

PROCEDURES FOR DEALING WITH INCIDENTS OF
INTELLECTUAL DISHONESTY

- A.1. Course instructors are expected to inform students at the beginning of the semester of any special criteria of intellectual honesty pertinent to the course. Such special criteria shall be consistent with the University's "Statement on Intellectual Honesty." Failure of a course instructor to provide special information pertinent to the course does not in any way exempt a student from penalties that may be imposed under these procedures.
2. When a course instructor finds that a student in one of his or her courses has been intellectually dishonest, the course instructor shall take one or more of the following courses of action:
- (a) require the student to redo the work or impose a failing mark for the work, or both;
 - (b) with the approval of the Department Chairman, give the student a grade of "F" for the course;
 - (c) recommend to the Department Chairman that the student's status as a member of the University community be reviewed by the President.

The student shall be informed of the action taken and may be restricted by the University from withdrawing from a course once the course instructor initiates action to invoke penalties under paragraph 2(b) or paragraph 2(c), or both.

In deciding on the appropriate sanction to be imposed for an act violating intellectual honesty, consideration will be given to all relevant matters including the extent of the dishonesty, the inadvertent or the deliberate character of the dishonesty, the importance of the work in question as a course component, whether the act in question is an isolated incident or part of repeated acts of academic dishonesty, and to any mitigating or aggravating circumstances.

3. The Department Chairman will investigate the facts relating to the incident of alleged intellectual dishonesty before approving a penalty under paragraph A.2(b) or initiating action under paragraph A.2(c).
4. Each Department shall establish a standing committee called the Committee on Academic Discipline Appeals to hear appeals from the decisions made under paragraphs A.2(a) and 2(b). This committee's membership must include an equal number of faculty and student members and a chairman from the Department who may be either a student or a faculty member and who may not vote except in the case of a tie. Neither the President nor the Department Chairman may be a member of this committee. Each Department shall determine its committee's size, method of selecting members, and procedures.

5. Penalties imposed by a course instructor under paragraph A.2(a) require no further action. However, the student may appeal the imposition of the penalty to the Departmental Committee in writing within 14 days after the student is notified of the course instructor's decision (see paragraph B.8).
6. A student may appeal a penalty imposed pursuant to paragraph A.2(b) to the Departmental Committee. Notice of the appeal must be given in writing within 28 days after the student is notified of the Department Chairman's decision (see paragraph B.8).
7. If the course instructor and Department Chairman believe the seriousness of the conduct warrants action under paragraph A.2(c), they will forward the case to the President to be dealt with in his or her discretion.
8. When the Registrar believes that any document has been falsified or a misrepresentation made that in either case may create an incorrect perception of a student's academic position or credentials, the Registrar may either issue a reprimand to the student or recommend that the President review the case for possible application of penalties involving the individual's status as a member of the University community.
9. The President shall delay implementing a penalty under paragraphs 7 and 8 until 14 days after the student has been notified of the President's decision (see paragraph B.8), and, where notice of an appeal has been properly given, until the Senate Committee on Academic Discipline has made its decision.
10. The Senate Committee on Academic Discipline shall hear appeals by students made in accordance with paragraph B.3 from decisions of:
 - (a) A departmental committee on Academic Discipline Appeals in cases upholding penalties imposed under paragraphs A.2(a) and A.2(b);
 - (b) The Registrar to issue a reprimand under Section A.8; and
 - (c) The President imposing a penalty in cases forwarded under paragraphs A.7 and A.8.

Decisions of the Senate Committee on Academic Discipline shall be final except as provided for in Section B.11.

B. General Procedures

1. The procedures described in this document have been developed with regard to appropriate principles of natural justice in order to ensure that a student subject to disciplinary proceedings is treated fairly, while recognizing that such proceedings will not normally be conducted in the same manner as those of a court of law.

