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MEMO

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TO **Senate**

FROM Alison Watt, Director, University Secretariat

RE Revisions to Academic Honesty and Student Conduct Policies

DATE 17 February 2009

Motion

1. That Senate approve the addition of the FD (Fail-Academic Discipline) grade as recommended by the Senate Committee on Undergraduate Studies, the Senate Graduate Studies Committee and the Senate Committee on Academic Integrity in Student Learning and Evaluation for inclusion in the various parts of the University Calendar and Regulations. This new grade would take effect on May 1, 2009.
2. That Senate approve the following new policies:
 - S 10.01 Code of Academic Integrity and Good Conduct
 - S 10.02 Principles and Procedures for Student Discipline
 - S 10.03 University Board on Student Discipline ("UBSD")
 - S 10.04 Senate Committee on Disciplinary Appeals ("SCODA")These new policies would take effect on May 1, 2009 replacing the T10.01-T 10.03 policies.



VICE-PRESIDENT, LEGAL AFFAIRS

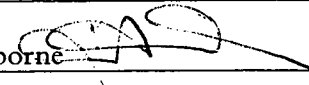
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	Reply		

MEMO

Vice President, Legal Affairs

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ATTENTION	Michael Stevenson
FROM	Judith Osborne 
RE	Revisions to Academic Honesty and Student Conduct Policies
DATE	February 5, 2009

Senate created the Senate Committee on Academic Integrity in Student Learning and Evaluation (SCAISLE) in 2005. As part of its work it suggested revisions to the University's existing Codes of Student Conduct and Academic Honesty and their companion procedures.

Working with the Chair of SCAISLE, Dr. Rob Gordon, I have incorporated the Committee's recommendations into a suite of new policies that have been given a new designation - "S" - to denote that they are directed to our students.

The substance of the proposed changes have been circulated and discussed extensively within the University community and have broad support.

Accordingly, I recommend that these revised policies go forward to Senate and the Board for approval.

JO/ac



**Simon Fraser University
Policies and Procedures**

**Date: May 1, 2000 (T10.01)
Revision Date: May 1, 2009**

**Number: S 10.01
Revision Number: 1.8**

Subject: Code of Academic Integrity and Good Conduct

1.0 Preamble: Statement of Principles

- 1.1 Simon Fraser University is committed to creating a scholarly community characterized by honesty, civility, diversity, free inquiry, mutual respect, individual safety and freedom from harassment and discrimination.
- 1.2 Each student is responsible for his or her conduct as it affects the University community. This Code shall not be construed so as to unreasonably limit peaceful assemblies, demonstrations or the free expression of ideas.
- 1.3 All members of the University community share the responsibility for the academic standards and reputation of the University. Academic integrity is a cornerstone of the development and acquisition of knowledge. It is founded on principles of respect for knowledge, truth, scholarship and acting with honesty. Upholding academic integrity is a condition of continued membership in the university community.
- 1.4 Academic dishonesty, in whatever form, is ultimately destructive of the values of the University. Furthermore, it is unfair and discouraging to the majority of students who pursue their studies honestly. Scholarly integrity is required of all members of the University.

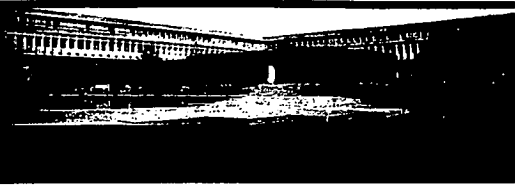
2.0 Purpose:

- 2.1 The purpose of this policy is to define students' basic responsibilities as members of the academic community and to define inappropriate student behaviour.

3.0 Definitions

“Academic Integrity” refers to the values on which good academic work must be founded: honesty, trust, fairness, respect and responsibility. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others. The terms “academic integrity” and “academic honesty” are used interchangeably in this policy.

“Firearm” refers to any device consisting essentially of a straight tube to propel shot, shell, or bullets by the explosion of gunpowder. For the purposes of this policy, “firearm” includes an imitation firearm, or a part of a firearm.



“Member of the University community” means any employee of, student at, or volunteer working for Simon Fraser University and includes any faculty member, temporary or sessional instructor, or volunteer member of a University body.

“Offensive weapon” means any article made or adapted for use to cause injury to a person or property, or is intended by the person having it with him/her to be used for to cause injury to a person or property.

“Scholarly activities” include credit and non-credit courses, projects, essays, theses and research.

“University-related activities” include any activity operated under University auspices at any location, including on-line activities (e.g., dialogue on social networking websites) that involve or refer to the University, to University activities, or to members of the University community.

4.0 Policy

4.1 Academic Integrity Requirements for Students

4.1.1 Notification of Standards of Academic Honesty

- a. Students have a responsibility to ensure they are familiar with the generally accepted standards and requirements of academic honesty. Summaries of these must be published in the University Calendar. Ignorance of these standards will not preclude the imposition of penalties for academic dishonesty.
- b. Faculty members have a responsibility to inform their students at the beginning of each semester of the criteria for academic honesty that pertain to a class or course, including the format for acknowledging the thoughts and writings of authors that is acceptable to the underlying discipline. Faculty should also impart other relevant information, such as the acceptable level of group work in the class or course.
- c. A draft paper, proposal, thesis or other assignment may be subject to a penalty for academic dishonesty, providing the instructor or supervisor informed the student(s) before the work was submitted, that drafts are subject to academic honesty requirements.

4.1.2 Forms of Academic Dishonesty

The following acts or omissions constitute academic dishonesty and are prohibited.

- a. Plagiarism, including:
 - i. submitting or presenting the work of another person, including artistic imagery, as that of the student without full and appropriate accreditation;
 - ii. copying all or part of an essay or other assignment from an author or other person, including a tutor or student mentor, and presenting the material as the student’s original work;
 - iii. failing to acknowledge the phrases, sentences or ideas of the author of published and unpublished material that is incorporated into an essay or other assignment.



- b. Submitting the same, or substantially the same, essay, project, presentation or other assignment more than once, whether or not the earlier submission was at Simon Fraser University or another institution, unless prior approval has been obtained from the instructor to whom the work is being submitted.
- c. Cheating in an examination, including
 - i. the unauthorized sharing of material such as textbooks during an “open book” examination;
 - ii. concealing information pertaining to the examination in the examination room, or in washrooms or other places in the vicinity of the examination room;
 - iii. using course notes or any other aids not approved by an Instructor during an examination; or,
 - iv. the unauthorized possession or use of an examination question sheet, an examination answer book, or a completed examination or assignment.
- d. Submitting as one's original work an essay, project, thesis, presentation or other assignment, or part thereof, that was purchased or otherwise acquired from another source, unless the work is commercially available data, images, or other intellectual property the source and acquisition of which is properly and fully described and cited by the student and approved by the course Instructor or supervisor.
- e. Cheating in assignments, projects, examinations or other forms of evaluation by:
 - i. using, or attempting to use, another student's answers;
 - ii. providing answers to other students;
 - iii. failing to take reasonable measures to protect answers from use by other students; or
 - iv. in the case of students who study together, submitting identical or virtually identical assignments for evaluation unless permitted by the course Instructor or supervisor.
- f. Impersonating a candidate or being impersonated in an examination.
- g. Falsifying material that is subject to academic evaluation.
- h. Submitting false records or information, in writing or orally, including the falsification of laboratory results or research findings.
- i. Engaging in misrepresentation, including falsifying documents, to gain a benefit or advantage in a course including the submission of a forged or altered medical certificate or death certificate.
- j. Engaging in any action intended to disadvantage students in a course including destroying, stealing, or concealing library resources.
- k. Stealing, destroying or altering the work of another student.
- l. Unauthorized or inappropriate use of computers, calculators and other forms of technology in course work, assignments or examinations.
- m. Misconduct in research as defined in Policy R 60.01.



4.2 Good Conduct Requirements for Students

The behaviours enumerated below are prohibited.

4.2.1 Disruptive or Dangerous Behaviour

- a. By word or action
 - i. disrupting University activities without just cause;
 - ii. creating a situation that endangers or threatens the health, safety or well-being of any individual;
 - iii. harming, injuring or threatening any person.
- b. Engaging in
 - i. initiation ceremonies or other rituals that are dehumanizing or degrading, including the initiation ceremonies associated with sports teams and clubs, or
 - ii. individual or collective acts of intimidation or retaliation against another person(s).
- c. Making or conspiring to make
 - i. vexatious, frivolous or malicious complaints against a member of the University community;
 - ii. frivolous or unnecessary requests or demands of a member of the University community after being asked to cease and desist;

4.2.2 Damage, Destruction and Theft

- a. Possessing or using University property, the property of any member of the University community, or property belonging to a third party acquired in connection with a University activity, without appropriate consent or authority;
- b. Misappropriating, destroying or damaging University property or resources, or the property of others on any of the University campuses;
- c. Defacing any University building or property;
- d. Removing books or other library or archival material without authorization; or,
- e. Defacing, mutilating or deliberately misplacing library or archival materials, or engaging in other actions which deprive other members of the University community of their opportunity to have access to the academic resources of the library or the University Archives.

4.2.3 Fraud, Misuse, and Impersonation

- a. forging, misusing or altering any University document or record in paper or electronic form;
- b. obtaining any textbooks, study aids, equipment, materials or service by fraudulent means;
- c. submitting a manufactured, forged, altered, or converted document, including a forged or altered medical certificate or death certificate, to a University official, with intent to deceive;
- d. Impersonating an instructor, student or other member of the University community.



4.2.4 Unauthorized Entry or Presence

Entering or remaining in any University building or facility or entering, remaining in, or allowing others to have access to areas designated for faculty or staff without proper authorization, contrary to express instructions from a person in authority such as an instructor, an administrator, or a security officer.

4.2.5 Violation of University Policies

Contravening University policies, including the Fair Use of Information and Communications Technology Policy (GP 24), the Human Rights Policy (GP 18) and the Confidentiality Policy (I-10.10).

4.2.6 Misuse of Disciplinary Procedures

Falsifying or misrepresenting information or causing others to falsify or misrepresent information which either leads to or is presented at an internal disciplinary hearing.

