

# Regulations Governing Discipline for Academic and Non-academic Misconduct

Approved by University of Regina Senate February 14, 2004

Effective Date: May 1, 2004

Modified: June 1, 2005 to come into effect July 1, 2005

## 1. General

### 1.1 Student Behaviour

- 1.1.1 Students of the University of Regina (the “University”) are expected to conduct themselves responsibly and with propriety both in their studies and in their general behaviour, and are expected to abide by all policies and regulations of the University. Misconduct, which may be academic (that is, in academic studies) or non-academic (in general behaviour), is subject to disciplinary action.

### 1.2 Scope

- 1.2.1 Throughout these regulations, all references to the University include its federated and related colleges, namely Luther College, Campion College and First Nations University of Canada (formerly Saskatchewan Indian Federated College), and these regulations apply to all students of all such entities who are also University of Regina students, and to all students of any regional college who are taking courses through the University. All references herein to a “faculty” shall be read as including the relevant College or program, the Centre for Continuing Education and the *Institut français*, where the context requires.

### 1.3 Principle of Progressive Discipline

- 1.3.1 Actions taken and penalties imposed when misconduct has been determined will be guided by the principle of progressive discipline. To that end penalties assigned and actions taken will:
- Normally increase in severity for second and subsequent acts of misconduct.
  - Take into account the severity of the misconduct.
  - Educate with respect to correct behaviour and the consequences of future misconduct.

## 2. Academic Misconduct

### 2.1 Academic Integrity

- 2.1.2 Assignments, tests, and examinations are designed for students to show the instructor how well they have mastered the course material. When the instructor evaluates the student’s work, it must therefore be clear which ideas and words are the student’s own. The general principles of academic integrity for students doing course work are that they are to do their own original, individual work, unless told otherwise by the course instructor, and are to give credit for other people’s ideas or words. Students should be aware that while collaborative or group work on assignments may be encouraged in some disciplines, it is not acceptable in others. Discussion of ideas with faculty and other students (that is, intellectual debate) is both allowable and important, provided that credit is given in written work for ideas that are not one's own. Group study (as distinct from group work on an assignment that is to be graded) is likewise permissible unless explicitly forbidden by the instructor.

## 2.2 Violations – Acts of Academic Misconduct

2.2.1 Acts of academic dishonesty or misconduct include acts which contravene the general principles described in section 2.1.2, above. In this section, some of these acts are described. Others which are not explicitly described here may also be considered academic misconduct. All forms of academic misconduct are considered serious offences within the University community.

2.2.2 Cheating constitutes academic misconduct. Cheating is dishonest behaviour (or the attempt to behave dishonestly), usually in tests or examinations. It includes:

- a. unless explicitly authorized by the course instructor or examiner, using books, notes, diagrams, electronic devices, or any other aids during an examination, either in the examination room itself or when permitted to leave temporarily;
- b. copying from the work of other students;
- c. communicating with others during an examination to give or receive information, either in the examination room or outside it;
- d. consulting others on a take-home examination (unless authorized by the course instructor);
- e. commissioning or allowing another person to write an examination on one's behalf;
- f. not following the rules of an examination;
- g. using for personal advantage, or communicating to other students, advance knowledge of the content of an examination (for example, if permitted to write an examination early);
- h. altering answers on an assignment or examination that has been returned;
- i. taking an examination out of the examination room if this has been forbidden.

2.2.3 Plagiarism is a form of academic dishonesty in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or carelessness. Unless the course instructor states otherwise, it is allowable and expected that students will examine and refer to the ideas of others, but these ideas must be incorporated into the student's own analysis and must be clearly acknowledged through footnotes, endnotes, or other practices accepted by the academic community. Students' use of others' expression of ideas, whether quoted verbatim or paraphrased, must also be clearly acknowledged according to acceptable academic practice. It is the responsibility of each student to learn what constitutes acceptable academic practice. Plagiarism includes the following practices:

- a. not acknowledging an author or other source for one or more phrases, sentences, thoughts, code, formulae, or arguments incorporated in written work, software, or other assignments (*substantial plagiarism*);
- b. presenting the whole or substantial portions of another person's paper, report, piece of software, etc., as an assignment for credit, even if that paper or other work is cited as a source in the accompanying bibliography or list of references (*complete plagiarism*). This includes essays found on the Internet.