2. A person, or a departmental committee, making a recommendation or a decision or imposing a penalty shall adopt appropriate procedures and shall, if the student so requests, give the student an opportunity to make representations concerning the matter. Such person shall also hold all documentary evidence submitted to him or her in connection with the matter until the time for appeal under these procedures has elapsed, and shall deliver such evidence to the Registrar if it is requested.
3. Each notice of appeal under these procedures shall be given in writing, in the case of an appeal to a departmental committee to the Department Chairman, and in the case of an appeal to the Senate Committee on Academic Discipline to the Registrar, in each case within the relevant time limit after the student has been notified of the decision being appealed from (see paragraph B.8.). The notice of appeal shall state the student's reasons for the appeal.
4. A student who appeals to the Senate Committee on Academic Discipline pursuant to these procedures shall be entitled to a copy of the full record of the case under appeal. The "full record" of the case consists of all available documentary evidence submitted to, and the decision of, each prior decision maker. The Senate Committee may withhold that portion of any evidence which does not relate to the appeal of the student, or that identifies a person whose privacy might be unfairly invaded by disclosure provided that the Committee is of the opinion that non-disclosure would not prejudice the right of the student to have a fair hearing.
5. The Senate Committee on Academic Discipline shall hold a hearing in respect of each appeal made to it pursuant to these procedures to hear such evidence as it considers appropriate and such representations as the student wishes to make. The student shall have the right to attend and have a representative of his choice attend each hearing in respect of his or her appeal, but not during the Committee's deliberations.

The Chairman of the Department Committee on Academic Discipline may be present and permitted to testify at any appeal hearing of the Senate Committee on Academic Discipline, but may not be present during the Committee's deliberations. Similarly the course instructor may be present and permitted to testify, but may not be present during the Committee's deliberations.

6. A person or committee determining any matter pursuant to these procedures may receive and act upon such evidence and information as he, she, or it, considers to be reliable, whether such evidence or information would be admissible in a court of law. Reasonable effort shall be made to adjudge the accuracy of such evidence or information.
7. Each decision to impose a penalty on a student (except under paragraph A.2(a)) and each decision on appeal therefrom shall be communicated to the student with reasons in writing. Notice of the decisions shall include a statement of the student's right of appeal under these procedures, if any, as well as information concerning the services of the Student Society Ombudsperson's office.

8. A decision sent by registered or certified mail to the student at his or her current address as shown on the records of the Registrar shall be deemed to have been received by the student on the fourth day of mail service after the date of mailing if it was not earlier delivered to that address.
9. If an appeal is successful, every reasonable effort shall be made to return the student to the position he or she would have been in if the decision appealed from had not been taken.

More specifically, in the case of penalties imposed under paragraph A.2(a) or A.2(b), the student shall be given the opportunity either to complete the course, including objective grading of the work originally submitted or to withdraw from the course without academic penalty. Extra time may be permitted to complete the course. If on appeal all penalties are removed and course completion is not feasible, then the course tuition fees and costs of course materials will be refunded.

The Senate Committee on Academic Discipline may recommend to the President that other forms of dispensation be granted.

10. Any penalty other than that imposed under Section A.2(a) shall be accompanied by a written reprimand, a copy of which shall be placed in the student's permanent file in the Registrar's office. In cases involving penalties of suspension or expulsion, a notation shall be made on the student's transcript for the duration of the penalty but shall be removed from the transcript when the period of suspension had ended. Data which relates to penalties imposed and which is retained in the student's permanent file, after penalty has been served, shall be kept in a sealed "confidential" envelope to be opened only by the Registrar or his designate when further circumstances necessitate access.
11. Upon the written request of the student or the President, the Senate Committee on Academic Discipline may initiate proceedings to consider amelioration or reduction of a penalty previously imposed.

C. Definitions

In this paper the following definitions apply:

"Course Instructor" means the person responsible for the course.

"Department Chairman" in the context of conduct of any course means the Chairman of the Department (or the equivalent administrative officer) which is primarily responsible for providing the course.

"Senate Committee" means the Senate Committee on Academic Discipline.

"Student Society" means the Simon Fraser Student Society.