



Student Discipline Procedures

I Assignments and Laboratory Reports

- The general rule for collaboration among students on assignments is that a group of students may discuss an assignment together but as long as each assignment is completed independently, students are not violating the academic honesty policies.
- Any assignment/report that the TA/marker views as suspicious is returned to the instructor with an annotation (suspicious meaning copied from another student, copied from the web, fabricated data, strong similarities between submission from group members, etc.).
- If the instructor also views the assignment/report as suspicious, it is passed to the individual in the Department who is responsible for student discipline (Head, Associate or Assistant Head) for investigation. **The Instructor must not assign a grade until the case has been investigated.**
- After reviewing the assignment/report, if the individual responsible for student discipline believes that there is reason to investigate further, he/she will call the student in for a meeting. At this point a letter is sent to the Associate Dean of Science (Student Affairs) explaining the situation. This letter remains in the student's file. It is strongly recommended that the student contact the Office of Student Advocacy prior to this meeting and that a Student Advocate accompany the student to the meeting.
- **Note:** If more than one student is involved, each student must be called in separately for an independent meeting.
- After the meeting, the student is found either guilty or not guilty and the result is copied to the Associate Dean of Science (Student Affairs). See the Faculty of Science Suggested Minimum Penalties for Acts of Academic Dishonesty Table listing the suggested penalties the Department may issue in response to a given infraction.

http://umanitoba.ca/faculties/science/resources/Acad_Dishon_TABLE_RevCSS_AdminC_Jul2012_WEB.pdf

- If the student is found guilty by the Department, she/he must be informed in writing and given the option to appeal to the Associate Dean of Science (Student Affairs). *See below for suggested wording to notify right to appeal.
- At this stage, appeals are handled by the Associate Dean of Science (Student Affairs).



II Term Tests:

- **In all cases the student must be allowed to finish the test.** The test grade will be required if the student is found to be not guilty. **The Instructor must not give back the test paper or post the grade until the investigation has been completed.**
- If an invigilator witnesses suspicious behavior during a term test, the invigilator should take appropriate action (e.g. remove any unauthorized devices, move any students who may be inappropriately collaborating, etc.), allow the student(s) to complete the test, then report the incident to the individual in the Department responsible for student discipline.
- Upon marking, any term test that the TA/marker/instructor views as suspicious is passed to the individual in the Department responsible for student discipline.
- After reviewing the test, if the individual responsible for student discipline believes that there is reason to investigate further, he/she will call the student in for a meeting. At this point a letter is sent to the Associate Dean of Science (Student Affairs) explaining the situation. This letter remains in the student's file. It is strongly recommended that the student contact the Office of Student Advocacy prior to this meeting and that a Student Advocate accompany the student to the meeting.
- **Note:** If more than one student is involved, each student must be called in separately for an independent meeting.
- After the meeting, the student is found either guilty or not guilty and the result is copied to the Associate Dean of Science (Student Affairs). See the Faculty of Science Suggested Minimum Penalties for Acts of Academic Dishonesty Table listing the suggested penalties the Department may issue in response to a given infraction.

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- If the student is found guilty by the Department, she/he must be informed in writing and given the option to appeal to the Associate Dean of Science (Student Affairs). See below for suggested wording to notify right to appeal.*
- At this stage, appeals are handled by the Associate Dean of Science (Student Affairs).



III Final Examinations:

- **The Associate Dean of Science (Student Affairs) will be responsible for all investigations pertaining to acts of academic dishonesty associated with final examinations.**
- **In all cases the student must be allowed to finish the examination.** The exam grade will be required if the student is found to be not guilty.
- If an invigilator witnesses suspicious behavior during the final examination, the invigilator should take appropriate action (e.g. remove any unauthorized devices, move any students who may be inappropriately collaborating, etc.), then allow the student(s) to complete the examination.
- Suspicious behaviour during a final examination must be documented by filling in an **Incident Report which is submitted to the Registrar's Office**. Copies will be sent from the Registrar's Office to the Department and the Associate Dean of Science (Student Affairs) for investigation.
- Upon grading, any final examination that the instructor/marker views as suspicious is passed to the individual in the Department responsible for student discipline.
- After reviewing the examination, if the individual in the Department responsible for student discipline believes that there is reason to investigate further, the Associate Dean of Science (Student Affairs) is contacted to take over the investigation.
- **Note:** If more than one student is involved, each student will be independently investigated.
- **The Instructor must not assign or post a final grade for any student who is being investigated for academic dishonesty associated with a final examination.** Once the investigation has been completed the Department will be informed and, if the student is found to be not guilty, instructions provided for how to assign the final grade. All guilty penalties will be assigned directly by the Associate Dean of Science, who will notify the Department of the outcome.
- If the student is found guilty by the Associate Dean of Science, she/he will be informed in writing and given the option to appeal to the Faculty of Science Local Disciplinary Committee.



***Suggested wording to insert in letter stating student's guilt and penalty:**

According to the University of Manitoba Student Discipline Bylaw, you may appeal the finding of guilt, the penalties imposed, or both to the Faculty of Science by writing to the Associate Dean (Student Affairs) within **five** working days after receiving this letter. I strongly suggest that you seek assistance with your appeal from the Office of Student Advocacy [519 University Centre, (204)-474-7423, student_advocacy@umanitoba.ca].

NOTE: Refer all suspected cases of academic dishonesty committed by Graduate Students to the Dean of the Faculty of Graduate Studies. General Academic Regulations and Requirements Sections 4.2, 5.1 and 7 of the Graduate Calendar deal specifically with Academic Dishonesty.