Students who are uncertain what plagiarism is should discuss their methodology with their instructors.

2.2.4 In addition to the matters described above, academic misconduct subject to discipline also includes (but is not limited to) the following:

- Falsifying lab results;
- Padding a bibliography with works not read or used;
- Helping another student in an act of academic dishonesty; for example, writing a test or paper for someone else, or preparing materials for another student's studio project;
- Providing false or incomplete information or supporting documents/materials on an application for admission, re-admission, or transfer;
- Providing false information to obtain a deferral of term work or examination;
- Altering or falsifying, or attempting to alter or falsify, grade information or other records of academic performance (one's own or someone else's);
- Obtaining or attempting to obtain an academic advantage by non-academic means such as bribes or threats;

- Hindering other students in obtaining fair access to University materials and facilities; for example, cutting an article out of a Library copy of a journal;
- Theft of another student's notes;
- Alteration or destruction of the work of other students;
- Behaviour that interferes with the evaluation of another student's work, such as failure to participate in a group project.

2.2.5 The two acts listed below may also be considered to be academic misconduct unless authorized by the course instructor:

- a. Submitting the same work for credit in more than one course. Students who wish to submit work they have prepared for another course must consult the course instructor and receive permission to do so;
- b. Working jointly, with another student or group of students, on an assignment that is to be graded. If no explicit instructions are given by the instructor about group work, students who wish to work together must request the instructor's permission in advance.

## 2.3 Procedure

2.3.1 Any academic or administrative member or official of the University who has reason to believe that academic misconduct has occurred shall immediately notify the relevant Dean, or his or her designate (the "Investigating Dean"). Where the academic misconduct occurs in connection with a particular course, the Dean or designate of the faculty offering the course shall be the Investigating Dean. For all other acts of academic misconduct, the Dean or designate of the student's faculty or college shall be the Investigating Dean.

2.3.2 Upon receiving notification, the Investigating Dean shall investigate the alleged academic misconduct immediately, which process will include offering an opportunity for the student to explain the incident, and conducting any further investigation deemed necessary to ensure procedural fairness. Upon receiving notification, the Investigating Dean will also immediately notify the University Secretary of the alleged misconduct. If the Investigating Dean is not the Dean of the student's faculty, the Investigating Dean will also notify the Dean of the student's faculty of the alleged misconduct. If the academic misconduct has been established, the Investigating Dean may take the appropriate academic action, and impose the appropriate penalty with respect to that course.

2.3.3 The Investigating Dean will make the disciplinary decision on the academic misconduct and will advise the student of the disciplinary decision in writing. A copy of the disciplinary decision will be provided to the University Secretary and the student's faculty.

2.3.4 Where a student commits academic misconduct in two or more courses in the same semester or there is a record of previous misconduct, the Dean or designate of the student's faculty may assign a penalty additional to those assigned by the Investigating Deans. (See 4.1.1.)

2.3.5 For misconduct by graduate students, the Dean of the Faculty of Graduate Studies & Research is deemed to be the students' Dean. For misconduct in graduate courses, the Dean of the Faculty of Graduate Studies & Research is deemed to be the Dean of the faculty offering the course.

2.3.6 For students in the Entrance Program, the students' Dean is the Associate VP Student Affairs. For Special Students, the students' Dean is the University Registrar.

## 3. Non-academic Misconduct

### 3.1 Student Behaviour

3.1.1 Consideration for others and respect for each person is a principal way of life within the university community. The basic behavioural philosophy of the University of Regina is that all students, academic staff, support staff and administrators must be able to work and study in an environment that is free from

harassment, discrimination, and intimidation, that all members of the community are entitled to fair and humane treatment, and will conduct themselves appropriately, respectfully and responsibly.

3.1.2 A primary responsibility of the University is to provide its students with the opportunity for inquiry and the freedom to discuss and express one's views openly without fear of retaliation, or abuse of person or property. These attributes are the foundation of good citizenship.

3.1.3 To this end, students have an obligation to act in a fair and respectful manner toward their peers, the faculty, staff, administration and the physical property of the University and others. Integrity in personal conduct, both on-campus and off-campus, is a critical element in achieving these goals. Violations of University regulations that have been adopted to protect the university community will be subject to disciplinary action.

