

Policy 71 (Student Discipline): Procedures

Jurisdiction and authority in UW student disciplinary matters are defined in Policy 71: (1) *“Authority to deal with matters under this policy rests with the Undergraduate and Graduate Associate Deans.”* (2c) *“Fairness is fundamental when dealing with students. Students have the right to be informed of policies, procedures or guidelines that may affect their academic progress or their conduct, and have the right to question whether decisions are consistent with those policies, procedures and guidelines.”*

When an instructor has reason to believe that an academic offence has occurred, **the matter must be reported promptly to the Associate Dean, Undergraduate Students**. This allows for checking if there are jurisdictional complications (e.g. the student is from another faculty) or if the student has prior offences. The Associate Dean decides whether an attempt to resolve the case informally (*i.e.*, at the instructor/student level) is appropriate.

Once the Associate Dean has been consulted, there are three levels of handling academic misconduct:

- By the instructor, without the official involvement of the Associate Dean.
 - Refer to the [Framework for the Assessment of Undergraduate Plagiarism](#) for advice regarding how to consider the quantity and severity of plagiarized material in an assignment. Only cases that clearly fall within 1a or 1b in the Appendix B chart may be considered for this level of resolution, **and only upon consultation with the Associate Dean**.
 - In such cases, the instructor has clearly determined that:
 - The student demonstrably had no intention to deceive the instructor (e.g. minor verbatim phrases with citation but no quotation marks); and
 - The standard penalty (0 on the assignment) would be too harsh under the circumstances.
 - In consultation with the Associate Dean, it is further determined that:
 - There are no jurisdictional complications (e.g. the student is from another faculty);
 - The student has no prior offences;
 - The student would not otherwise benefit from the **Academic Integrity workshop**¹.
 - The instructor may impose grade penalties less than those mandated by the [guidelines for assessment of penalties](#) in the ordinary way (e.g. as might be imposed for failing to adhere to content, format or structure guidelines).
 - The student is not placed on disciplinary probation².

¹ In this option, the student still gets a 0 on the assignment, but then attends a combined online and in-class workshop the following term that covers all the bases with regards to academic integrity and correct citation practice. In exchange, the student is not placed on disciplinary probation, and the incident is not recorded as a first offence. It's a centrally-mandated option that is good for students where the apparent inadvertence of a relatively low-level offence is compounded by other factors suggesting that further training is appropriate, and is primarily (though not exclusively) designed for first year students.

² Being placed on disciplinary probation makes the offence “official”; subsequent offences are treated more severely, and must include suspension as part of the penalty.

- By the instructor, with the involvement of the Associate Dean (Informal Resolution):
 - In an Informal Resolution, the Associate Dean does not review the evidence, which remains in the possession of the instructor, or meet with the student.
 - In such cases, **all** of the following conditions apply:
 - Commission of the alleged offence seems unambiguous;
 - It appears that Informal Resolution (agreement between instructor and student that an offence has occurred) is possible;
 - The student is a first-time offender;
 - There are no jurisdictional complications;
 - Extremely serious penalties are not involved;
 - The instructor/department/student is willing to handle the case at the Informal Resolution stage, and the Associate Dean agrees that Informal Resolution is appropriate.
 - A UR (Under Review) is placed by the Associate Dean against the course in the student's Quest record, until such time as the matter is resolved and the final grade with the penalty included has been entered.
 - The standard penalty is applied (typically 0 on the assignment and (often) a further 5 marks off the final grade in the course).
 - The student is placed on disciplinary probation.
 - If the student is unsatisfied in hindsight, s/he may request a Formal Resolution as the next step (as opposed to an appeal under Policy 72).

- By the Associate Dean (Formal Resolution):
 - In a Formal Resolution, the Associate Dean receives the evidence, investigates as necessary, communicates with the student, and determines the penalty.
 - In such cases **one or more** of the following conditions apply:
 - Instructor and student do not agree that an academic offence has occurred;
 - There are jurisdictional complications (e.g. the student is from another Faculty);
 - The alleged offence is likely to warrant severe penalties;
 - The student already has a disciplinary record;
 - The Associate Dean believes it to be necessary.
 - The instructor is not obliged to communicate directly with the student regarding the offence, beyond informing them that there is a Policy 71/academic integrity concern with what has been submitted.
 - A UR (Under Review) is placed by the Associate Dean against the course in the student's Quest record, until such time as the matter is resolved and the final grade with the penalty included may be entered.
 - The penalty is determined and applied by the Associate Dean.
 - The student is placed on disciplinary probation.