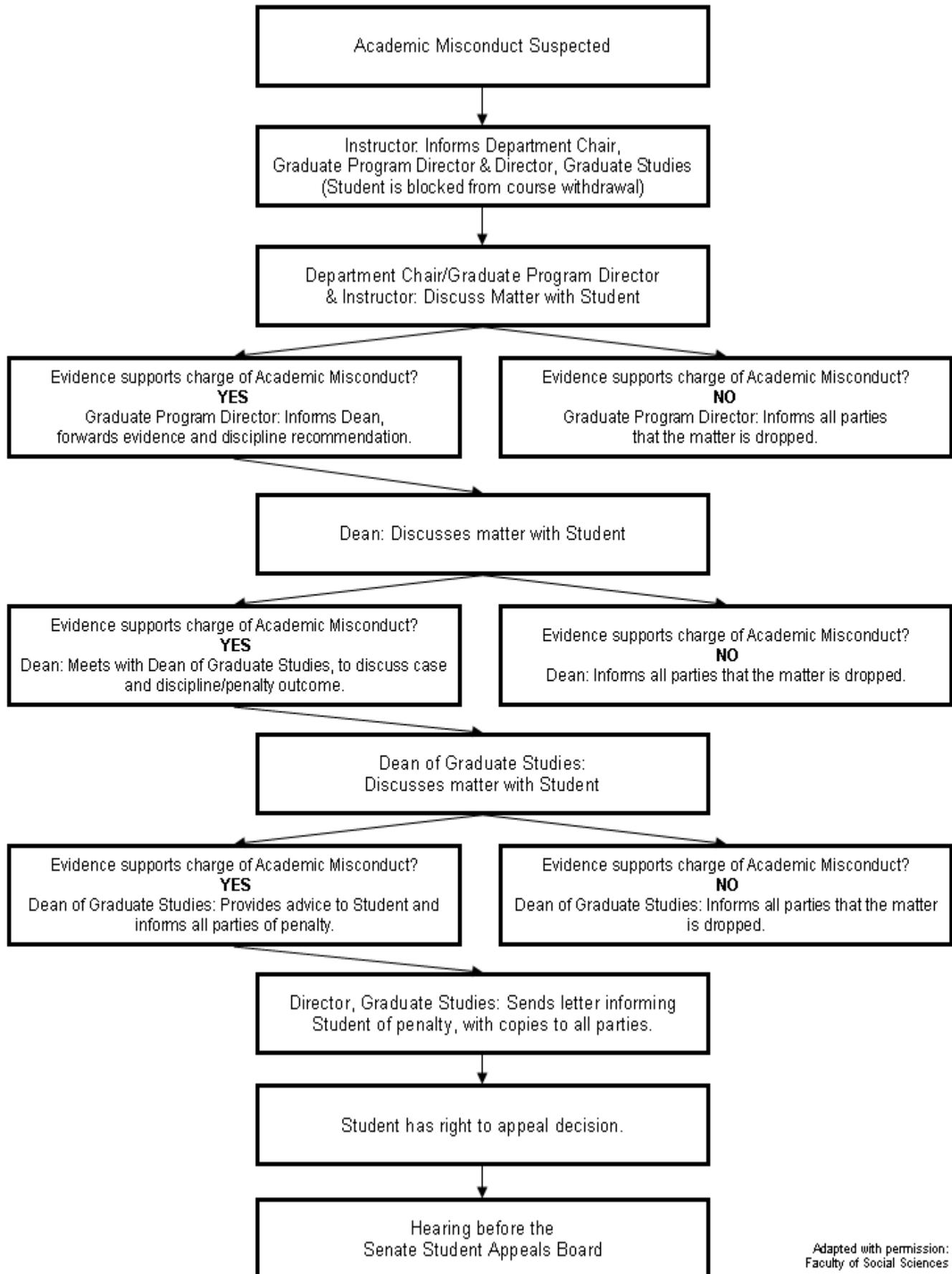
APPENDIX 1: ADMINISTRATIVE FLOW OF ACADEMIC MISCONDUCT PROCEDURES

A Undergraduate Students



Adapted with permission:
Faculty of Social Sciences

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



Adapted with permission:
Faculty of Social Sciences

APPENDIX 2: ACADEMICALLY DISHONEST BEHAVIOURS

The following identifies academic behaviours the University considers inappropriate and which may lead to disciplinary procedures under this policy. This list is not comprehensive and should not be seen as complete.