## 3.2 Jurisdiction

3.2.1 These regulations cover the conduct of all University of Regina students in University related activities, or with respect to and on University property, or involving any member of the University community. University related activities include activities of any type operated under University auspices at any location, whether on or off campus (including on any Co-op work term, practicum, internship or research project).

## 3.3 Violations

3.3.1 Non-academic misconduct subject to discipline hereunder includes, but is not limited to, the following ("Violations"):

- (a) A violation of the published rules, regulations, practices, procedures or policies of the University or of any authorized rule-making body within the University, including all academic and administrative units, any residence, and a violation of any professional code of conduct applicable to any faculty or department;
- (b) Theft, vandalism and wilful or negligent damage to the property of the University or of a member of the University community, the Student Union or any other University organization;
- (c) Disruption of instructional activities (being any conduct which makes it difficult to proceed with scheduled lectures, seminars, discussion group meetings and related activities, or with examinations, tests, or use of library, laboratory or research facilities);
- (d) Assault of any nature, or the threat of any assault;
- (e) The unauthorized use or the misuse of any University facilities, equipment or services;
- (f) The violation or breach of any Federal, Provincial or Municipal laws, so far as they are relevant to student conduct;
- (g) Harassment or discrimination in contravention of the principles articulated in the policies of the University, *The Saskatchewan Human Rights Code* or the *Canadian Charter of Rights and Freedoms*;
- (h) Illegal drug use;
- (i) The failure to comply with the directions of officials of the University acting within the scope of their authority;
- (j) any conduct which harms or threatens to harm the proper functioning of the University programs or activities, the rights of members or guests of the University, the safety or well-being of members or guests of the University, or the property of the University, its members and guests;

(k) falsification or misuse of University records for improper or fraudulent purposes.

### 3.4 Procedure

3.4.1 Any individual may report a Violation to:

- (a) Campus Security;
- (b) the Dean of the student's faculty;
- (c) the manager of the student's residence; or
- (d) any other appropriate University officer or administrator.

(the "University Officer").

3.4.2 The University Officer will investigate the alleged Violation immediately in conjunction with Campus Security. This process may include taking a statement from the complainant, informing the respondent of the allegation, offering an opportunity for the respondent to reply to the allegation, and conducting any further investigation deemed necessary to ensure procedural fairness. Following the investigation Campus Security will prepare an Incident Report in prescribed form. The Incident Report will summarize the investigation and findings, and may recommend a penalty in respect of the Violation, which may include a referral of the matter to a law enforcement agency.

3.4.3 The Incident Report will be provided to the University Secretary (and a copy maintained at Campus Security). If the investigating University Officer and/or Campus Security determine that the Violation did occur, the Incident Report will also be forwarded to the Associate Vice-President Student Affairs.

3.4.4 Upon receipt of an Incident Report the Associate VP Student Affairs will review the misconduct in question and recommend a course of action, including an appropriate disciplinary penalty. The Associate VP Student Affairs shall be entitled to call upon the assistance of the Advisory Team which shall comprise the following individuals: the Associate VP Student Affairs, the Dean of the accused student's faculty, the Manager of Campus Security, and such other appropriate Administrative personnel (for example, the Harassment and Discrimination Prevention Officer, the Director of Counselling Services, the Residence Manager, etc.) as may be required.

3.4.5 The Associate VP Student Affairs will make the disciplinary decision on the Violation and will advise the student of the disciplinary decision in writing. The Associate VP Student Affairs will provide a copy of the disciplinary decision to the University Secretary and the student's faculty. If the disciplinary decision involves suspension or expulsion, a copy shall also be provided to the Registrar's Office for action with respect to the student record.

3.4.6 The reporting of a Violation, and an investigation and discipline hereunder shall not disentitle an individual from seeking recourse or making a complaint under any other University policy, nor does the bringing of any complaint under a University policy prevent the University from investigating any Violation and imposing any discipline hereunder therefore. All rights and remedies under all University policies are cumulative, and a student may be subject to discipline for a Violation under more than one policy, code of conduct, regulation or procedure of the University or of any authorized rule-making body within the University, including all academic and administrative units, residences, faculties or departments.

