

## Scholastic Discipline for Undergraduate Students

Policy Category: Rights and Responsibilities

Subject: Scholastic Discipline for Undergraduate Students

Subsections: [Scholastic Offences;](#) [: Other;](#)

[Offence Record;](#)

SCHOLASTIC OFFENCES

## PROCEDURES FOR HANDLING 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 this section, reference to "Dean" is to be interpreted "Dean or his/her designate" (who is usually an Associate Dean) and reference to "Department Chair" is to be interpreted "Department Chair or his/her designate". If the matter has been designated by the Dean or Chair to another person, that person is authorized to make the Faculty or Department's final decision on the matter.

## UNDERGRADUATE STUDENTS

### Part I: Scholastic Offences: Courses

In most cases, evidence of a possible scholastic offence in a course will have been

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scholastic offence, he/she will determine the appropriate penalties in consultation with the instructor. The Chair's decision and the penalties imposed by him/her will be communicated to the student in writing with a copy to the Dean, normally

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The Dean will advise the student of the allegation and the information supporting the allegation, normally within one week after the matter has been 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 Dean before a decision is made. If the Dean decides that the student has committed a scholastic offence, he/she will determine the appropriate penalties in consultation with the instructor. The Dean's decision and the penalties imposed by him/her will be communicated to the student in writing, normally within three weeks after the Dean advised the student of the allegation. The letter also will inform the student if there will be a notation on the academic record and of his/her right to appeal the decision to the Senate Review Board Academic within six weeks of the date of the decision. (See APPEALS TO SRBA.)

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student and give the student a reasonable opportunity to make written submissions on the issue of penalty. The Course Dean's decision will be communicated to the student in writing with a copy to the Chair, normally within three weeks after receiving the request for relief.

In cases where the Dean does not overturn the scholastic offence decision, the letter also will inform the student if there will be a notation on the academic record, that this decision and the decision of the Chair are being referred to the Dean of the Home Faculty ("Home Dean") who may impose additional penalties, and of his/her right to appeal the Course Dean's decision to the Senate Review Board Academic within six weeks of the date of the Home Dean's decision.







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Apart from the student, no one outside the Dean's Office shall have access to an offence ( f)n

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- d) A failing grade in the course in which the offence was committed.
- e) Prohibition of further registration in a course or courses in the department or Faculty in which the offence occurred.
- f) Failure of the year (applies in certain professional programs).
- g) Suspension from the University for up to, but not more than, three academic years or for a portion of one academic year including the academic session in which the student is currently registered.
- h)