A Examinations and Tests

1. Impersonation of a candidate in an examination or test.
2. Copying information from another Student.
3. Making information available to other Students.
4. Use of unauthorized material.
5. Submission of a take-home examination written by someone else.

B Laboratories

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

C Essays, Assignments, Theses and Dissertations

1. Submission of an essay, thesis or dissertation written in whole or in part by someone else as one's own.
2. Preparing an essay, thesis, dissertation or assignment for submission by another Student.
3. Copying an essay, thesis, dissertation or assignment, or allowing one's essay, thesis or assignment to be copied by someone else.
4. Using direct quotations or large sections of paraphrased material without acknowledgment.
5. The buying or selling of, or contracting for, term papers, theses, computer programs or other assignments.
6. The submission of the same piece of work in more than one course without the permission of the Instructors.
7. Submitting whole or part of a computer program or code with or without modifications or obfuscation as one's own.

D False or Misleading Representation

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

E Unprofessional or Inappropriate Behaviour

1. Exhibiting unprofessional or dishonest behaviour related to, or in a field placement, practicum or internship.

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

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

Plagiarism should be distinguished from co-operation and collaboration. Often, Students may be permitted or expected to work on assignments collectively, and to present the results either collectively or separately. This is not a problem so long as it is clearly understood whose work is being presented, for example, by way of formal acknowledgment or by footnoting.

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

APPENDIX 3: RESPONSIBILITIES REGARDING ACADEMIC BEHAVIOUR

A Responsibilities of Instructors Regarding Student Academic Behaviour

Instructors shall demonstrate confidence in the academic integrity of Brock Students and shall make reasonable attempts to define academic procedures that create an atmosphere of support regarding the importance of academic integrity. These may include, but are not limited to:

- a. Providing clear direction or instruction concerning course requirements, especially directions involving collaborative course work;
- b. Maintaining the security and integrity of examinations;
- c. Providing Students an adequate and equitable time period to complete required examinations or course work;
- d. Taking practical measures during the examination period to create an atmosphere of mutual trust;
- e. Clarifying the roles and responsibilities of teaching assistants, laboratory demonstrators, tutorial leaders; and those individuals working within the course structure.

APPENDIX 4: PHRASE MATCHING SOFTWARE

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

It shall be assumed that Students who remain in the course, having been informed of the use of such systems, shall have agreed to their use. However, circumstances may arise whereby a Student must continue in a course despite their principled objection to participate in the use of such systems. In those cases, the Instructor must provide such Students with a reasonable offline alternative to using the system such as, but not limited to:

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

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

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

APPENDIX 5: SENATE STUDENT APPEALS BOARD

A Terms of Reference

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

B Composition of the Student Senate Appeals Board

- a. two Full-Time Teaching Staff or Professional Librarian members of Senate, one of whom shall serve as Chair and one as Vice-Chair;
- b. a minimum of four additional Full-Time Teaching Staff or Professional Librarian members, such that Full-Time Teaching Staff or Professional Librarian members of Senate comprise the majority of the Committee, with members-at-large as necessary to ensure that each Faculty is represented;
- c. one undergraduate Student and one graduate Student, at least one of whom shall be a Senator; Ex-Officio;
- d. the Chair or Vice-Chair of Senate;
- e. the President or Vice-President, Academic and Provost (or designate);
- f. the Associate Vice-President, Student Services (or designate);
- g. a BUFA Observer, non-voting;
- h. Institutional Resourcing: Office of the Registrar, Faculty of Graduate Studies.