3.4.7 It is recognized that an offence can be of one or more of a criminal, non-academic and academic character: e.g. theft of a key to obtain a copy of an examination or to alter an examination paper. In these cases, it is understood that both academic and non-academic disciplinary, and criminal penalties may arise.

### 3.5 External Investigation

3.5.1 Where the Violation falls within the scope of the *Criminal Code of Canada* or any other federal or provincial statute, the matter may be referred to law enforcement for consideration. Campus Security will liaise between University and Law Enforcement Officials. The Violation will concurrently be reviewed by the Assistant VP Student Affairs for an internal disciplinary decision.

3.5.2 Notwithstanding that a Violation may have been referred to law enforcement officials for external investigation and action (including judicial action), the University may choose to proceed with an internal investigation and disciplinary decision hereunder.

### 3.6 Presidential Intervention

3.6.1 The President (or the Acting President, as the case may be) has the power to exclude any Student from the University and its Campus at any time, until the next meeting of the Council Discipline Committee. This will be done if in the opinion of the President this action is necessary to avoid disruption to the University, protect the interests of students, faculty, staff or visitors to the University or to protect the property of the University.

3.6.2 If the investigation of the Violation in such a case has been completed prior to the next meeting of the Council Discipline Committee and a disciplinary decision rendered, the continued exclusion of the Student shall be determined through the disciplinary decision. If the investigation of the Violation in such a case has not been completed prior to the next meeting of the Council Discipline Committee, or if a disciplinary decision has not been rendered, the Student shall attend before the Council Discipline Committee to show cause why he or she should not continue to be excluded from the University and its campus until such time as a disciplinary decision is made. The Council Discipline Committee may either continue the Student's exclusion, or permit the Student to return to the University on such terms and restrictions as Council Discipline Committee shall impose.

## 4. Penalties

### 4.1 General

4.1.1 Determination of the penalty for acts of misconduct will be done on a case-by-case basis with consideration for similar previous incidents. In determining the appropriate penalty, consideration will also be given to the extent of the misconduct, whether there have been previous cases of misconduct, and other mitigating or aggravating circumstances. Repeat cases of academic misconduct will normally result in more severe penalties.

4.1.2 Withdrawal from the University while an alleged Violation is being investigated does not prevent the subsequent rendering of a disciplinary decision and assignment of a penalty if the misconduct is substantiated.

4.1.3 There may be academic and financial consequences for misconduct, including an appropriate notation on the Student's transcript, and no refund of fees.

### 4.2 Non-Academic Misconduct

4.2.1 The possible penalties for an act of non-academic misconduct may include any one or more of the following, or another appropriate penalty at the discretion of the Associate VP Student Affairs.:

- forfeiture of fees
- restitution for damage
- fines
- if not in violation of any collective bargaining agreement, University community service or remedial measures may be considered.
- alternative dispute resolution
- loss of, and/or requirement to repay, scholarships or other awards
- probation
- eviction from residence
- restriction of access or use of any University facilities, equipment or services

- expulsion from the Co-op program
- suspension
- termination of any internship, practicum or research project, without any refund of fees
- expulsion
- exclusion from campus

4.2.2 University penalties for acts of non-academic misconduct are assigned by the Associate VP Student Affairs.

### 4.3 Academic Misconduct

4.3.1 The possible penalties for an act of academic misconduct may include any one or more of the following, or another appropriate penalty at the discretion of the Dean:

- reduction of a grade on an assignment, essay, report or examination
- notation on the student's file
- zero credit on an assignment, essay, report or examination
- reduction of a grade in a course
- zero credit in a course
- a grade of XF (academic misconduct)
- loss and/or repayment of scholarships and other awards
- requirement to take a course in ethics
- suspension or expulsion from a program
- suspension or expulsion from the University
- withholding or rescission of a credential

4.3.2 Penalties for acts of academic misconduct in connection with a particular course are assigned by the Dean or designate of the faculty offering the course. The penalty for other acts of academic misconduct is assigned by the Dean or designate of the student's faculty or college.

### 4.4 Administration of the Penalties of Suspension & Expulsion

4.4.1 Suspension is dismissal from the University for a fixed period. Students may apply for readmission for the first semester after expiration of the penalty; no petition is required.

