

GUIDELINES FOR PENALTIES FOR ACADEMIC MISCONDUCT

With the finding of academic misconduct, there is a mandatory penalty of **Official Warning** which will stay on the student's record until graduation. In addition, one or more other penalties may be assessed. Following are guidelines used by chairs/directors and deans in determining the appropriate additional penalties. Users need to be aware that these are guidelines and that not all cases will fit neatly into the categories.

The guidelines below provide a range of penalties (minima and maxima) for the various offences identified in the Policy on Academic Misconduct as well as indicate what penalty is deemed to be the "norm" for the offence in the case of a first or second year student. It should be noted that "subsequent offence" means any subsequent offence, not only a subsequent offence in the same category.

For a course-based offence, the chair/director may assign penalties up to and including loss of grades if the offence is a first offence. If there is a previous offence on the student's record, or if the chair/director believes a stronger penalty is merited, the case is forwarded to the dean for penalty assessment.

In cases where the dean is of the opinion that there is cause for a penalty different from those indicated in the guidelines (either higher or lower), they will review the penalty with the Provost and Vice-President Academic. The dean will also consult with the Provost in cases where the contemplated penalty is suspension or expulsion.

In a case where the dean is of the opinion that the finding of guilt is not supported by the evidence, the dean will review the case with the chair/director. If the chair/director and dean are unable to reach an agreement on the case, the dean will consult with the Provost before making final determinations as to the finding of guilt and any penalty to be applied in the event that dean upholds the finding of guilt.

In determining the appropriate penalty the chair/director or dean will take into consideration these guidelines, the recommendation from the instructor, the recommendation from the chair/director (in the case of a dean assigning a penalty), and any other relevant factors such as the relative weight of the assignment, the semester level of the student, the seriousness or extent of the offence (e.g. the amount of work plagiarized), any record of previous offences, and any mitigating circumstances presented by the student.

Guidelines for Penalties for Academic Misconduct in Addition to Official Warning

A. Misappropriation of Other's Work

In the tables below (N) indicates the normal expectation for penalty for a first or second year undergraduate, or first year graduate student.

1. Plagiarism

Misappropriation of Other's Work - Plagiarism

Offences	First Offence	Subsequent Offences
Minor	Resubmission of new work; (N) Loss of grades ; Zero on the assignment	Loss of grades; (N) Zero on the assignment ; Zero in the course; Loss of scholarship/bursary; Suspension
Major	(N) Zero in the course ; Loss of scholarship/bursary; Suspension	Zero in the course; Loss of scholarship/bursary; (N) Suspension ; Expulsion/Revocation

2. Copying

Misappropriation of Other's Work - Copying

Offences	First Offence	Subsequent Offences
Minor	Resubmission of new work; (N) Loss of grades ; Zero on the assignment	Loss of grades; (N) Zero on the assignment ; Zero in the course; Loss of scholarship/bursary; Suspension
Major	(N) Zero in the course ; Loss of scholarship/bursary; Suspension	Zero in the course; Loss of scholarship/bursary; (N) Suspension ; Expulsion/Revocation

3. Unauthorized Collaboration

Misappropriation of Other's Work - Unauthorized Collaboration

Offences	First Offence	Subsequent Offences
Minor	Resubmission of work; (N) Loss of grades ; Zero on the assignment	Loss of grades; (N) Zero on the assignment ; Zero in the course; Loss of scholarship/bursary; Suspension
Major	(N) Zero in the course ; Loss of scholarship/bursary; Suspension	Zero in the course; Loss of scholarship/bursary; (N) Suspension ; Expulsion/Revocation

B. Misrepresentation and Fraud

1. Impersonation

Misrepresentation and Fraud - Impersonation

Offences	First Offence	Subsequent Offences
Minor	(N) Zero on the assignment ; Zero in the course; Loss of scholarship/bursary; Suspension	(N) Zero in the course ; Loss of scholarship/bursary; Suspension
Major	Zero in the course; Loss of scholarship/bursary; (N) Suspension	Zero in the course; Loss of scholarship/bursary; Suspension; (N) Expulsion/Revocation

2. Falsification

In addition to any penalty that may be applied, if a document is discovered to have been falsified, the document is null and void and the action permitted by the document is reversed.

If the falsified document is course-related (e.g. medical note) a zero in the course is the normal expectation for penalty for a first offence.

Misrepresentation and Fraud - Falsification

Offences	First Offence	Subsequent Offences
Minor and Major	Resubmission of work; Loss of grades; Zero on the assignment; (N) Zero in the course; Loss of scholarship/bursary; Suspension/revocation of admission offer	Zero in the course; Loss of scholarship/bursary; (N) Suspension/revocation of admission offer; Expulsion/Revocation

3. Withholding of Documents

If the withheld information would have affected admission to a course then a zero in the course is the normal expectation for penalty for a minor subsequent offence.

Misrepresentation and Fraud - Withholding of documents

Offences	First Offence	Subsequent Offences
Minor	(N) Official warning; Loss of grades; Resubmission of work; Zero on the assignment	(N) Zero in the course; Loss of scholarship/bursary; (N) Suspension; Expulsion/Revocation of degree or admission offer
Major	Zero in the course; Loss of scholarship/bursary; Suspension; (N) Expulsion/Revocation of degree or admission offer	Zero in the course; Loss of scholarship/bursary; Suspension; (N) Expulsion/Revocation of degree or admission offer

4. Unauthorized Aids

Misrepresentation and Fraud - Unauthorized Aids

Offences	First Offence	Subsequent Offences
Minor and Major	Resubmission of work; Loss of grades; (N) Zero on the assignment/exam	Zero in the course; Loss of scholarship/bursary; (N) Suspension; Expulsion/Revocation

C. Improper Access and Obstruction

These offences may also be subject to penalty under the Non-Academic Misconduct Policy.

1. Preventing Access

Improper Access and Obstruction - Preventing Access

Offences	First Offence	Subsequent Offences
Minor	(N) Official warning; Resubmission of work; Loss of grades; Zero on the assignment	(N) Zero in the course; Loss of scholarship/bursary; Suspension

Major	(N) Zero in the course; Loss of scholarship/bursary; Suspension	Zero in the course; Loss of scholarship/bursary; (N) Suspension; Expulsion/Revocation
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2. Obstruction and Interference

Improper Access and Obstruction - Obstruction and Interference

Offences	First Offence	Subsequent Offences
Minor and Major	Loss of grades; ObstZero on the assignment; Zero in the course; Loss of scholarship/bursary; (N) Suspension	Zero in the course; Loss of scholarship/bursary; Suspension; (N) Expulsion/Revocation

3. Improper Access

Improper Access and Obstruction - Improper Access

Offences	First Offence	Subsequent Offences
Minor and Major	Zero in the course; Loss of scholarship/bursary; (N) Suspension; Expulsion/Revocation	Zero in the course; Loss of scholarship/bursary; Suspension; (N) Expulsion/Revocation

4. Improper Dissemination

Improper Access and Obstruction - Improper Dissemination

Offences	First Offence	Subsequent Offences
Minor and Major	Zero in the course (if applicable); (N) Suspension	Zero in the course; Loss of scholarship/bursary; (N) Suspension; Expulsion/Revocation