4.2.7 Firearms, Explosives and Offensive Weapons

Keeping or carrying a firearm, including a registered firearm, the ammunition for a firearm or other weapon, an explosive device or substance or any other offensive weapon without the knowledge and written permission of the Director of Campus Security.

4.3 Illegal Conduct

A criminal conviction or civil court judgement for behaviour that is University related constitutes misconduct under this Policy.

5.0 Scope:

5.1 This policy covers the conduct of undergraduate and graduate SFU students involved in any kind of University-related activities, scholarly and otherwise.

5.2 This policy covers matters of academic dishonesty in University-related scholarly activities involving SFU alumni when the matters occurred prior to graduation and were unknown at the time of graduation.

5.3 The forms of general misconduct and academic dishonesty set out in this Code include attempts to engage in misconduct or dishonesty, as well as aiding and abetting misconduct or dishonesty.

6.0 Roles and Responsibilities

The roles and responsibilities for administering this policy are set out in S10.02 **Principles and Procedures for Student Discipline**.



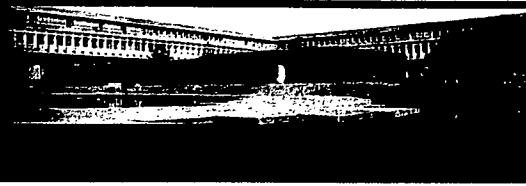
7.0 Authority:

7.1 This policy is administered under the joint authority of the Vice President, Academic and the Vice President, Legal Affairs.



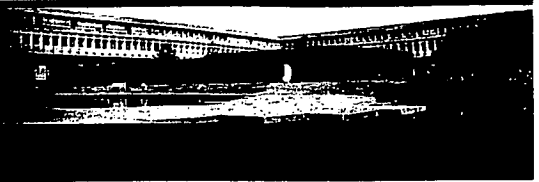
Appendix 1: Procedures for General Misconduct

1. A support person may accompany a student to any meeting concerning disciplinary matters for general misconduct.
2. If the Chair of a Department or another University official, including the Director of Campus Security, believes that a student has engaged in general misconduct other than academic dishonesty, the Chair or University official may prepare a written report of the incident and forward the report to the Senior Director, Student and Community Life.
3. When the report is prepared by a University official other than the Director of Campus Security, a copy must be sent to the Director of Campus Security.
4. If the misconduct involves a form of harassment, the written report of the investigation conducted under the auspices of GP 18 (Human Rights Policy) will be sent to the Senior Director, Student and Community Life, who is the responsible officer for students.
5. The Senior Director, Student and Community Life must give the student the opportunity to meet and discuss the situation, and may take one or more of the following courses of action:
 - i. seek an informal resolution;
 - ii. recommend the student receive counseling or other professional assistance and, if necessary, assist the student in obtaining counseling or other professional services;
 - iii. issue a formal written reprimand to the student;
 - iv. assess and recover costs to rectify the damage or loss caused by the student;
 - v. require the student to write a letter of apology to any person adversely affected by the student's behaviour;
 - vi. require the student to perform up to 50 hours of community service;
 - vii. terminate the student's scholarships or other financial support;
 - viii. refer the matter to the University Board of Student Discipline (UBSD).
6. The Senior Director must notify the student in writing of the action that will be taken.
7. If the Senior Director, Student and Community Life, takes action under 5(ii) through 5(vii) above, the student must be notified in writing that a copy of the documentation associated with the incident and a record of any actions taken will be retained by the University and that, in the event of any further reports of misconduct, the record may be used in determining the action to be taken for the subsequent misconduct.
8. In the case of 5(ii) through 5(vii) above, the student may dispute the facts of the incident by referring his or her case to the UBSD. In such cases, the student must state in writing and within three (3) weeks of the date of notification by the Senior Director, Student and Community Life, his or her reasons for disputing the facts.



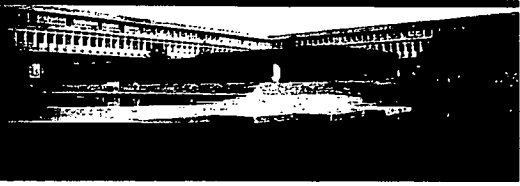
Appendix 2: Procedures for Falsified Documents or Other Forms of Misrepresentation

1. A support person may accompany a student at any meeting concerning disciplinary matters under this section.
2. If the Registrar has reasonable grounds to believe that a document has been falsified or a misrepresentation made that may create an incorrect perception of a student's academic position or credentials, the Registrar must give the student an opportunity to meet and discuss the situation, and may take one or more of the following courses of action:
 - i. issue a formal, written reprimand to the student and place a copy of the reprimand on the student's University file;
 - ii. deny the student admission to the University if the student has not yet been admitted;
 - iii. require that the student write a letter of apology to any person adversely affected by the falsification or misrepresentation;
 - iv. change any grade that the student may have received as a result of the falsification or misrepresentation;
 - v. recommend that the student receive counseling or other professional assistance; or,
 - vi. if the Registrar believes that a more severe penalty should be imposed, forward a report of the incident to the UBSD with a copy to the student.
3. If the Registrar takes action under 2(i) through 2(v) above, the student must be notified in writing that a copy of the documentation associated with the incident and a record of the action taken will be retained by the University and that, in the event of any further reports of misconduct, the record may be used in determining the action to be taken for the subsequent misconduct.
4. If an Instructor has reasonable grounds to believe that a student in his or her course has submitted a document that has been falsified, or has made a misrepresentation to gain a benefit or an advantage in a course, including the submission of a forged or altered medical certificate or death certificate, the Instructor must confer with the Chair of the Instructor's Department and the Registrar to decide whether the misconduct should be dealt with as a case of general misconduct, or as a case of academic dishonesty, or as both.
5. If the Instructor, the Chair and the Registrar decide that the falsification or misrepresentation should be dealt with as general misconduct, the Registrar must proceed under Appendix 1 of this policy.
6. If the Instructor, the Chair and the Registrar decide that the falsification or misrepresentation should be dealt with as academic dishonesty, the Instructor must proceed under Appendix 3 of this policy.
7. If the Instructor, the Chair and the Registrar decide that the falsification or misrepresentation should be dealt with as both general misconduct and academic dishonesty, the matter must be dealt with by the Registrar under Appendix 1 of this policy. The Registrar may then impose any academic penalty recommended by the Instructor or the Chair and section 2 of this Appendix in addition to any of the penalties for general misconduct listed in section 5 of Appendix 1.
8. A student who disputes the facts of the case may refer his or her case to the UBSD for a hearing to determine the facts. The student must submit his or her request in writing within three weeks of the date of notification by the Registrar.

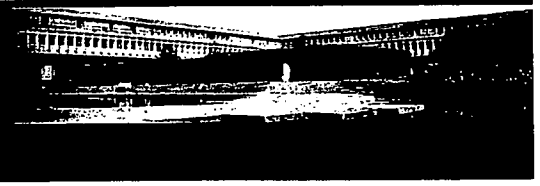


Appendix 3: Procedures for Academic Dishonesty

1. Every academic unit should have at least one academic integrity advisor who can assist faculty with the handling of academic dishonesty cases.
2. A unit's academic integrity advisor and/or the Chair of a Department may consult with another departmental academic integrity advisor, the Chair of another department, and/or the Academic Integrity Coordinator in the Office of the Registrar about cases of academic dishonesty involving a particular student, to determine whether the student has committed other acts of academic dishonesty, and related matters.
3. If an Instructor believes that a student in his or her course has engaged in academic dishonesty, the Instructor must outline the nature of the concern to the student in a timely manner and the student must be given the opportunity to discuss the matter with the Instructor.
4. If an Instructor is not available to handle the case, the Chair of the Department or his or her delegate, will take over the role of the Instructor.
5. If the Chair of the Department is the course Instructor, an Associate Chair or other appropriate administrator within the department must take over the role of the Chair.
6. A support person may accompany a student at any meeting concerning disciplinary matters under this section.
7. If an Instructor finds that a student has engaged in academic dishonesty, the Instructor may, after consulting with the departmental Academic Integrity Advisor or Chair, impose one or more of the following penalties:
 - i. give the student a warning;
 - ii. require the student to redo the work, or to do supplementary work;
 - iii. assign a low grade for the work;
 - iv. assign a grade of "F" for the work.
8. The student, the Chair of the Department and the Registrar must be informed in writing of the nature of the dishonesty and the decision in a timely manner. The student must be advised by the Instructor that the report will be retained by the University and that, in the event of any further reports of academic dishonesty, the report may be used to determine a penalty for the subsequent academic dishonesty. See Appendix 4 for a sample of the report form, copies of which are available from both the Office of the Registrar, departmental academic integrity advisors or departmental offices.
9. If the Chair of the Department receives information that a student has been involved in more than one case of academic dishonesty, or believes that the academic dishonesty deserves a penalty more severe than that imposed by the Instructor, or the Instructor believes that a penalty is warranted beyond that provided for in section 7 above, the Chair may impose a different penalty.



