

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

Act of Academic Misconduct Definitions of the various offences can be found here: <a href="#">Academic integrity</a>	Minimum penalty given by the Department Head (or designate).	Standard penalty given by Associate Dean of Science (as the Dean's designate). Penalties may be increased or decreased based upon aggravating or mitigating factors
<b>First-time</b> term work offences in any of: <ul style="list-style-type: none"> <li>• Copying</li> <li>• Inappropriate collaboration</li> <li>• Plagiarism</li> <li>• Inappropriate communication during a quiz, test, or midterm.</li> <li>• Possession/use of unauthorized material on term work.</li> <li>• Duplicate submission</li> </ul>	Any or all of: <ul style="list-style-type: none"> <li>• Grade of zero on term work investigated</li> <li>• Academic misconduct notation made on student file (to be used within Faculty of Science and does not appear on transcript)</li> <li>• academic misconduct notation made on student transcript.</li> <li>• Penalty may include a proportion of the course greater than the value given to the term work in question.</li> </ul>	
<b>First-time or subsequent</b> offences in any of: <ul style="list-style-type: none"> <li>• Fabrication of data in a lab report, co-op work term report, project, or Honours thesis.</li> <li>• Forged documents of any kind.</li> </ul> <b>Second-time</b> term work offences in any of: <ul style="list-style-type: none"> <li>• Copying</li> <li>• Inappropriate collaboration</li> <li>• Plagiarism</li> <li>• Inappropriate communication during a quiz, test, or midterm.</li> <li>• Possession/use of unauthorized material on term work.</li> </ul> <b>First-time</b> offences related to the final examination in any of: <ul style="list-style-type: none"> <li>• Possession/use of unauthorized material</li> <li>• Copying</li> <li>• Inappropriate communication during examination</li> <li>• Not submitting a written exam paper</li> </ul>		Any or all of: <ul style="list-style-type: none"> <li>• F in course and DISC notation on transcript</li> <li>• Academic misconduct notation made on student transcript.</li> <li>• Suspension from all Faculty of Science courses for a minimum of one year</li> </ul>
<b>Third-time term work offences in any of:</b> <ul style="list-style-type: none"> <li>• Copying</li> <li>• Inappropriate collaboration</li> <li>• Plagiarism</li> <li>• Inappropriate communication during a quiz, test, or midterm.</li> <li>• Possession/use of unauthorized material on term work.</li> </ul> <b>Second-time or subsequent</b> offences related to the final examination in any of: <ul style="list-style-type: none"> <li>• Possession/use of unauthorized material</li> <li>• Copying</li> <li>• Inappropriate communication during examination</li> <li>• Not submitting a written exam paper</li> </ul>		Any or all of: <ul style="list-style-type: none"> <li>• F in course and DISC notation on transcript</li> <li>• Academic misconduct notation made on student transcript.</li> <li>• Suspension from the Faculty of Science for a minimum of one year</li> </ul>
<b>First-time or subsequent</b> offences related to personation in any of: <ul style="list-style-type: none"> <li>• Participation in class or lab</li> <li>• Assignment, lab report, quiz/test/midterm, final examination</li> </ul>	Any or all of: <ul style="list-style-type: none"> <li>• Reprimand</li> <li>• Other penalties under the authority of the Head.</li> <li>• Investigation is normally referred to the Dean.</li> <li>• academic misconduct notation made on student transcript.</li> </ul>	Any or all of: <ul style="list-style-type: none"> <li>• F in course and DISC notation on transcript</li> <li>• Academic misconduct notation made on student transcript.</li> <li>• Suspension from all Faculty of Science courses for a minimum of one year</li> </ul>
Non-academic misconduct: Inappropriate or disruptive behaviour  <u><a href="#">Student Non-Academic Misconduct and Concerning Behaviour Procedure</a></u>	Any or all of: <ul style="list-style-type: none"> <li>• Reprimand</li> <li>• Other penalties under the authority of the Head.</li> </ul>	Any or all of: <ul style="list-style-type: none"> <li>• Reprimand</li> <li>• DISC notation on transcript</li> <li>• Academic misconduct notation made on student transcript.</li> <li>• Suspension from all Faculty of Science courses for a minimum of one year</li> <li>• Case may be referred to the President's Office for more severe penalties.</li> </ul>

**Notes:**

i) Disciplinary actions are adapted from [Table 3: Disciplinary Actions and Disciplinary Authorities](#)

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

iii) Penalties for Non Science students found guilty of academic misconduct 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).

iv) An educational component to the disciplinary action will be implemented to avoid future acts of academic misconduct. 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.