APPENDIX 6: ACADEMIC INTEGRITY ADVISORY COMMITTEE

A Terms of Reference

The Academic Integrity Advisory Committee meets quarterly, or as required, to review issues and concerns regarding academic integrity and, where appropriate makes recommendations to Senate. Its mandate shall include, but may not be limited to, advising on Academic Integrity Policy administration, use of plagiarism detection software and providing guidance to the Academic Integrity Officer in the promotion of awareness and development of educational opportunities regarding academic integrity on campus. The Academic Integrity Advisory Committee shall report to the Vice-President Academic and Provost.

The Associate Vice-President, Academic and Vice-Provost shall chair meetings of the Academic Integrity Advisory Committee. The Academic Integrity Officer shall act as secretary.

B Composition of the Academic Integrity Advisory Committee

- a. a minimum of two Full-Time Faculty or Professional Librarian members, at least one of whom is a Full-Time Faculty member;
- b. a minimum of two Associate Deans: one Undergraduate Affairs; one Research and Graduate Studies;
- c. one executive member of the Brock University Students' Union;
- d. one executive member of the Brock University Graduate Students' Association;
- e. the Academic Integrity Officer;
- f. Chair, Senate Student Appeals Board;
- g. the Associate Vice-President, Academic and Vice-Provost (or designate);
- h. the Associate Vice-President, Student Services (or designate);
- i. the Student Ombuds Officer;
- j. a BUFA observer, non-voting;
- k. Institutional Resourcing: Office of the Registrar; Faculty of Graduate Studies; Centre for Teaching, Learning and Educational Technologies; Office of Institutional Planning and Analysis; the Library and the Office of International Services.

C Selection of Committee Members

Full-Time Teaching Staff or Professional Librarian members; shall be selected by nomination, or individuals may volunteer their service. The Associate Vice-President, Academic and Vice-Provost shall call for nominations and choose from among the nominees. Associate Deans shall be appointed on a rotating basis by Faculty; with no two Associate Deans from the same Faculty serving on the committee concurrently. The Brock University Students' Union shall appoint a member from within their executive. The Graduate Students' Association shall appoint a member from within their executive. The BUFA observer shall be chosen by the BUFA Staffing Committee. All other members shall be considered standing members of the committee. Committee members, other than standing members, shall serve for a term of two-years. The exception being members associated with the Brock University Students' Union and the Graduate Students' Association, who shall serve for terms of one-year.

APPENDIX 7: DEPARTMENTAL NOTIFICATION TO THE STUDENT

A Notification from the Department Chair/Graduate Program Director

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

Notification by Electronic Mail

Student ID # 1234567

Dear Mr. A Student,

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

I am contacting you to request a meeting with you and Professor Bird to discuss the situation. You may be accompanied by a member of the University community, defined as a faculty or staff member, currently registered Student member of Brock University, or the Students' Ombuds Officer, who may act as an advisor.

Please contact my office, at 905-688-5550, ext. 1234, to arrange an appointment on or before November 6, 2006.

Should you not respond by November 6, 2006, your case shall be forwarded to the Dean, who shall consider the circumstances of the case and determine an appropriate penalty.

Adam Smythe, Chair, Department of Studies

Notification by Letter

PERSONAL AND CONFIDENTIAL

October 30, 2006

Student ID # 1234567

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

Dear Mr. Student:

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

I am contacting you to request a meeting with you and Professor Bird to discuss the situation. You may be accompanied by a member of the University community, defined as a faculty or staff member, currently registered Student member of Brock University, or the Students' Ombuds Officer, who may act as an advisor.

Please contact my office, at 905-688-5550, ext. 1234, to arrange an appointment on or before November 6, 2006.

Should you not respond by November 6, 2006, your case shall be forwarded to the Dean, who shall consider the circumstances of the case and determine an appropriate penalty.