10. Before imposing a penalty, the Chair must give the student an opportunity to discuss the matter and, after reviewing the facts of the case and any previous case or cases, may impose one or more of the following penalties:
 - i. issue a formal reprimand to the student;
 - ii. assign a grade less severe than “FD” (failed – academic dishonesty) for the course, including a grade of “F”;
 - iii. assign a grade of “FD” (failed – academic dishonesty) for the course.
11. The Chair must notify the student in writing of his or her decision, with a copy to the Instructor and the Registrar. The student should be advised that the report will be retained by the University and, in the event of any further reports of academic dishonesty, the report may be used to determine a penalty for the subsequent case of academic dishonesty. See Appendix 4 for a sample of the report form, copies of which are available from both the Office of the Registrar, departmental academic integrity advisors or departmental offices.
12. The Chair may delegate any of the Chair’s responsibilities under this section to an Associate Chair or other appropriate administrator within the department, excluding the imposition of penalties.
13. If the Chair believes that the academic dishonesty deserves a penalty beyond that provided for in section 10 above, the Chair may impose one of the penalties listed in section 10 and also refer the case to the University Board on Student Discipline (UBSD) with a recommendation that a more severe penalty be imposed.
14. The Chair who refers a case to the UBSD may recommend that a specific penalty or penalties be imposed by the UBSD.
15. If the Registrar receives a report of academic dishonesty that has resulted in the imposition of a penalty and subsequently determines there are reports of other incidents from the same academic unit involving the same student, including previous reports of academic dishonesty, the Registrar must notify the Chair of the academic unit involved and refer the matter back to the Chair for action under sections 7, 10 and/or 13 above.
16. If the Registrar receives a report of academic dishonesty that has resulted in the imposition of a penalty and subsequently determines that there are reports of other incidents of academic dishonesty from other academic units involving the same student, including previous reports of academic dishonesty, the Registrar must notify the Chairs of the academic units involved. The Registrar must then consult with the Chairs or Instructors who submitted the reports to ascertain their views on an appropriate academic penalty in light of the multiple reports of academic dishonesty.
17. Following the consultation mentioned in section 16, the Registrar must give the student an opportunity to discuss the matter and, after reviewing the facts of the case or cases and any previous case or cases, may impose one or more of the penalties listed in sections 7 or 10, or impose a penalty and refer the case to the UBSD in accordance with sections 13 and 14.
18. If the Registrar imposes a penalty under section 17, the Registrar must notify the student in writing of his or her decision, with copies to the Chairs of the affected academic units. The student should be advised that the report will be retained by the University and, in the event of any further reports of



- academic dishonesty, the report may be used to determine a penalty for the subsequent case of academic dishonesty.

19. If a student wishes to dispute the finding of fact of the Instructor, the Chair of the Department or the Registrar, the student may refer his or her case to the UBSD, in writing, stating the reasons for the referral, within three weeks of the date of notification by the Instructor, the Chair, or the Registrar.

Official Transcript Withheld

20. If a case is referred to the UBSD by the Chair of a Department or, in the case of student misconduct other than academic dishonesty, by a University official, the student's official transcript will not normally be made available to the student until the case is concluded.
21. In a case not referred to the UBSD, if the student wishes to dispute the severity of the penalty, the student may forward his or her case to the Senate Committee on Disciplinary Appeals (SCODA), in writing, stating reasons, within three weeks of the date of notification of the penalty.
22. If a student receives a grade of FD, the Registrar will automatically change the grade to F once two years have elapsed since the student's graduation if the student did not commit further acts of academic dishonesty following the imposition of the FD grade.

Maintenance of a Registry

23. The Registrar shall create and maintain a Registry containing information about students who commit acts of academic dishonesty, incidents of academic dishonesty, the penalties imposed for acts of academic dishonesty, and any other relevant information.



**Simon Fraser University
Policies and Procedures**

**Date: May 1, 2009
Revision Date: New**

**Number: S 10.02
Revision Number: 0**

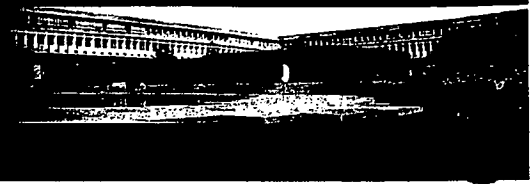
Principles and Procedures for Student Discipline

0.1 Preamble

Students must be treated fairly before being penalized for academic dishonesty or misconduct. They are entitled to information about the alleged wrongdoing and to provide a response. The decision-maker must be impartial. An internal Board is established to adjudicate matters of student discipline and there is a body of final appeal, as required by the *University Act of BC*.

1.0 Principles

- 1.1 Complaints of academic dishonesty and student misconduct may be resolved by informal means or without resort to adjudication. Designated University officials such as a Chair of a Department or course instructor may impose penalties in certain circumstances.
- 1.2 The University Board on Student Discipline (“UBSD”) provides an impartial forum in which there will be a complete examination of allegations of academic dishonesty or misconduct on the part of students. The Tribunal will provide individuals with an opportunity to respond in a timely manner to allegations of academic dishonesty or misconduct and, if appropriate, will recommend a course of action to the President, or to the Vice-President, Academic if the President has already played a role in the case.
- 1.3 When the University imposes a penalty on a student for academic dishonesty or misconduct, the student may appeal to the Senate Committee on Disciplinary Appeals (“SCODA”). SCODA is the standing committee of final appeal for students in matters of academic discipline as mandated in the University Act, and is also the forum of final appeal for students in matters of misconduct and such other matters as Senate or the Chair of Senate directs.
- 1.4 The UBSD and SCODA will adhere to principles of fairness and natural justice. The appropriate standard for a decision in this process is proof on the balance of probabilities.
- 1.5 A support person may accompany a student to any meeting concerning disciplinary matters. Students may also consult the University Ombudsperson for assistance.
- 1.6 The University may proceed with a case even if it is also being dealt with in proceedings external to the University.
- 1.7 Where University policies set out procedures that are invoked in particular contexts (e.g., GP 25 – Response to Violent or Threatening Behaviour; GP 18 – Human



Rights; and GP 24 – Fair Use of Information and Communications Technology), those procedures must be followed before any disciplinary action is taken under the Code of Student Conduct (Policy T 10.01).

1.8 In deciding upon the appropriate penalty to be imposed for an act of student misconduct other than academic dishonesty, consideration must be given to the following factors:

- i. the extent of the misconduct;
- ii. the impact that the misconduct has had on members of the University community;
- iii. the inadvertent or the deliberate nature of the misconduct;
- iv. whether the act in question is an isolated incident or part of repeated acts of misconduct; and
- v. any other mitigating or aggravating circumstances.

1.9 In deciding upon the appropriate penalty to be imposed for an act of academic dishonesty, consideration must be given to the following factors:

- i. the extent of the academic dishonesty;
- ii. whether the academic dishonesty was deliberate;
- iii. the importance of the work in question as a component of the course or program;
- iv. whether the act in question is an isolated incident or part of repeated acts of academic dishonesty; and
- v. any other mitigating or aggravating circumstances.

2.0 Definitions

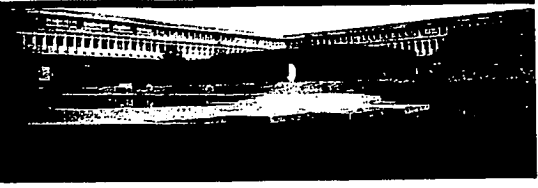
“**Chair of a Department**” means the head of the academic unit or a person authorized by the head of an academic unit, and includes the Chair of an academic department, the Director of a School, or the Director of a Program.

“**Student**” may include a person who is applying for admission to the University.

“**Applicant**” means the party initiating a case before the UBSD. For example, where a student asks for a review of a decision taken by the Instructor, the Chair, the Registrar or Senior Director, s/he is the “**applicant**”. The other party in a UBSD case is known as the “**respondent**.”

3.0 Procedures

The procedures for dealing with student misconduct are contained in Appendix 1 of this policy. The procedures for responding to falsified documents and other forms of misrepresentation are contained in Appendix 2. Academic dishonesty procedures are found in Appendix 3.



4.0. Reporting

- 4.1 The Registrar and the Senior Director, Student and Community Life must maintain a statistical summary of cases handled through their offices each year, and these data must be included in the Annual Report to Senate on Student Discipline Matters.
- 4.2 In addition to the data referred to in section 4.1, the Annual Report on Student Discipline Matters must contain a summary of the UBSD Tribunal's findings, the President's decisions, SCODA's decisions and the penalties imposed. This report must be accessible to the University community and must be submitted to Senate for information except where the Tribunal, SCODA or the President determine that cases or parts of cases should not be disclosed. The Summary must not disclose the identities of the parties. A set of decisions that does not disclose the identities of the parties must be maintained in the office of the Secretary of the UBSD and be available for review upon reasonable notice.

5.0 Retention and Disposal of Records

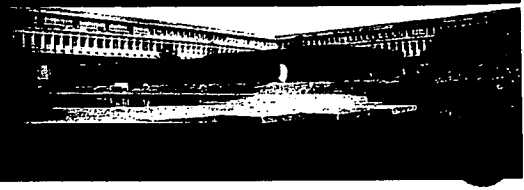
- 5.1 Records created as a result of actions taken under this policy will be managed in accordance with a Records Retention Schedule and Disposal Authority (RRSDA). The University Archivist is responsible for approving all RRSDAs.
- 5.2 The Registrar must destroy any record of a student's alleged academic dishonesty that may be held in the Office of the Registrar if the UBSD or SCODA determines that the discipline of the student was unwarranted.

6.0 Access to Information and Protection of Privacy

Information and records created under this policy are subject to the access to information and protection of privacy provisions of British Columbia's *Freedom of Information and Protection of Privacy Act* and the University's information policies.

7.0 Miscellaneous

- a. Cases forwarded to UBSD should be addressed to the Secretary, University Board of Student Discipline, Registrar's Office.
- b. Cases forwarded to SCODA should be addressed to the Secretary, Senate Committee on Disciplinary Appeals, Registrar's Office.



Appendix 1: Procedures for General Misconduct

1. A support person may accompany a student to any meeting concerning disciplinary matters for general misconduct.
2. If the Chair of a Department or another University official, including the Director of Campus Security, believes that a student has engaged in general misconduct other than academic dishonesty, the Chair or University official may prepare a written report of the incident and forward the report to the Senior Director, Student and Community Life.
3. When the report is prepared by a University official other than the Director of Campus Security, a copy must be sent to the Director of Campus Security.
4. If the misconduct involves a form of harassment, the written report of the investigation conducted under the auspices of GP 18 (Human Rights Policy) will be sent to the Senior Director, Student and Community Life, who is the responsible officer for students.
5. The Senior Director, Student and Community Life must give the student the opportunity to meet and discuss the situation, and may take one or more of the following courses of action:
 - i. seek an informal resolution;
 - ii. recommend the student receive counseling or other professional assistance and, if necessary, assist the student in obtaining counseling or other professional services;
 - iii. issue a formal written reprimand to the student;
 - iv. assess and recover costs to rectify the damage or loss caused by the student;
 - v. require the student to write a letter of apology to any person adversely affected by the student's behaviour;
 - vi. require the student to perform up to 50 hours of community service;
 - vii. terminate the student's scholarships or other financial support;
 - viii. refer the matter to the University Board of Student Discipline (UBSD).
6. The Senior Director must notify the student in writing of the action that will be taken.
7. If the Senior Director, Student and Community Life, takes action under 5(ii) through 5(vii) above, the student must be notified in writing that a copy of the documentation associated with the incident and a record of any actions taken will be retained by the University and that, in the event of any further reports of misconduct, the record may be used in determining the action to be taken for the subsequent misconduct.
8. In the case of 5(ii) through 5(vii) above, the student may dispute the facts of the incident by referring his or her case to the UBSD. In such cases, the student must state in writing and within three (3) weeks of the date of notification by the Senior Director, Student and Community Life, his or her reasons for disputing the facts.



