Academic Leadership Program

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

Marlee M. Spafford, Associate Dean of Science, UG
Three Notes

• AFIW members – certain matters are dealt with according to local policies
  • St. Jerome’s University & St. Paul’s University College manage student grievances

• Policy 70, 71 and 72 are currently under review

• Policy 42 (Prevention of and Response to Sexual Violence)
  • As of June 2019, it is a student policy that addresses the response when a student is the ‘Respondent’
What are Policies?

• 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)

• Policies:
  • emphasize principles, scope, authority and reporting rather than procedures
    • appendices describe basic procedures
  • require interpretation
  • should be read and followed, not memorized

  • student policies informed by principles of natural justice & procedural fairness
Policy 70: Petitions (70A)

• “I’ve been treated fairly but need an exception to a rule/regulation.”

• 70A form: Petition for Exception to Academic Regulations

• UG petitions
  • Faculty petitions committee
  • Requests: failed courses, failed standing, course load, add/drop period

• Grad petitions
  • Grad officer, AD Grad or GSPA (context/type dependent)
  • Requests: extensions to research milestones or program

• Petition decisions are not subject to appeal
Case 1: Health Issues and their Impact on Student Performance
Policy 70: Grievances (70B/70C)

• “I’ve not been treated fairly by a person/committee at UW”

• Stages: increasing formality (request, challenge)

• Decision-maker:
  • Form 70B (Notice of Challenge): associate dean
  • Form 70C (Notice of Re-assessment Challenge): academic unit head
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:</td>
<td>Perceived unfair assessment:</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>
Case 2: Health Issues and Accommodation
Policy 71: Student Discipline

• Decision-maker:
  • Student’s associate dean (UG or Grad)
  • If criminal proceedings, VPAP

• Some student misconduct involves UW Police Services

• Resources and education:
  • Office of Academic Integrity
Student Discipline – Justice & Fairness

• Students entitled to procedural fairness, including:
  • Innocent unless the contrary is established
  • Matters addressed fairly and expeditiously
  • Awareness of case and evidence
  • Presence of a support person
  • Matters heard by those not sitting in judgment of their own actions

• Decisions made based on a balance of probabilities
Student Discipline – Types of Cases

Academic (vast majority)  
Non-academic
Student Discipline – Types of Cases

**Academic (vast majority)**
- Plagiarism
- Unauthorized collaboration
- Cheating on tests
- Misrepresentation (e.g., VIFs)
- Impersonation (e.g., iclickers)
- Theft of IP
- Academic/admission fraud
- Contravention of statute
- Misconduct in research

**Non-Academic**
- Disruptive, dangerous, aggressive, or threatening behaviour
- Misuse of UW resources
- Theft
- Unethical behaviour
- Vandalism
- Mischief
- Contravention of statute
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
  • Allegations forwarded to VP, Research
Student Discipline – Potential Penalties

• Grade penalties
• Extra course(s)
• Removal of privileges
• Community service
• Restitution (cost, apology)
• Suspension
• Expulsion
• Disciplinary probation

• Increasing severity with subsequent offences
E.g., Cheating on a Test

<table>
<thead>
<tr>
<th>Penalty (1&lt;sup&gt;st&lt;/sup&gt; offence)</th>
<th>Penalty (2&lt;sup&gt;nd&lt;/sup&gt; 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>• Course failure</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
Plagiarism Penalties

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

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

50 - passing grade
2 plagiarized sentences
20-page essay
40% course weight

Remaining work: 80
Final Course Grade = 43

50 - passing grade
2 plagiarized sentences
300-word assignment
2% course weight

Remaining work: 80
Final Course Grade = 73
2017 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 also developed

Frameworks linked to Policy 71 and Secretariat guidelines
Student Discipline – Reporting

• Maintain ethical standards and be fair to all students
• Track and address repeat offences
• UW penalty structures generous compared to some institutions

NOTE: Informal grade penalties by instructors must be approved by AD
Student Discipline – Confidentiality

• Student + instructor + Associate Dean
• Not the Department Chair or Associate Chair
• Associate Deans cooperate formally in cross-Faculty cases
• Staff on a need-to-know basis (e.g., RO or AD support staff)
Case 3:
Social Media, Freedom of Speech, and Impact on the UW Community
Some additional advice...

• Try **not** it:
  • Make allegations/decisions without reasonable evidence
  • Get emotionally involved

• Remember that:
  • Most students do not commit a 71 offence
  • Most students who commit a 71 offence **do not re-offend**

An angry Professor Calculus
Policy 72: Student Appeals

• All appeals resulting from decisions made under:
  • Policy 33 (Ethical Behaviour)
  • Policy 42 (Prevention of and Response to Sexual Violence) *
  • Policy 70 (Grievances)
  • Policy 71 (Student Discipline)

• Normally, two levels of appeal:
  • Faculty Committee on Student Appeals (FCSA)
  • University Committee on Student Appeals (UCSA)

* Appeals go directly to UCSA
Appeals

• Timeliness are specified in the policy
  • Often it takes several months to adjudicate appeals at both levels

• Grounds for appeals:
  • procedural error
  • bias
  • new information
  • inadequate weight given to evidence
  • excessive penalty

• An appeals committee can deny or confirm the student’s request
  • 71 penalties can be mitigated, upheld or aggravated

• Not everything can be appealed
Case 4:
Case 3 Appealed
Policy 70, 71 & 72 Responsibilities

• Chiefly the Associate Deans

• Involvement of Associate Chairs/Directors may include:
  • Assisting students with general advice
  • Assisting finding an expert to reassess course element in a 70C
  • Educating students and instructors