Academic Leadership at UW
Orientation Day II:
Associate Chairs and Associate Deans

Sheila Ager
Director, Academic Leadership Program
Crucial Policies:

70: Student Petitions and Grievances
71: Student Discipline
72: Student Appeals

Marlee Spafford, Associate Dean UG, Science
Sheila Ager, ALP
Note to AFIW members – certain matters are dealt with according to local policies
What are Policies?

• Expressions of principles and governance: University policies document the principles and procedures to be followed in numerous aspects of University life and, as such, are binding on members of the University community. (Policy 1)

• In spite of the inclusion of procedures, policies ≠ instructions.

• Policies generally emphasize legal responsibilities rather than advisable courses of action.

• Policies often require interpretation (perhaps nowhere more so than in making decisions about people’s lives).

• Read and follow the policies – but don’t try to memorize them.
Policy 70: Petitions

• “UW is fair, but I need an exception.”

• Guiding principles? Natural justice and basic procedural fairness.

• Who is responsible?

• Undergrad: Petition for Exception to Academic Regulations form.

• Grad perhaps less formal?

• Note that petition decisions are final and not subject to appeal.
Example:
Health Issues and their Impact on Student Performance
Policy 70: Grievances

• “UW is not fair or reasonable.”
• Guiding principles? Natural justice and basic procedural fairness.
• Who is responsible?
• Stages: increasing formality (request, challenge, appeal).
Example:
Health Issues and Accommodation
Policy 71: Student Discipline

• The Associate Dean’s purview, G and UG.
• If criminal proceedings: VPAP.
• Non-academic discipline infractions (and sometimes academic ones) may also involve the UW Police (investigation only).
• **Office of Academic Integrity**.
Student Discipline – Guiding Principles

• Natural justice and basic procedural fairness.
• Complete disclosure of charges and evidence to student.
• Right to be accompanied by a support person – including a parent or a lawyer – but not to be represented by that person.
• Innocent until proven guilty.
• “Balance of probabilities”, not “beyond a reasonable doubt”.
Student Discipline – Types of Cases

Academic (vast majority)

Non-academic
# Student Discipline – Types of Cases

<table>
<thead>
<tr>
<th><strong>Academic (vast majority)</strong></th>
<th><strong>Non-academic</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating on tests</td>
<td>Disruptive, dangerous, aggressive, threatening behaviour</td>
</tr>
<tr>
<td>Plagiarism on assignments</td>
<td>Misuse of UW resources</td>
</tr>
<tr>
<td>Unauthorized collaboration</td>
<td>Vandalism</td>
</tr>
<tr>
<td>Ghost-writing (exams or assignments)</td>
<td>Theft</td>
</tr>
<tr>
<td>Misrepresentation (e.g., falsified medical notes)</td>
<td>Mischief</td>
</tr>
<tr>
<td>Academic/admission fraud</td>
<td>Unethical behaviour (Policy 33 may be involved)</td>
</tr>
<tr>
<td>Passive discipline infraction: letting someone else cheat from your work</td>
<td><strong>Forum Lunch: Non-academic Discipline (Dec. 14)</strong></td>
</tr>
</tbody>
</table>
Special Issues

• Breaches of discipline in professional programs (e.g., Accounting, Engineering, Optometry, Pharmacy) –
  • Higher standards?

• Irresponsible conduct of research –
  • On the student level, chiefly graduate students.
  • See Office of Research: Research Integrity.
  • Allegations to be forwarded to VP University Research.
Student Discipline – Potential Penalties

• Grade penalties.
• Suspension for one or more terms.
• Extra course.
• Removal of privileges.
• Community service.
• Restitution (could include letter of apology).
• Expulsion (rare).
• Disciplinary probation (not in itself a penalty).
• Increasing severity with subsequent offences.
E.g., Cheating on a Test

<table>
<thead>
<tr>
<th>Penalty (1\textsuperscript{st} offence)</th>
<th>Penalty (2\textsuperscript{nd} offence)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opportunistic:</td>
<td>Opportunistic:</td>
</tr>
<tr>
<td>• Zero on course element.</td>
<td>• Zero on course element.</td>
</tr>
<tr>
<td>• 5% deducted off course grade.*</td>
<td>• Course failure.</td>
</tr>
<tr>
<td>• Suspension (1 term).</td>
<td>• Suspension (1 term).</td>
</tr>
<tr>
<td>Premeditated:</td>
<td>Premeditated:</td>
</tr>
<tr>
<td>• Zero on course element.</td>
<td>• Zero on course element.</td>
</tr>
<tr>
<td>• Course failure.</td>
<td>• Course failure.</td>
</tr>
<tr>
<td>• Suspension (1 term).</td>
<td>• Suspension (2 or 3 terms).</td>
</tr>
</tbody>
</table>

*The student might or might not fail the course.*
Student Discipline – Reporting

• Why report?
• Maintaining ethical standards and being fair to all students.
• Repeat offences.
• Note: even “informal resolutions” must be reached through consultation with the Associate Dean.
• UW penalty structures generous in comparison to some institutions.
Student Discipline – Confidentiality

• Student + instructor + Associate Dean.
• Not the Department Chair, not the Associate Chair.
• Associate Deans cooperate formally in cross-Faculty cases.
• Staff on a need-to-know basis (e.g., RO or AD support staff).
Non-Academic Example: Social Media, Freedom of Speech, and Impact on the UW Community (1)
Some additional advice...

• Do not make allegations (or decisions) without reasonable evidence.
• Do not get emotionally involved.
• Remember that the majority of students who commit a breach of academic integrity do not re-offend.
Policy 72: Student Appeals

• All appeals resulting from decisions made under –
  • Policy 33 (Ethical Behaviour)
  • Policy 70 (Grievances [petitions are not subject to appeal])
  • Policy 71 (Discipline).
• Faculty Committee on Student Appeals (FCSA).
• University Committee on Student Appeals (UCSA).
Appeals

• Importance of timeliness in an appeal – indeed, in petitions, grievances, and discipline too.
  • Individual policies indicate deadlines and guidelines.
  • Time can seriously add up!
• Note that appeals MAY result in a harsher penalty.
• Grounds for appeals – bias, procedural error, excessive penalty, breach of natural justice, new information, etc.
• Some things cannot be appealed.
Non-Academic Example: Social Media, Freedom of Speech, and Impact on the UW Community (2)
Policy 70 – 72 Responsibilities

• Chiefly the Associate Deans.

• Role of the Associate Chairs?
  • Assisting students with petitions and general advice.
  • Possibly assisting Chairs with finding expert to reassess course element in a grievance case.

• Educating students.
• Educating faculty.
Questions?