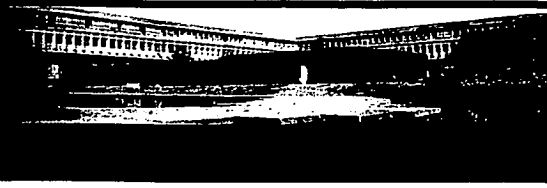
Appendix 2: Procedures for Falsified Documents or Other Forms of Misrepresentation

1. A support person may accompany a student at any meeting concerning disciplinary matters under this section.
2. If the Registrar has reasonable grounds to believe that a document has been falsified or a misrepresentation made that may create an incorrect perception of a student's academic position or credentials, the Registrar must give the student an opportunity to meet and discuss the situation, and may take one or more of the following courses of action:
 - i. issue a formal, written reprimand to the student and place a copy of the reprimand on the student's University file;
 - ii. deny the student admission to the University if the student has not yet been admitted;
 - iii. require that the student write a letter of apology to any person adversely affected by the falsification or misrepresentation;
 - iv. change any grade that the student may have received as a result of the falsification or misrepresentation;
 - v. recommend that the student receive counseling or other professional assistance; or,
 - vi. if the Registrar believes that a more severe penalty should be imposed, forward a report of the incident to the UBSD with a copy to the student.
3. If the Registrar takes action under 2(i) through 2(v) above, the student must be notified in writing that a copy of the documentation associated with the incident and a record of the action taken will be retained by the University and that, in the event of any further reports of misconduct, the record may be used in determining the action to be taken for the subsequent misconduct.
4. If an Instructor has reasonable grounds to believe that a student in his or her course has submitted a document that has been falsified, or has made a misrepresentation to gain a benefit or an advantage in a course, including the submission of a forged or altered medical certificate or death certificate, the Instructor must confer with the Chair of the Instructor's Department and the Registrar to decide whether the misconduct should be dealt with as a case of general misconduct, or as a case of academic dishonesty, or as both.
5. If the Instructor, the Chair and the Registrar decide that the falsification or misrepresentation should be dealt with as general misconduct, the Registrar must proceed under Appendix 1 of this policy.
6. If the Instructor, the Chair and the Registrar decide that the falsification or misrepresentation should be dealt with as academic dishonesty, the Instructor must proceed under Appendix 3 of this policy.
7. If the Instructor, the Chair and the Registrar decide that the falsification or misrepresentation should be dealt with as both general misconduct and academic dishonesty, the matter must be dealt with by the Registrar under Appendix 1 of this policy.



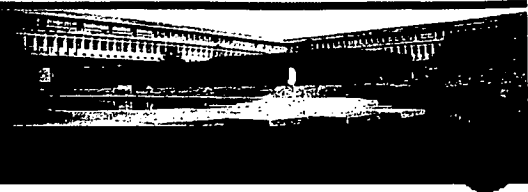
The Registrar may then impose any academic penalty recommended by the Instructor or the Chair and section 2 of this Appendix in addition to any of the penalties for general misconduct listed in section 5 of Appendix 1.

8. A student who disputes the facts of the case may refer his or her case to the UBSD for a hearing to determine the facts. The student must submit his or her request in writing within three weeks of the date of notification by the Registrar.



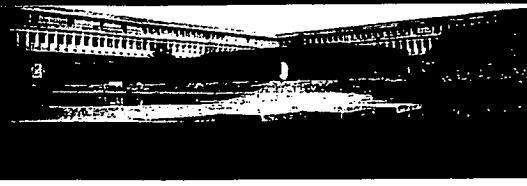
Appendix 3: Procedures for Academic Dishonesty

1. Every academic unit should have at least one academic integrity advisor who can assist faculty with the handling of academic dishonesty cases.
2. A unit's academic integrity advisor and/or the Chair of a Department may consult with another departmental academic integrity advisor, the Chair of another department, and/or the Academic Integrity Coordinator in the Office of the Registrar about cases of academic dishonesty involving a particular student, to determine whether the student has committed other acts of academic dishonesty, and related matters.
3. If an Instructor believes that a student in his or her course has engaged in academic dishonesty, the Instructor must outline the nature of the concern to the student in a timely manner and the student must be given the opportunity to discuss the matter with the Instructor.
4. If an Instructor is not available to handle the case, the Chair of the Department or his or her delegate, will take over the role of the Instructor.
5. If the Chair of the Department is the course Instructor, an Associate Chair or other appropriate administrator within the department must take over the role of the Chair.
6. A support person may accompany a student at any meeting concerning disciplinary matters under this section.
7. If an Instructor finds that a student has engaged in academic dishonesty, the Instructor may, after consulting with the departmental Academic Integrity Advisor or Chair, impose one or more of the following penalties:
 - i. give the student a warning;
 - ii. require the student to redo the work, or to do supplementary work;
 - iii. assign a low grade for the work;
 - iv. assign a grade of "F" for the work.
8. The student, the Chair of the Department and the Registrar must be informed in writing of the nature of the dishonesty and the decision in a timely manner. The student must be advised by the Instructor that the report will be retained by the University and that, in the event of any further reports of academic dishonesty, the report may be used to determine a penalty for the subsequent academic dishonesty. See Appendix 4 for a sample of the report form, copies of which are available from both the Office of the Registrar, departmental academic integrity advisors or departmental offices.
9. If the Chair of the Department receives information that a student has been involved in more than one case of academic dishonesty, or believes that the academic dishonesty deserves a penalty more severe than that imposed by the Instructor, or the Instructor



believes that a penalty is warranted beyond that provided for in section 7 above, the Chair may impose a different penalty.

10. Before imposing a penalty, the Chair must give the student an opportunity to discuss the matter and, after reviewing the facts of the case and any previous case or cases, may impose one or more of the following penalties:
 - i. issue a formal reprimand to the student;
 - ii. assign a grade less severe than “FD” (failed – academic dishonesty) for the course, including a grade of “F”;
 - iii. assign a grade of “FD” (failed – academic dishonesty) for the course.
11. The Chair must advise the student in writing of his or her decision, with a copy to the Instructor and the Registrar. The student should be advised that the report will be retained by the University and, in the event of any further reports of academic dishonesty, the report may be used to determine a penalty for the subsequent case of academic dishonesty. See Appendix 4 for a sample of the report form, copies of which are available from both the Office of the Registrar, departmental academic integrity advisors or departmental offices.
12. The Chair may delegate any of the Chair’s responsibilities under this section to an Associate Chair or other appropriate administrator within the department, excluding the imposition of penalties.
13. If the Chair believes that the academic dishonesty deserves a penalty beyond that provided for in section 10 above, the Chair may impose one of the penalties listed in section 10 and also refer the case to the University Board on Student Discipline (UBSD) with a recommendation that a more severe penalty be imposed.
14. The Chair who refers a case to the UBSD may recommend that a specific penalty or penalties be imposed by the UBSD.
15. If the Registrar receives a report of academic dishonesty that has resulted in the imposition of a penalty and subsequently determines there are reports of other incidents from the same academic unit involving the same student, including previous reports of academic dishonesty, the Registrar must notify the Chair of the academic unit involved and refer the matter back to the Chair for action under sections 7, 10 and/or 13 above.
16. If the Registrar receives a report of academic dishonesty that has resulted in the imposition of a penalty and subsequently determines that there are reports of other incidents of academic dishonesty from other academic units involving the same student, including previous reports of academic dishonesty, the Registrar must notify the Chairs of the academic units involved. The Registrar must then consult with the Chairs or Instructors who submitted the reports to ascertain their views on an appropriate academic penalty in light of the multiple reports of academic dishonesty.



17. Following the consultation mentioned in section 16, the Registrar must give the student an opportunity to discuss the matter and, after reviewing the facts of the case or cases and any previous case or cases, may impose one or more of the penalties listed in sections 7 or 10, or impose a penalty and refer the case to the UBSD in accordance with sections 13 and 14.
18. If the Registrar imposes a penalty under section 17, the Registrar must notify the student in writing of his or her decision, with copies to the Chairs of the affected academic units. The student should be advised that the report will be retained by the University and, in the event of any further reports of academic dishonesty, the report may be used to determine a penalty for the subsequent case of academic dishonesty.
19. If a student wishes to dispute the finding of fact of the Instructor, the Chair of the Department or the Registrar, the student may refer his or her case to the UBSD, in writing, stating the reasons for the referral, within three weeks of the date of notification by the Instructor, the Chair, or the Registrar.

Official Transcript Withheld

20. If a case is referred to the UBSD by the Chair of a Department or, in the case of student misconduct other than academic dishonesty, by a University official, the student's official transcript will not normally be made available to the student until the case is concluded.
21. In a case not referred to the UBSD, if the student wishes to dispute the severity of the penalty, the student may forward his or her case to the Senate Committee on Disciplinary Appeals (SCODA), in writing, stating reasons, within three weeks of the date of notification of the penalty.
22. If a student receives a grade of FD, the Registrar will automatically change the grade to F once two years have elapsed since the student's graduation if the student did not commit further acts of academic dishonesty following the imposition of the FD grade.