Regards,

Adam Smythe, Chair, Department of Studies

c.c.: B. Bird, Professor
J. Jones, Registrar

APPENDIX 8: NOTIFICATION TO THE STUDENT BY THE DEAN

A Guidelines for Notifying the Student to Request to Meet

When a case of academic misconduct has been forwarded to the Dean, the Student shall be notified by letter or electronic message to the Student's university e-mail account and in some cases both. The notification should include the following information:

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

B Opening Paragraph

A brief summary of the facts and should include what has happened prior to the Dean's request to meet.

e.g., I have been advised by Professor Smythe, Chair, Department of Studies and Professor Bird of an allegation of academic misconduct against you regarding an essay submitted in course ABCD 1F90. The essay was submitted for grading on October 23, 2006, and it has been alleged that significant sections of the document have been plagiarized. It is my understanding that you met with Professors Smythe and Bird, and discussed the charge. In accordance with the University's policy on Academic Integrity, this matter has been forwarded to me.

C Body of the Letter

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

e.g., Before I make any decision in this matter, I would like to meet with you to discuss the situation. You may wish to be accompanied by a member of the University community: who may act as your advisor; and I encourage you to contact the Students' Ombuds Officer, at 905-688-5550, extension 4195 for assistance. To arrange an appointment, please contact my assistant, Betty Brock, who can be reached at 905-688-5550, extension 1234. You must contact her by November 15, 2006.

D Closing Paragraph

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

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

APPENDIX 9: NOTIFICATION OF PENALTY FROM THE DEAN

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

A Sample Notification Letter

PERSONAL AND CONFIDENTIAL

November 17, 2006

Student ID # 1234567

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

Dear Mr. Student:

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

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

In our interview on November 15, 2006 you acknowledged that you had included the work of others and did not properly cite those contributions. You now understand that this action constitutes academic misconduct as defined by the Brock University Academic Integrity Policy "Plagiarism means presenting work done (in whole or in part) by someone else as if it were one's own and applies to all forms of academic work."

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

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

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

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

Sincerely,

Adam Smithers, Associate Dean, Faculty of Social Studies

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

Adapted from the Faculty of Applied Health Sciences

APPENDIX 10: NOTIFICATION OF PENALTY

A Notification from the Registrar/Director, Graduate Studies

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

November 24, 2006

Student ID # 1234567

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

Dear Mr. Student:

Academic Misconduct

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

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

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

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

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

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

Yours truly,

Jane Jones
Registrar

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

APPENDIX 11: GUIDELINES FOR DRAFTING AN APPEAL LETTER

A Opening Paragraph

1. State who you are:
 - a. First year, Second year, etc., and major (if declared);
 - b. Graduate Student, what program;
 - c. Status: full-time or part-time.
2. Identify what the issue is (e.g., unfair grade, discipline for academic misconduct).
3. State specifically what (decision) you are appealing (discipline decision, grade appeal, or other academic decision).
4. State what you feel would be an more appropriate discipline outcome (e.g., reduction of a grade penalty)

B Body of the Letter

5. State the grounds (or reason) for your appeal (e.g., Medical, Compassionate).
 - a. Include any relevant documentation to support your grounds, such as medical statements, or official notices or certifications.
6. Include a brief summary of events (stating the facts):
 - a. Who did you speak to regarding the issue;
 - b. What was discussed;
 - c. Date(s) of any meeting(s);
 - d. The outcome of the discussion.

C Attachments

7. Include (attach to your appeal letter) any documentation to support your appeal:
 - a. Medical statements, etc.;
 - b. Summary of conversations;
 - c. Email correspondence;
 - d. Research/lab notes.
8. Include (attach to your appeal letter) any correspondence to/from the university that is directly or indirectly related to the appeal:
 - a. Letters of discipline: related to the issue of the appeal; or outlining a prior discipline action. This will have a bearing on decision-making with regard to the appeal.
 - b. Please note that this type of correspondence may be forward by the Department Chair/Dean (or designate) to the Senate Student Appeals Board as a matter of protocol to ensure that an informed and appropriate decision can made.

D Conclusion

9. Summarize your thoughts and restate what you feel might be an appropriate discipline outcome. For example:
 - a. A rewrite of the an essay/assignment/laboratory report
 - b. Reconsideration of a grade reduction/grade of zero