



Suggested minimum penalties for common acts of academic dishonesty and violation of other university policies under the Student Discipline Bylaw

Act of Academic Dishonesty	Minimum penalty given by the Department Head (or designate). <i>Note:</i> This applies to first offenses only. Subsequent offenses must be referred to the Dean (or designate); see third column.	Minimum penalty given by Associate Dean of Science (as the Dean's designate). (See Notes i and ii below)
Possession/use of unauthorized material or Copying in a quiz, test, or midterm.	Grade of zero on quiz, test, or midterm; DISC designation and notation on transcript; penalty may include a proportion of the course greater than the value given to the quiz or a grade of F in the course.	F-DISC in course, notation on transcript; may include suspension from all Faculty of Science courses for a minimum of one year.
Copying, Inappropriate Collaboration, or Plagiarism in a laboratory report or assignment.	Grade of zero on report or assignment; DISC designation and notation on transcript; Extent of plagiarism may invoke a more severe penalty. Penalty may include a proportion of the course greater than the value given to the assignment, project or laboratory report.	F-DISC in course, notation on transcript; may include suspension from all Faculty of Science courses for a minimum of one year.
Inappropriate communication during a quiz, test, or midterm.	Grade of zero on quiz or test; DISC designation and notation on transcript; penalty may include a proportion of the course greater than the value given to the quiz or test.	F-DISC in course, notation on transcript; may include suspension from all Faculty of Science courses for a minimum of one year.
Possession/use of unauthorized material, Copying, or Inappropriate communication during a final examination.	Investigation is referred to the Dean.	F-DISC in course, notation on transcript, and suspension from all Faculty of Science courses for a minimum of one year.
Fabrication of data in a lab report, project, or Honours thesis.	Investigation is referred to the Dean.	F-DISC in course, notation on transcript, and suspension from all Faculty of Science courses for a minimum of one year. May involve more severe penalties and suspension from the Faculty of Science.
Forged documents of any kind.	Investigation is referred to the Dean.	Suspension from the Faculty of Science.
Personation in an assignment, lab report, quiz, test, midterm, or final examination.	Reprimand; other penalties under the authority of the Head. Investigation is normally referred to the Dean.	Suspension from the Faculty of Science.
Inappropriate or disruptive behaviour (http://umanitoba.ca/admin/governance/governing_documents/students/279.html)	Reprimand; other penalties under the authority of the Head.	Reprimand; may include DISC designation and notation on transcript; suspension from all Faculty of Science courses for a minimum of one year; suspension from the Faculty of Science; or it may be referred to the President's Office for more severe penalties.



Definitions:

Possession of unauthorized material: possession of cell phone, calculator, cheat sheet, etc.

Possession of unauthorized material is assessed as dishonest behaviour, regardless of whether the material was actually used in the event.

Copy: deliberately copying from another person or website with or without the other person's knowledge. Allowing another person to copy from you is also dishonest.

Plagiarism: According to the Student Discipline Bylaw (<http://webapps.cc.umanitoba.ca/calendar09/regulations/plagiarism.asp>) plagiarism is "to take ideas or words of another person and pass them off as one's own".

Inappropriate collaboration: working together and copying each other's answers or ideas on an assignment or report.

Inappropriate communication: communication (verbal, written, or other) during a quiz, test, or an exam that is required to be completed alone.

Forged documentation: use of forged application materials, forged identification, forged signature, or an attempt to change information from a course.

Personation: use of another person's identification card, use of a signature other than your own, your presence in an exam of a course or course section in which you are not registered with intent to write or read the exam, or any implication that you are someone else.

F-DISC stands for F in the course with disciplinary action imposed due to academic dishonesty.

Notes:

i) Penalties for Non-Science students found guilty of academic dishonesty in Faculty of Science courses will be decided after consultation with their Registration Faculty (e.g. penalties for an Engineering student taking a Mathematics course will be selected by the Department of Mathematics or the Associate Dean of Science, with an opportunity for the Dean of Engineering to attend the hearing and recommend further penalties).

ii) An educational component to the disciplinary action may be implemented to avoid future acts of academic dishonesty. Therefore, penalties may also be accompanied with other requirements to be met before permission will be given to the student to continue in the program. For example, an acceptable letter of apology, a properly written essay on a disciplinary or other topic, or attendance at specified workshops may be required before a suspension or penalty is lifted.

iii) Contravention of other exam regulations such as not submitting a written exam paper, submitting exams from two different course sections, etc. may also be subject to disciplinary action.

iv) Department Heads are required to report all offenses to the dean's office.

v) The department Head (or designate) must check with the dean's office for previous offenses prior to meeting with the student.