Maintenance of a Registry

23. The Registrar shall create and maintain a Registry containing information about students who commit acts of academic dishonesty, incidents of academic dishonesty, the penalties imposed for acts of academic dishonesty, and any other relevant information.



Simon Fraser University
Policies and Procedures

Date: May 1, 2009
Revision Date: New

Number: S 10.03
Revision Number: 0.2

University Board on Student Discipline (“UBSD”)

0.1 Preamble

Complaints of academic dishonesty and student misconduct may be resolved by informal means or without resort to adjudication. Designated University officials such as a Chair of a Department or course instructor may impose penalties in certain circumstances. Where an informal resolution is inappropriate or unsuccessful, an impartial forum is provided in which there will be a complete examination of allegations of academic dishonesty and misconduct on the part of students. That impartial forum is the University Board on Student Discipline (“UBSD”).

The Tribunal will provide individuals with an opportunity to respond in a timely manner to allegations of academic dishonesty or misconduct and, if appropriate, will recommend a course of action to the President, or to the Vice-President, Academic if the President has already played a role in the case.

1.0 General

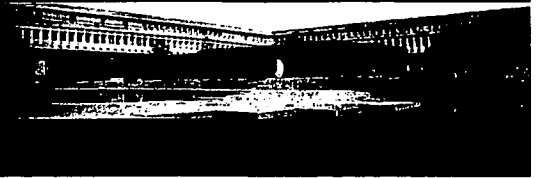
- 1.1 Students must be treated fairly before being penalized for academic dishonesty or misconduct. They are entitled to information about the alleged wrongdoing and to provide a response.
- 1.2 The UBSD is an internal administrative body, governed by the principles of natural justice and procedural fairness. Within this framework, it is free to develop procedures and practices to conduct hearings and is not constrained by strict rules of procedure and evidence.
- 1.3 The UBSD consists of eleven members named by the Vice-President, Academic from a list of nominees drawn from the various campus constituencies. The Board must be comprised of three faculty, four students and three staff, plus a Coordinator named by the Vice-President, Academic.
- 1.4 Normally, faculty and staff are appointed to the Board for terms of three years and students are appointed to the Board for one-year terms. Terms of office will be staggered to ensure some continuity of membership.
- 1.5 The Coordinator of the UBSD will appoint a Tribunal of three persons consisting of a Chair and two other members for each hearing. In deciding upon the composition of the Tribunal, the Coordinator of the UBSD shall take into account the nature of the allegations brought forward and the diversity of the University community. The membership of the Tribunal shall include at least one faculty member and one student.



- 1.6 In human rights cases, the UBSD consists of a single person appointed by the Vice-President, Academic. This person must be external to the University and must be experienced as an adjudicator in human rights proceedings.
- 1.7 In extenuating circumstances, the Coordinator of the UBSD may extend the time limits for a student to dispute the findings of fact made by an Instructor, a Chair, the Registrar, or the Senior Director, Student and Community Life.

2.0 UBSD Hearings

- 2.1 When the neutrality of any member of the Tribunal is challenged, the issue will be determined by the Chair. When the neutrality of the Chair is challenged, the issue will be determined by the Coordinator of the UBSD.
- 2.2 UBSD hearings shall be closed to the public unless both parties involved provide explicit written consent.
- 2.3 If a student is unable or unwilling to participate in a UBSD hearing for any reason, the UBSD Coordinator must determine if there are sufficient grounds to proceed in the student's absence. If such a determination is made, the Coordinator will forward a recommendation to the Registrar that the student may not register in any courses at the University until the case has been dealt with.
- 2.4 Hearings may be held using telecommunications or other communications technology at the discretion of the Chair.
- 2.5 In exceptional circumstances, the Tribunal may permit the student to appear *in absentia* by delegate.
- 2.6 The parties to a hearing (i.e., the applicant and the respondent) may have a representative present at the hearing and/or may be accompanied by a support person.
- 2.7 If the applicant or respondent fails to appear before the Tribunal at the appointed time, the Tribunal may, and without further notice, proceed in such absence or dismiss the complaint or review.
- 2.8 If there are medical or compassionate reasons for non-appearance, the Secretary of the UBSD must be notified in writing immediately and evidence in support of the reasons for non-appearance must be sent to the Chair as soon as possible. The Chair will determine the acceptability of such reasons and whether the hearing should be postponed.
- 2.9 Both parties are entitled to be present throughout the hearing, but witnesses must be excluded until they have presented their evidence. Evidence will not be given under oath. Each party must be given the opportunity to ask questions of any witness.



- 2.10 The Tribunal is responsible for interpreting any policy under consideration.
- 2.11 The Chair of the Tribunal shall be responsible for maintaining an orderly hearing.
- 2.13 In cases brought before the UBSD by a University official, the Tribunal will first hear the evidence and determine the facts of the case. If the Tribunal finds that academic dishonesty or general misconduct is established, it will hold a second hearing to consider any recommendation on the penalty (penalty hearing). These two hearings may take place on the same or different days. When all parties are in agreement as to the facts, the Tribunal may proceed directly to consider any recommendation on the penalty.
- 2.14 The Tribunal may hear impact statements from witnesses or parties prior to making a recommendation about a penalty.
- 2.15 The burden of proof is on the person alleging general misconduct or academic dishonesty. The appropriate standard for a decision in this process is proof on a balance of probabilities.

3.0 Decision-making

- 3.1 The deliberations of the Tribunal must be closed with no record kept.
- 3.2 The Chair of the Tribunal votes only in the case of a tie. No member of the Tribunal may abstain.
- 3.3 In cases brought before the UBSD by a student, the Tribunal must confirm or overturn the findings of fact made by the person whose decision is under review. If the decision is confirmed, the penalty remains unaltered. If the decision is overturned, the Tribunal must decide upon an appropriate course of action consistent with the finding of fact of the Tribunal.
- 3.4 In cases brought before the UBSD by a University official, the Tribunal must convey its decision to the parties involved following deliberation with regard to the penalty, the facts of the case, or both.
- 3.5 Before formulating its recommendation to the President on penalty, the Tribunal will hear from both parties. At this stage, the Tribunal may have access to any other disciplinary information about the student that has been retained by the University.
- 3.6 The Tribunal must provide a written decision that includes the findings of fact, the reasons and the recommendation regarding penalty, if any, and provide both parties and the Registrar with a copy.



4.0 Penalties

- 4.1 The penalties for general misconduct, other than falsification and misrepresentation of documents, that may be recommended by the UBSD, and imposed by the President, may include but are not limited to one or more of the penalties listed in Appendix 1, section 5.
- 4.2 The penalties for misconduct that involves falsification and misrepresentation of documents, that may be recommended by the UBSD and imposed by the President, may include but are not limited to:
 - i. one or more of the penalties listed in Appendix 1, section 5
 - ii. any one or more of the penalties listed in Appendix 2, section 2; and,
 - iii. any one or more of the penalties for academic dishonesty listed in paragraph 3.5.3 below.
- 4.3 The penalties for academic dishonesty that may be recommended by the UBSD and imposed by the President may include, but are not limited to, one or more of the penalties listed in Appendix 3, sections 7 and 10, as well as any one or more of the following:
 - i. denial of admission or re-admission to the University;
 - ii. de-registration, with or without a tuition fee refund;
 - iii. forfeiture of University awards or financial assistance;
 - iv. suspension or permanent suspension from the University; or
 - v. revocation of a degree and return of the student's transcript and degree, certificate or diploma parchment to the Registrar.

5.0 Imposition of a Penalty by the President

- 5.1 The parties will have three weeks to provide the President with a response to the Tribunal's recommendation.
- 5.2 The decision of the President must be communicated in writing to the parties, with the reasons for the decision. The student must be advised of the process for appeal to the Senate Committee on Disciplinary Appeals (SCODA), the time limits for initiating such an appeal, and the services of the Ombudsperson's Office.
- 5.3 The President's decision takes effect at the expiry of the time limit for the appeal, or when a decision on the appeal is made by SCODA.
- 5.4 A notation of a permanent or other suspension must be placed on the student's official transcript. A notation of such a suspension will be removed when it expires. The report will remain sealed and may be opened only on the authorization of the Registrar if the student is involved in other incidents of academic dishonesty or general misconduct, or as permitted or required by law.



5.5 Academic work undertaken by a student at another institution while under a penalty prohibiting attendance at SFU may not subsequently be transferred or in any other way credited to the student's academic record at SFU.

5.6 If the student's appeal is successful, the University must, if possible, take steps to return the student to the position he/she would have been in if the appealed decision had not been made.

6.0. Reporting

6.1 The Registrar and the Senior Director, Student and Community Life must maintain a statistical summary of cases handled through their offices each year, and these data must be included in the Annual Report to Senate on Student Discipline Matters.

6.2 In addition to the data referred to in section 6.1, the Annual Report on Student Discipline Matters must contain a summary of the UBSD Tribunal's findings, the President's decisions, SCODA's decisions and the penalties imposed. This report must be accessible to the University community and must be submitted to Senate for information except where the Tribunal, SCODA or the President determine that cases or parts of cases should not be disclosed. The Summary must not disclose the identities of the parties. A set of decisions that does not disclose the identities of the parties must be maintained in the office of the Secretary of the UBSD and be available for review upon reasonable notice.

7.0 Retention and Disposal of Records

7.1 Records created as a result of actions taken under this policy will be managed in accordance with a Records Retention Schedule and Disposal Authority (RRSDA). The University Archivist is responsible for approving all RRSDAs.

7.2 The Registrar must destroy any record of a student's alleged academic dishonesty that may be held in the Office of the Registrar if the UBSD or SCODA determines that the discipline of the student was unwarranted.



