

## Scholastic Discipline for Graduate Students

<b>Policy Category:</b>	Rights and Responsibilities
<b>Subject:</b>	Scholastic Discipline for Graduate Students
<b>Subsections:</b>	<a href="#">Scholastic Offences; Definition;</a> <a href="#">Procedures for Scholastic Offences;</a> <a href="#">Offence Record; Penalties</a>
<b>Approving Authority:</b>	Senate
<b>Responsible Committee:</b>	Senate Committee on Academic Policy
<b>Related Procedures:</b>	*
<b>Officer(s) Responsible for Procedures:</b>	*
<b>Related Policies:</b>	<a href="#">Academic Records and Student Transcripts</a>
<b>Effective Date:</b>	June 2011
<b>Supersedes:</b>	*

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### SCHOLASTIC OFFENCES

Members of the University Community accept a commitment to maintain and uphold the purposes of the University and, in particular, its standards of scholarship. It follows, therefore, that acts of a nature that prejudice the academic standards of the University are offences subject to discipline. Any form of academic dishonesty that undermines the evaluation process, also undermines the integrity of the University's degrees. The University will take all appropriate measures to promote academic integrity and deal appropriately with scholastic offences.



### PROCEDURES FOR SCHOLASTIC OFFENCES

If a student is suspected of cheating, plagiarism or other scholastic offence, the University will investigate and if it is satisfied that the student has committed a scholastic offence it may impose sanctions, up to and including expulsion from the University. The procedures that the University will follow are set out in this section.

**Note:** Throughout these scholastic offence regulations, reference to "Vice-Provost" is to be interpreted "Vice-Provost (Graduate and Postdoctoral Studies) or his/her designate" (who is usually an Associate Vice-Provost) and reference to "Chair" is to be interpreted "Graduate Chair or his/her designate". If the matter has been designated by the Vice-Provost (Graduate and Postdoctoral Studies) or a Graduate Chair to another person(s), that person(s) is authorized to make the School's or Program's final decision on the matter.

#### Part I: Offences Not Related to a Program

- If an allegation of misconduct does not relate directly to the student's program (e.g., a course or thesis), the allegation will be referred to the Vice-Provost.
- If the Vice-Provost decides that there is evidence to support the allegation, the Vice-Provost will advise the student of the allegation and the information

### Part II: Program-Related Offences

- If evidence of a possible scholastic offence is brought to the attention of, or discovered by, a course instructor or member of a student's thesis supervisory committee, normally he/she will meet with the student to discuss the allegation if practicable and appropriate in a given case.
- The relevant Chair will be notified if there is evidence of a scholastic offence.
- Decision by Graduate Chair
  - If the Chair agrees that there is evidence to support the allegation he/she will advise the student of the allegation and the information supporting the allegation, normally within one week after the matter was forwarded to him/her.
  - The student will be given a reasonable opportunity to respond and submit evidence, and a reasonable opportunity to meet with the Chair before a decision is made.
  - If the Chair decides that the student has committed a scholastic offence, he/she will determine the appropriate penalties in consultation with the instructor or the student's supervisor, as appropriate.
  - The Chair's decision, including any penalties and any recommended penalties, will be communicated to the student in writing with a copy to the Vice-Provost, normally within three weeks after the Chair advised the student of the allegation. The letter also will advise the student of his/her right to appeal the finding of misconduct and/or any penalties imposed by the Chair to the Vice-Provost, the time period by which the appeal must be filed, and will refer the student to the regulations governing Scholastic Offences in the Graduate Calendar.
- Appeal to Vice-Provost
  - A student may appeal a Chair's finding of misconduct and/or penalties imposed by the Chair to the Vice-Provost. A completed appeal application together with all supporting documents must be submitted to the Office of the Vice-Provost within three weeks of the issuance of the Chair's decision.  
[https://grad.uwo.ca/doc/academic\\_services/appeal/appeal\\_SGPS\\_form.pdf](https://grad.uwo.ca/doc/academic_services/appeal/appeal_SGPS_form.pdf)
  - The Vice-Provost will review the evidence provided by both the student and the Chair and may investigate further. The Vice-Provost will give the student a reasonable opportunity to meet with him/her before making a decision.
  - The Vice-Provost may affirm, vary or overturn any decision made by the Chair and may impose other penalties. If the Vice-Provost is considering imposing a penalty or penalties that were not imposed by the Chair, he or she shall notify

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the student and give the student a reasonable opportunity to file written submissions on the issue of penalty.

- The Vice-Provost's decision will be communicated to the student in writing with a copy to the Chair, normally within three weeks after receiving the student's appeal. The decision letter will also inform the student whether there will be a notation on the student's academic record, and will inform the student of his/her right to appeal a negative decision to the Senate Review Board Academic within six weeks of the date of the decision.

**Note:** Legal representation is not permitted at any stage of the appeal process prior to the level of the Senate Review Board Academic.

- Review by Vice-Provost
  - If a student does not appeal a Chair's decision, the Vice-Provost will review the evidence presented and the penalties imposed by the Chair, if any, and may vary the Chair's penalties and/or impose other penalties.
  - If the Vice-Provost is considering imposing a penalty or penalties that were not imposed by the Chair, he/she shall notify the student and give the student a reasonable opportunity to file written submissions on the issue of penalty.
  - The Vice-Provost's decision will be communicated to the student in writing, with a copy to the Chair, normally within three weeks after the deadline for filing an appeal.
  - The decision letter will also inform the student whether there will be a notation on the student's academic record, and will inform the student of his/her right to appeal the penalties imposed by the Vice-Provost to the Senate Review Board Academic within six weeks of the date of the decision.

### OFFENCE RECORD

- A student who commits a scholastic offence acquires an Offence Record. This record contains evidence collected during the investigation of the offence and copies of correspondence with the student.
- The Offence Record is held in the Vice-Provost's Office and is kept separate from the student's academic counselling file. If a student subsequently is found not to have committed the offence in question, the record of that charge will be destroyed in accordance with Western's Records Retention and Disposal Schedules. The Student Affairs records retention and disposal schedule is at the following website:  
[https://www.lib.uwo.ca/archives/retention\\_schedules/retention\\_schedules.html](https://www.lib.uwo.ca/archives/retention_schedules/retention_schedules.html)

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- Apart from the student, no one outside the Vice-Provost's Office shall have access to an Offence Record, except in the event of an appeal by the student to SRBA against the decision or the penalty (or penalties) imposed or except as set out in "Release of Information Concerning Scholastic Offences" below.
- Release of Information Concerning Scholastic Offences
  - The letters informing a student that he or she has been found to have

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A student guilty of a scholastic offence may be subject to one or more penalties, examples of which are:

1. Reprimand.
2. Requirement that the student repeat and resubmit the assignment.
3. A failing grade in the assignment.
4. A failing grade in the course in which the offence was committed.
5. Withdrawal from the program.
6. Suspension from the University for up to three academic years or for a portion of one academic year including the academic session in which the student is currently registered.
7. Expulsion from the University.

### Notes:

- A Graduate Chair may impose penalties 1 through 4.
- Only the Vice-

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\* For the Senate regulation on removal of suspension and expulsion notations from academic transcripts, see “Transcript Notations” under “Academic Records and Student Transcripts”:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/general/records.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/general/records.pdf)