Crucial Policies:

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

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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 ≠ always 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? Extensions most common request.
• 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).
Grievances: Two Types

- If ‘request’ of decision-maker (e.g., instructor, committee chair) denied, student may pursue a ‘challenge’.

<table>
<thead>
<tr>
<th>Challenge (70B)</th>
<th>Reassessment Challenge (70C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perceived unfair decision: e.g.,</td>
<td>Perceived unfair assessment; e.g.,</td>
</tr>
<tr>
<td>• Academic regulations violated</td>
<td>• Grading unfair</td>
</tr>
<tr>
<td>• Course outline not followed/fair</td>
<td>• Questions unfair</td>
</tr>
<tr>
<td>Handled by student’s associate dean (there are exceptions)</td>
<td>Handled by academic unit head (department chair or school director)</td>
</tr>
<tr>
<td>AD investigates &amp; renders decision</td>
<td>Chair/director arranges for expert to evaluate de-identified test/assignment</td>
</tr>
</tbody>
</table>
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

**Academic (vast majority)**
- Cheating on tests
- Plagiarism on assignments
- Unauthorized collaboration
- Ghost-writing (exams or assignments)
- Misrepresentation (e.g., falsified medical notes)
- Academic/admission fraud
- Passive discipline infraction: letting someone else cheat from your work

**Non-academic**
- Disruptive, dangerous, aggressive, threatening behaviour
- Misuse of UW resources
  - Vandalism
  - Theft
  - Mischief
- Unethical behaviour (Policy 33 may be involved)
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></th>
<th>Penalty (1\textsuperscript{st} offence)</th>
<th>Penalty (2\textsuperscript{nd} offence)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Opportunistic:</strong></td>
<td>• Zero on course element.</td>
<td>• Zero on course element.</td>
</tr>
<tr>
<td></td>
<td>• 5% deducted off course grade.*</td>
<td>• Course failure.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Suspension (1 term).</td>
</tr>
<tr>
<td><strong>Premeditated:</strong></td>
<td>• Zero on course element.</td>
<td>• Zero on course element.</td>
</tr>
<tr>
<td></td>
<td>• Course failure.</td>
<td>• Course failure.</td>
</tr>
<tr>
<td></td>
<td>• Suspension (1 term).</td>
<td>• Suspension (2 or 3 terms).</td>
</tr>
</tbody>
</table>

*The student might or might not fail the course.*
Plagiarism Penalties

• ‘Typical’ penalty: ‘One size fits all’:
  • Zero on course element.
  • 5% deducted off course grade.

<table>
<thead>
<tr>
<th></th>
<th>Student A</th>
<th>Student B</th>
</tr>
</thead>
<tbody>
<tr>
<td>50: passing grade</td>
<td>50: passing grade</td>
<td></td>
</tr>
<tr>
<td>2 plagiarized sentences</td>
<td>2 plagiarized sentences</td>
<td></td>
</tr>
<tr>
<td>20-page essay</td>
<td>20-page essay</td>
<td></td>
</tr>
<tr>
<td>40% course weight</td>
<td>40% course weight</td>
<td>300-word assignment</td>
</tr>
<tr>
<td>Remaining work: 80</td>
<td>Remaining work: 80</td>
<td>Remaining work: 80</td>
</tr>
<tr>
<td>Final Course Grade = 43</td>
<td>Final Course Grade = 73</td>
<td></td>
</tr>
</tbody>
</table>
Framework for the Assessment of UG Plagiarism

- Considers factors like:
  - Quantity of plagiarism
  - Citation use
  - Course element weight
  - Student experience (e.g., new or senior student)

- Penalty range:
  - 25 to 100% grade deduction.
  - 5% deduction more likely for low weight course elements.

- Framework for Grad plagiarism in development
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 to pass on...

• 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.

An angry Professor Calculus
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?