Appendix 1: Procedures for General Misconduct

1. A support person may accompany a student to any meeting concerning disciplinary matters for general misconduct.
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3. When the report is prepared by a University official other than the Director of Campus Security, a copy must be sent to the Director of Campus Security.
4. If the misconduct involves a form of harassment, the written report of the investigation conducted under the auspices of GP 18 (Human Rights Policy) will be sent to the Senior Director, Student and Community Life, who is the responsible officer for students.
5. The Senior Director, Student and Community Life must give the student the opportunity to meet and discuss the situation, and may take one or more of the following courses of action:
 - i. seek an informal resolution;
 - ii. recommend the student receive counseling or other professional assistance and, if necessary, assist the student in obtaining counseling or other professional services;
 - iii. issue a formal written reprimand to the student;
 - iv. assess and recover costs to rectify the damage or loss caused by the student;
 - v. require the student to write a letter of apology to any person adversely affected by the student's behaviour;
 - vi. require the student to perform up to 50 hours of community service;
 - vii. terminate the student's scholarships or other financial support;
 - viii. refer the matter to the University Board of Student Discipline (UBSD).
6. The Senior Director must notify the student in writing of the action that will be taken.
7. If the Senior Director, Student and Community Life, takes action under 5(ii) through 5(vii) above, the student must be notified in writing that a copy of the documentation associated with the incident and a record of any actions taken will be retained by the University and that, in the event of any further reports of misconduct, the record may be used in determining the action to be taken for the subsequent misconduct.
8. In the case of 5(ii) through 5(vii) above, the student may dispute the facts of the incident by referring his or her case to the UBSD. In such cases, the student must state in writing and within three (3) weeks of the date of notification by the Senior Director, Student and Community Life, his or her reasons for disputing the facts.



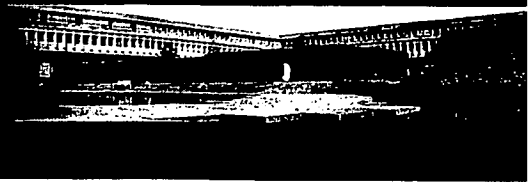
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 - i. issue a formal, written reprimand to the student and place a copy of the reprimand on the student's University file;
 - ii. deny the student admission to the University if the student has not yet been admitted;
 - iii. require that the student write a letter of apology to any person adversely affected by the falsification or misrepresentation;
 - iv. change any grade that the student may have received as a result of the falsification or misrepresentation;
 - v. recommend that the student receive counseling or other professional assistance; or,
 - vi. if the Registrar believes that a more severe penalty should be imposed, forward a report of the incident to the UBSD with a copy to the student.
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5. If the Instructor, the Chair and the Registrar decide that the falsification or misrepresentation should be dealt with as general misconduct, the Registrar must proceed under Appendix 1 of this policy.
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7. If the Instructor, the Chair and the Registrar decide that the falsification or misrepresentation should be dealt with as both general misconduct and academic dishonesty, the matter must be dealt with by the Registrar under Appendix 1 of this policy. The Registrar may then impose



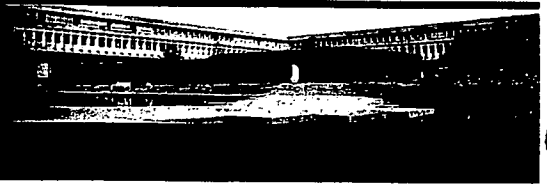
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1. Every academic unit should have at least one academic integrity advisor who can assist faculty with the handling of academic dishonesty cases.
2. A unit's academic integrity advisor and/or the Chair of a Department may consult with another departmental academic integrity advisor, the Chair of another department, and/or the Academic Integrity Coordinator in the Office of the Registrar about cases of academic dishonesty involving a particular student, to determine whether the student has committed other acts of academic dishonesty, and related matters.
3. If an Instructor believes that a student in his or her course has engaged in academic dishonesty, the Instructor must outline the nature of the concern to the student in a timely manner and the student must be given the opportunity to discuss the matter with the Instructor.
4. If an Instructor is not available to handle the case, the Chair of the Department or his or her delegate, will take over the role of the Instructor.
5. If the Chair of the Department is the course Instructor, an Associate Chair or other appropriate administrator within the department must take over the role of the Chair.
6. A support person may accompany a student at any meeting concerning disciplinary matters under this section.
7. If an Instructor finds that a student has engaged in academic dishonesty, the Instructor may, after consulting with the departmental Academic Integrity Advisor or Chair, impose one or more of the following penalties:
 - i. give the student a warning;
 - ii. require the student to redo the work, or to do supplementary work;
 - iii. assign a low grade for the work;
 - iv. assign a grade of "F" for the work.
8. The student, the Chair of the Department and the Registrar must be informed in writing of the nature of the dishonesty and the decision in a timely manner. The student must be advised by the Instructor that the report will be retained by the University and that, in the event of any further reports of academic dishonesty, the report may be used to determine a penalty for the subsequent academic dishonesty. See Appendix 4 for a sample of the report form, copies of which are available from both the Office of the Registrar, departmental academic integrity advisors or departmental offices.
9. If the Chair of the Department receives information that a student has been involved in more than one case of academic dishonesty, or believes that the academic dishonesty deserves a penalty more severe than that imposed by the Instructor, or the Instructor believes that a



penalty is warranted beyond that provided for in section 7 above, the Chair may impose a different penalty.

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 - i. issue a formal reprimand to the student;
 - ii. assign a grade less severe than "FD" (failed – academic dishonesty) for the course, including a grade of "F";
 - iii. assign a grade of "FD" (failed – academic dishonesty) for the course.
11. The Chair must advise the student in writing of his or her decision, with a copy to the Instructor and the Registrar. The student should be advised that the report will be retained by the University and, in the event of any further reports of academic dishonesty, the report may be used to determine a penalty for the subsequent case of academic dishonesty. See Appendix 4 for a sample of the report form, copies of which are available from both the Office of the Registrar, departmental academic integrity advisors or departmental offices.
12. The Chair may delegate any of the Chair's responsibilities under this section to an Associate Chair or other appropriate administrator within the department, excluding the imposition of penalties.
13. If the Chair believes that the academic dishonesty deserves a penalty beyond that provided for in section 10 above, the Chair may impose one of the penalties listed in section 10 and also refer the case to the University Board on Student Discipline (UBSD) with a recommendation that a more severe penalty be imposed.
14. The Chair who refers a case to the UBSD may recommend that a specific penalty or penalties be imposed by the UBSD.
15. If the Registrar receives a report of academic dishonesty that has resulted in the imposition of a penalty and subsequently determines there are reports of other incidents from the same academic unit involving the same student, including previous reports of academic dishonesty, the Registrar must notify the Chair of the academic unit involved and refer the matter back to the Chair for action under sections 7, 10 and/or 13 above.
16. If the Registrar receives a report of academic dishonesty that has resulted in the imposition of a penalty and subsequently determines that there are reports of other incidents of academic dishonesty from other academic units involving the same student, including previous reports of academic dishonesty, the Registrar must notify the Chairs of the academic units involved. The Registrar must then consult with the Chairs or Instructors who submitted the reports to ascertain their views on an appropriate academic penalty in light of the multiple reports of academic dishonesty.



17. Following the consultation mentioned in section 16, the Registrar must give the student an opportunity to discuss the matter and, after reviewing the facts of the case or cases and any previous case or cases, may impose one or more of the penalties listed in sections 7 or 10, or impose a penalty and refer the case to the UBSD in accordance with sections 13 and 14.
18. If the Registrar imposes a penalty under section 17, the Registrar must notify the student in writing of his or her decision, with copies to the Chairs of the affected academic units. The student should be advised that the report will be retained by the University and, in the event of any further reports of academic dishonesty, the report may be used to determine a penalty for the subsequent case of academic dishonesty.
19. If a student wishes to dispute the finding of fact of the Instructor, the Chair of the Department or the Registrar, the student may refer his or her case to the UBSD, in writing, stating the reasons for the referral, within three weeks of the date of notification by the Instructor, the Chair, or the Registrar.

Official Transcript Withheld

20. If a case is referred to the UBSD by the Chair of a Department or, in the case of student misconduct other than academic dishonesty, by a University official, the student's official transcript will not normally be made available to the student until the case is concluded.
21. In a case not referred to the UBSD, if the student wishes to dispute the severity of the penalty, the student may forward his or her case to the Senate Committee on Disciplinary Appeals (SCODA), in writing, stating reasons, within three weeks of the date of notification of the penalty.
22. If a student receives a grade of FD, the Registrar will automatically change the grade to F once two years have elapsed since the student's graduation if the student did not commit further acts of academic dishonesty following the imposition of the FD grade.

Maintenance of a Registry

23. The Registrar shall create and maintain a Registry containing information about students who commit acts of academic dishonesty, incidents of academic dishonesty, the penalties imposed for acts of academic dishonesty, and any other relevant information.



**Simon Fraser University
Policies and Procedures**

**Date: February 3, 2009
Revision Date: New**

**Number: S 10.04
Revision Number: 0.2**

Senate Committee on Disciplinary Appeals (“SCODA”)

0.1 Preamble

When the University imposes a penalty on a student for academic dishonesty or misconduct, the student may appeal to the Senate Committee on Disciplinary Appeals (“SCODA”).

SCODA is the standing committee of final appeal for students in matters of academic discipline as mandated in the University Act, and is also the forum of final appeal for students in matters of misconduct and such other matters as Senate or the Chair of Senate directs.

1.0 Structure of SCODA

1.1 SCODA is comprised of:

- i. three faculty members and two alternate faculty members, who are not Chairs, Deans or Vice-Presidents, elected by Senate for overlapping two-year terms; and
- ii. three students and two alternate students elected by Senate for one year terms.

1.2 The Chair of SCODA must be a faculty member of SCODA elected annually by the voting members of SCODA. A Vice-Chair who must be a faculty member must be elected at the same time as the chair.