4.4.2 Expulsion is dismissal from the University for an indefinite period (in no case less than two calendar years). A student who has been expelled must petition to the Council Discipline Committee for permission to apply for readmission.

4.4.3 A student who is appealing a penalty of suspension or expulsion may continue to register for and attend classes until the appeal process has been exhausted, unless the student has been excluded from campus. Where the appeal process has been exhausted and a penalty of suspension or expulsion is the final outcome of that process, the student will be withdrawn from courses in progress with grades of CW ("compulsory withdrawal") and no refund of tuition and fees. Registrations in future parts of term will be cancelled.

4.4.4 A student who is suspended or expelled, and who is also excluded from campus will be immediately withdrawn from courses in progress with grades of CW and no refund of tuition and fees. Registrations in future parts of term will be cancelled. Where the student appeals the suspension or expulsion and the appeal is successful and the penalty is rescinded, the student will be reinstated in courses in progress, if possible, or will have the course records deleted from the official transcript and receive a full refund of tuition and fees. Registrations in future parts of term will be reinstated to the extent possible.

4.4.5 When a student is suspended and does not appeal, registration in future parts of term will be cancelled. With respect to courses in progress, the Dean or Associate VP Student Affairs, as the case may be, may:

1. withdraw the student with grades of CW and a full refund of tuition and fees, in which case the suspension is effective immediately; or

2. permit the student to finish the semester, in which case the suspension takes effect with the next semester.

The Dean or Associate VP Student Affairs may choose to consult the student in reaching a decision, which will be based mainly on the nature of the offence and the timing of the suspension.

- 4.4.6 When a student who has a suspension pending has been granted permission to complete courses in progress, withdrawals from those courses will be governed by the published academic withdrawal and refund schedules.
- 4.4.7 When a student is expelled but is not excluded from campus, and either does not appeal or exhausts the appeal process, the student will be withdrawn immediately from courses in progress with grades of CW and no refund of tuition and fees. Registrations in future parts of term will be cancelled.
- 4.4.8 Students who have been suspended or expelled from the University and who are subsequently readmitted to the University will not receive transfer credit for any courses they may have taken from other institutions during the period of their dismissal.

## **5. Appeals & Petitions**

### **5.1 Council Discipline Committee**

- 5.1.1 Students may appeal the imposition or severity of a penalty for misconduct (academic or non-academic) to the Council Discipline Committee. Requests for a hearing must be submitted, in writing and within 30 days of the date of imposition of the penalty, to the University Secretary.
- 5.1.2 Students who have been expelled for misconduct may submit an application for readmission and letter of petition to the Council Discipline Committee. If their petition is approved by the Committee, students must still meet the academic requirements for admission, readmission, or transfer to their chosen faculty.
- 5.1.3 At the discretion of the Registrar, an applicant who has been dismissed for disciplinary reasons from another post-secondary institution may be required to petition to the Council Discipline Committee and receive permission to apply for admission or renewal before being considered on academic grounds. If the applicant is admitted, the previous dismissal may be considered in any future proceedings for misconduct.

### **5.2 Senate Appeals Committee**

- 5.2.1 If the student or the University officer is dissatisfied with the decision of the Council Discipline Committee, either may appeal the decision to the Senate Appeals Committee. The onus is on the appellant to demonstrate that the decision of the Council Discipline Committee was manifestly unfair or contrary to the evidence presented at the Council Discipline Committee hearing. No witnesses are permitted, and no new evidence is entertained.

## **6. Records**

- 6.1 When a final disciplinary decision (after the expiry of all appeal periods or completion of any appeals) involves a grade of XF, or suspension or expulsion, or withholding or rescission of a credential, a copy of the disciplinary decision shall be provided to the Registrar's Office for action with respect to the student record. Acts of misconduct that are penalized by a grade of XF, suspension, expulsion, or the withholding or rescission of a credential, are recorded permanently on the student's official transcript.
- 6.2 A record of all substantiated cases of misconduct is retained permanently by the University Secretary. A University official who is determining the penalty for an offence is permitted access to the record of previous or concurrent acts of misconduct by the same student. The University may retain indefinitely on the Faculty's and/or Registrar's student file any correspondence or other documentation pertaining to cases of misconduct.