1.3 The Secretary of the Senate or his/her designate serves as a non-voting secretary to the Committee.

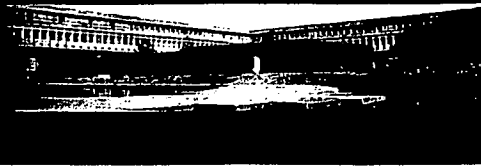
2.0 Grounds of Appeal to SCODA

2.1 A student may appeal in writing to SCODA only on one or more of the following grounds:

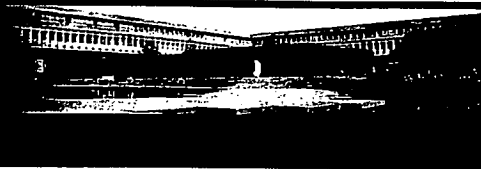
- i. that a procedural error occurred of sufficient magnitude that it may reasonably be said to have affected the fairness of the process or altered the outcome of the case against the student;
- ii. that a factual error occurred of sufficient magnitude that it may reasonably be said to have altered the outcome of the case against the student;
- iii. that the penalty imposed on the student is excessive in all the circumstances of the case; or
- iv. that new, material evidence is available which, despite the exercise of due diligence by the party wishing to appeal, could not have been made available at the time of the hearing giving rise to the appeal.

2.2 Any notice of appeal must be in writing and must be received by the Registrar's office within three weeks of the decision that is the subject of the appeal.

2.3 In exceptional circumstances, a student or the University may apply to either the Registrar or the Chair of SCODA for an extension of time to file the notice of appeal. The Registrar or the Chair of SCODA must decide whether or not to approve an extension. The decision of either the Registrar or the Chair of SCODA is final.



- 2.4 The Registrar must inform the respondent and the President of the notice of appeal in writing, and schedule a meeting of SCODA as quickly as possible.
- 2.5 The implementation of any penalty is stayed pending determination of the appeal by SCODA.
- 3.0 SCODA Hearings**
- 3.1 SCODA, as an internal administrative body, must follow the principles of natural justice and procedural fairness. Within that framework, it is free to develop procedures and practices to conduct appeals and is not constrained by strict rules of procedure and evidence.
- 3.2 The number of members of SCODA required to hear an appeal is two faculty members, two students and the Chair. The quorum for other meetings of the committee is five members of the committee, including the Chair.
- 3.3 To ensure the impartiality of the Committee, no member with previous involvement in the case may hear the appeal.
- 3.4 The neutrality of any member of the Committee scheduled to hear an appeal may be challenged and will be determined by the Chair. If the neutrality of the Chair is challenged, the issue will be determined by the other members of the hearing panel.
- 3.5 A SCODA hearing must be closed to the public. An appeal hearing may only be open to the public with the explicit written consent of the parties.
- 3.6 In exceptional circumstances, the Committee may permit the student to appear *in absentia* by delegate.
- 3.7 The appellant (or representative) must be given the opportunity to make a statement to the Committee to support the appeal.
- 3.8 The respondent may also appear at the appeal and be given an opportunity to make a statement. Where the appeal is under section 2.1 iv), the respondent is entitled to speak to the new evidence.
- 3.9 Both parties may be accompanied by a representative at the appeal and may be accompanied by a support person.
- 3.10 If the appellant fails to appear before the Committee on the appointed time, the Committee may, without further notice, proceed in such absence to determine the appeal.
- 3.11 If there are medical or compassionate reasons for non-appearance, the Secretary must be notified immediately. The Chair will determine the acceptability of such reasons and whether the appeal should be postponed.



3.12 Appeals must be based upon the record of the preceding hearing or decision and any other relevant documentation considered. The Committee may hear new evidence only when a case is being appealed under section 2.1 iv).

4.0 SCODA Decisions

4.1 The deliberations of the Committee must be closed. No transcript or electronic recording of the proceedings must be kept.

4.2 The Chair must cast the deciding vote in the event of a tie. No member hearing the appeal may abstain.

4.3 Having heard the appeal, the Committee may find:

- i. in favour of the student under section 2.1 i) or ii), and substitute its own finding or order a new hearing;
- ii. in favour of the student under section 2.1 iii) and vary the penalty;
- iii. in favour of the appellant under section 2.1 iv) and substitute its own finding or order a new hearing; or
- iv. against the appellant, confirming the original decision that remains unchanged.

4.4 If the Committee determines that discipline of the student is unwarranted, the University must, if possible, take steps to return the student to the position he or she would have been in had the appealed decision not been made.

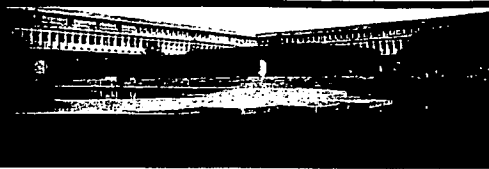
4.5 The decision on an appeal must be communicated to the appellant, the respondent and the President in writing as soon as possible after the decision has been made, with reasons. If SCODA recommends the revocation of a degree, that recommendation must be forwarded to Senate for action.

4.6 The decision of the Committee is final.

5.0 Reporting

5.1 The Registrar and the Senior Director, Student and Community Life must maintain a statistical summary of cases handled through their offices each year, and these data must be included in the Annual Report to Senate on Student Discipline Matters.

5.2 In addition to the data referred to in section 5.1, the Annual Report on Student Discipline Matters must contain a summary of the UBSD Tribunal's findings, the President's decisions, SCODA's decisions and the penalties imposed. This report must be accessible to the University community and must be submitted to Senate for information except where the Tribunal, SCODA or the President determine that cases or parts of cases should not be disclosed. The Summary must not disclose the identities of the parties. A set of decisions that does not disclose the identities of the parties must be maintained in the office of the Secretary of the UBSD and be available for review upon reasonable notice.



6.0 Retention and Disposal of Records

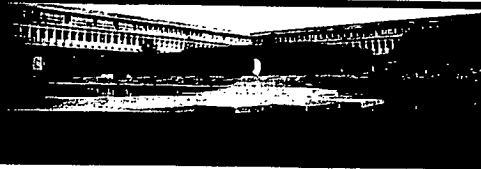
- 6.1 Records created as a result of actions taken under this policy will be managed in accordance with a Records Retention Schedule and Disposal Authority (RRSDA). The University Archivist is responsible for approving all RRSDAs.
- 6.2 The Registrar must destroy any record of a student's alleged academic dishonesty that may be held in the Office of the Registrar if the UBSD or SCODA determines that the discipline of the student was unwarranted.

7.0 Access to Information and Protection of Privacy

Information and records created under this policy are subject to the access to information and protection of privacy provisions of British Columbia's *Freedom of Information and Protection of Privacy Act* and the University's Information (I) policies.

8.0 Miscellaneous

- i. Cases forwarded to UBSD should be addressed to: Secretary, University Board of Student Discipline, Registrar's Office.
- ii. Cases forwarded to SCODA should be addressed to: Secretary, Senate Committee on Disciplinary Appeals, Registrar's Office.



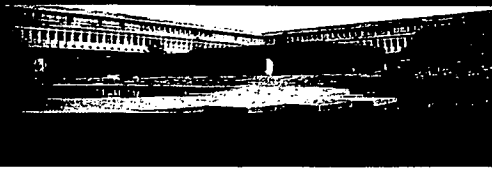
Appendix 1: Procedures for General Misconduct

1. A support person may accompany a student to any meeting concerning disciplinary matters for general misconduct.
2. If the Chair of a Department or another University official, including the Director of Campus Security, believes that a student has engaged in general misconduct other than academic dishonesty, the Chair or University official may prepare a written report of the incident and forward the report to the Senior Director, Student and Community Life.
3. When the report is prepared by a University official other than the Director of Campus Security, a copy must be sent to the Director of Campus Security.
4. If the misconduct involves a form of harassment, the written report of the investigation conducted under the auspices of GP 18 (Human Rights Policy) will be sent to the Senior Director, Student and Community Life, who is the responsible officer for students.
5. The Senior Director, Student and Community Life must give the student the opportunity to meet and discuss the situation, and may take one or more of the following courses of action:
 - i. seek an informal resolution;
 - ii. recommend the student receive counseling or other professional assistance and, if necessary, assist the student in obtaining counseling or other professional services;
 - iii. issue a formal written reprimand to the student;
 - iv. assess and recover costs to rectify the damage or loss caused by the student;
 - v. require the student to write a letter of apology to any person adversely affected by the student's behaviour;
 - vi. require the student to perform up to 50 hours of community service;
 - vii. terminate the student's scholarships or other financial support;
 - viii. refer the matter to the University Board of Student Discipline (UBSD).
6. The Senior Director must notify the student in writing of the action that will be taken.
7. If the Senior Director, Student and Community Life, takes action under 5 (ii) through 5 (vii) above, the student must be notified in writing that a copy of the documentation associated with the incident and a record of any actions taken will be retained by the University and that, in the event of any further reports of misconduct, the record may be used in determining the action to be taken for the subsequent misconduct.
8. In the case of 5 (ii) through 5 (vii) above, the student may dispute the facts of the incident by referring his or her case to the UBSD. In such cases, the student must state in writing and within three (3) weeks of the date of notification by the Senior Director, Student and Community Life, his or her reasons for disputing the facts.



Appendix 2: Procedures for Falsified Documents or Other Forms of Misrepresentation

1. A support person may accompany a student at any meeting concerning disciplinary matters under this section.
2. If the Registrar has reasonable grounds to believe that a document has been falsified or a misrepresentation made that may create an incorrect perception of a student's academic position or credentials, the Registrar must give the student an opportunity to meet and discuss the situation, and may take one or more of the following courses of action:
 - i. issue a formal, written reprimand to the student and place a copy of the reprimand on the student's University file;
 - ii. deny the student admission to the University if the student has not yet been admitted;
 - iii. require that the student write a letter of apology to any person adversely affected by the falsification or misrepresentation;
 - iv. change any grade that the student may have received as a result of the falsification or misrepresentation;
 - v. recommend that the student receive counseling or other professional assistance; or,
 - vi. if the Registrar believes that a more severe penalty should be imposed, forward a report of the incident to the UBSD with a copy to the student.
3. If the Registrar takes action under 2 (i) through 2 (v) above, the student must be notified in writing that a copy of the documentation associated with the incident and a record of the action taken will be retained by the University and that, in the event of any further reports of misconduct, the record may be used in determining the action to be taken for the subsequent misconduct.
4. If an Instructor has reasonable grounds to believe that a student in his or her course has submitted a document that has been falsified, or has made a misrepresentation to gain a benefit or an advantage in a course, including the submission of a forged or altered medical certificate or death certificate, the Instructor must confer with the Chair of the Instructor's Department and the Registrar to decide whether the misconduct should be dealt with as a case of general misconduct, or as a case of academic dishonesty, or as both.
5. If the Instructor, the Chair and the Registrar decide that the falsification or misrepresentation should be dealt with as general misconduct, the Registrar must proceed under Appendix 1 of this policy.
6. If the Instructor, the Chair and the Registrar decide that the falsification or misrepresentation should be dealt with as academic dishonesty, the Instructor must proceed under Appendix 3 of this policy.
7. If the Instructor, the Chair and the Registrar decide that the falsification or misrepresentation should be dealt with as both general misconduct and academic dishonesty, the matter must be dealt with by the Registrar under Appendix 1 of this policy. The Registrar may then impose any academic penalty recommended by the Instructor or the Chair and section 2 of this Appendix in addition to any of the penalties for general misconduct listed in section 5 of Appendix 1.



8. A student who disputes the facts of the case may refer his or her case to the UBSD for a hearing to determine the facts. The student must submit his or her request in writing within three weeks of the date of notification by the Registrar.

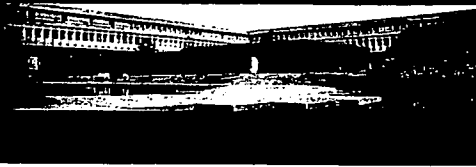


Appendix 3: Procedures for Academic Dishonesty

1. Every academic unit should have at least one academic integrity advisor who can assist faculty with the handling of academic dishonesty cases.
2. A unit's academic integrity advisor and/or the Chair of a Department may consult with another departmental academic integrity advisor, the Chair of another department, and/or the Academic Integrity Coordinator in the Office of the Registrar about cases of academic dishonesty involving a particular student, to determine whether the student has committed other acts of academic dishonesty, and related matters.
3. If an Instructor believes that a student in his or her course has engaged in academic dishonesty, the Instructor must outline the nature of the concern to the student in a timely manner and the student must be given the opportunity to discuss the matter with the Instructor.
4. If an Instructor is not available to handle the case, the Chair of the Department or his or her delegate, will take over the role of the Instructor.
5. If the Chair of the Department is the course Instructor, an Associate Chair or other appropriate administrator within the department must take over the role of the Chair.
6. A support person may accompany a student at any meeting concerning disciplinary matters under this section.
7. If an Instructor finds that a student has engaged in academic dishonesty, the Instructor may, after consulting with the departmental Academic Integrity Advisor or Chair, impose one or more of the following penalties:
 - i. give the student a warning;
 - ii. require the student to redo the work, or to do supplementary work;
 - iii. assign a low grade for the work;
 - iv. assign a grade of "F" for the work.
8. The student, the Chair of the Department and the Registrar must be informed in writing of the nature of the dishonesty and the decision in a timely manner. The student must be advised by the Instructor that the report will be retained by the University and that, in the event of any further reports of academic dishonesty, the report may be used to determine a penalty for the subsequent academic dishonesty. See Appendix 4 for a sample of the report form, copies of which are available from both the Office of the Registrar, departmental academic integrity advisors or departmental offices.
9. If the Chair of the Department receives information that a student has been involved in more than one case of academic dishonesty, or believes that the academic dishonesty deserves a penalty more severe than that imposed by the Instructor, or the Instructor believes that a penalty is warranted beyond that provided for in section 7 above, the Chair may impose a different penalty.



10. Before imposing a penalty, the Chair must give the student an opportunity to discuss the matter and, after reviewing the facts of the case and any previous case or cases, may impose one or more of the following penalties:
 - i. issue a formal reprimand to the student;
 - ii. assign a grade less severe than "FD" (failed – academic dishonesty) for the course, including a grade of "F";
 - iii. assign a grade of "FD" (failed – academic dishonesty) for the course.
11. The Chair must advise the student in writing of his or her decision, with a copy to the Instructor and the Registrar. The student should be advised that the report will be retained by the University and, in the event of any further reports of academic dishonesty, the report may be used to determine a penalty for the subsequent case of academic dishonesty. See Appendix 4 for a sample of the report form, copies of which are available from both the Office of the Registrar, departmental academic integrity advisors or departmental offices.
12. The Chair may delegate any of the Chair's responsibilities under this section to an Associate Chair or other appropriate administrator within the department, excluding the imposition of penalties.
13. If the Chair believes that the academic dishonesty deserves a penalty beyond that provided for in section 10 above, the Chair may impose one of the penalties listed in section 10 and also refer the case to the University Board on Student Discipline (UBSD) with a recommendation that a more severe penalty be imposed.
14. The Chair who refers a case to the UBSD may recommend that a specific penalty or penalties be imposed by the UBSD.
15. If the Registrar receives a report of academic dishonesty that has resulted in the imposition of a penalty and subsequently determines there are reports of other incidents from the same academic unit involving the same student, including previous reports of academic dishonesty, the Registrar must notify the Chair of the academic unit involved and refer the matter back to the Chair for action under sections 7, 10 and/or 13 above.
16. If the Registrar receives a report of academic dishonesty that has resulted in the imposition of a penalty and subsequently determines that there are reports of other incidents of academic dishonesty from other academic units involving the same student, including previous reports of academic dishonesty, the Registrar must notify the Chairs of the academic units involved. The Registrar must then consult with the Chairs or Instructors who submitted the reports to ascertain their views on an appropriate academic penalty in light of the multiple reports of academic dishonesty.
17. Following the consultation mentioned in section 16, the Registrar must give the student an opportunity to discuss the matter and, after reviewing the facts of the case or cases and any previous case or cases, may impose one or more of the penalties listed in sections 7 or 10, or impose a penalty and refer the case to the UBSD in accordance with sections 13 and 14.
18. If the Registrar imposes a penalty under section 17, the Registrar must notify the student in writing of his or her decision, with copies to the Chairs of the affected academic units. The



student should be advised that the report will be retained by the University and, in the event of any further reports of academic dishonesty, the report may be used to determine a penalty for the subsequent case of academic dishonesty.

19. If a student wishes to dispute the finding of fact of the Instructor, the Chair of the Department or the Registrar, the student may refer his or her case to the UBSD, in writing, stating the reasons for the referral, within three weeks of the date of notification by the Instructor, the Chair, or the Registrar.

Official Transcript Withheld

20. If a case is referred to the UBSD by the Chair of a Department or, in the case of student misconduct other than academic dishonesty, by a University official, the student's official transcript will not normally be made available to the student until the case is concluded.
21. In a case not referred to the UBSD, if the student wishes to dispute the severity of the penalty, the student may forward his or her case to the Senate Committee on Disciplinary Appeals (SCODA), in writing, stating reasons, within three weeks of the date of notification of the penalty.
22. If a student receives a grade of FD, the Registrar will automatically change the grade to F once two years have elapsed since the student's graduation if the student did not commit further acts of academic dishonesty following the imposition of the FD grade.

Maintenance of a Registry

23. The Registrar shall create and maintain a Registry containing information about students who commit acts of academic dishonesty, incidents of academic dishonesty, the penalties imposed for acts of academic dishonesty, and any other relevant information.



Course Number _____ Course Name _____ Term course was taken _____

Student's name _____ Student's number _____

Student's email: _____ @sfu.ca

Instructor's name _____ Department/School _____

Please indicate briefly the nature of the incident: _____

STEP 1: GIVE STUDENT AN OPPORTUNITY TO MEET

- meeting with the student held on (date) _____
- student unable/declined to meet

STEP 2: PENALTY DECISION

- issued a formal reprimand to the student
- assigned a grade penalty less harsh than "F" for the course,
- assigned a failing grade for the course,
- referred the case to the UBSD in addition to one of the decisions indicated above.

STEP 3: ADDITIONAL ACTION TAKEN

- I have submitted this report to the Registrar.
- I have advised the student that the incident report will be retained in the student's file and that, in the event of further reports of academic dishonesty, the report may be used when determining a penalty.
- I have given/sent a copy of this report to the student.

NAME OF CHAIR/DIRECTOR _____

SIGNATURE OF CHAIR/DIRECTOR _____ Date _____

Information about the appeal process can be found in the Academic Dishonesty and Misconduct procedures:
<http://www.sfu.ca/policies/teaching/t10-03.htm>

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The information on this form is collected under the authority of the University Act (RSBC 1996, C.468, s.27[4a]), and is needed to record this incident. If you have any questions about the collection and use of this information, contact the Assistant Registrar, Senate and Academic Services, Student Services, Simon Fraser University, 604.291.5350. All information is given in confidence.

Distribution: Instructor—white, Student—yellow, Registrar—pink, Chair—goldenrod

Senate and Academic Services, MBC 3200
8888 University Drive, Burnaby BC Canada V5A 1S6
www.sfu.ca/senate/SenateComms/SCAISLE

DECEMBER 2008



Course Number _____ Course Name _____ Term course was taken _____

Student's name _____ Student's number _____

Student's email _____@sfu.ca

Instructor's name _____ Department/School _____

Please indicate briefly the nature of the incident: _____

STEP 1: GIVE STUDENT AN OPPORTUNITY TO MEET

- meeting with the student held on (date) _____
- student unable/declined to meet

STEP 2: PENALTY DECISION

- give student a warning
- required the student to redo the work or do supplementary work
- assigned a grade penalty less harsh than "F" for the work
- imposed a failing grade for the work
- referred the case to the Chair/Director of the Department/School for penalty.

STEP 3: ADDITIONAL ACTION TAKEN

- I will give this report and supporting documentation to the Chair/Director of the Department/School.
- I have advised the student that the incident report will be retained in the student's file and that, in the event of further reports of academic dishonesty, the report may be used when determining a penalty.
- I will give /send a copy of this report to the student.

SIGNATURE OF INSTRUCTOR _____ Date _____

Information about the appeal process can be found in the Academic Dishonesty and Misconduct procedures:
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Distribution: Instructor—white, Student—yellow, Registrar—pink, Chair—gold

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DECEMBER 2008