

Senate
Senate Chamber
Room E3-262 Engineering Building
WEDNESDAY, February 4, 2015
1:30 p.m.

A G E N D A

I CANDIDATES FOR DEGREES, DIPLOMAS AND CERTIFICATES – FEBRUARY 2015

This report will be available at the Senate meeting. A copy of the list of graduands will be kept at the front table for examination by members of Senate.

II MATTERS TO BE CONSIDERED IN CLOSED SESSION - none

III MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE - none

IV MATTERS FORWARDED FOR INFORMATION

- | | | |
|----|--|----------|
| 1. | <u>Report of the Senate Committee on Awards
[December 11, 2014]</u> | Page 3 |
| 2. | <u>Annual Report of the University Discipline Committee</u> | Page 8 |
| 3. | <u>Student Accessibility Services Annual Report,
2013 - 2014</u> | Page 82 |
| 4. | <u>Student Advocacy Annual Report, 2013 - 2014</u> | Page 95 |
| 5. | <u>Report of the Senate Committee on Academic Review
RE: Undergraduate and Graduate Program Reviews
[November 27, 2014]</u> | Page 104 |
| 6. | <u>Notification of Establishment of Geopolitical Economy
Research Group</u> | Page 116 |
| 7. | <u>Suspension of Admissions to the M.Sc. in Family
Social Sciences, President's Approval</u> | Page 121 |

V REPORT OF THE PRESIDENT

VI QUESTION PERIOD

Senators are reminded that questions shall normally be submitted in writing to the University Secretary no later than 10:00 a.m. of the day preceding the meeting.

VII CONSIDERATION OF THE MINUTES OF THE MEETING OF JANUARY 7, 2015

VIII BUSINESS ARISING FROM THE MINUTES - none

**IX REPORTS OF THE SENATE EXECUTIVE COMMITTEE
AND THE SENATE PLANNING AND PRIORITIES COMMITTEE**

1. Report of the Senate Executive Committee Page 122

Comments of the Senate Executive Committee will accompany the report on which they are made.

**2. Report of the Senate
Planning and Priorities Committee**

The Chair will make an oral report of the Committee's activities.

**X REPORTS OF OTHER COMMITTEES OF SENATE,
FACULTY AND SCHOOL COUNCILS**

**1. Revised Name for the Bachelor of Medical
Rehabilitation (Respiratory Therapy),
College of Rehabilitation Sciences Page 123**

2. Reports of the Senate Committee on University Research

**(a) RE: Proposal for Endowed Research Professorship
in Neurosciences Page 126**

**(b) RE: Periodic Review of Research Centres and
Institutes: University of Manitoba Transport Institute Page 134**

XI ADDITIONAL BUSINESS - none

XII ADJOURNMENT

Please call regrets to 204-474-6892 or send to shannon.coyston@umanitoba.ca.

REPORT OF THE SENATE COMMITTEE ON AWARDS

Preamble

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

Observations

At its meeting of December 11, 2014 the Senate Committee on Awards approved four new offers and four amended offers, as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated December 11, 2014).

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve five new offers and four amended offers, as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated December 11, 2014). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin
Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A December 11, 2014

1. NEW OFFERS

Department of Mathematics Graduate Fellowship

The Department of Mathematics at the University of Manitoba has established an annually funded fellowship to recognize graduate students who have achieved academic excellence in their Master's or doctoral program. Beginning in the 2015-2016 academic year, one or more fellowships, valued at up to \$10,000 each, will be offered to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies in a Master's or doctoral program delivered by the Department of Mathematics at the University of Manitoba;
- (2) have achieved a minimum degree grade point average of 3.5 (or equivalent) in the last 24 credit hours of study;
- (3) have demonstrated academic excellence in the study of Mathematics.

To support criterion (3), candidates will be required to submit the following:

- (1) a cover letter (maximum 500 words) that describes the status and progress of the applicant's research program and course work;
- (2) a *curriculum vitae*;
- (3) an academic letter of reference from a university instructor.

The selection committee will have the discretion to determine the number and value of fellowships offered each year based on the available funds.

The Department of Mathematics will report the available funds to the Financial Aid and Awards office by March 31 each year.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the Department of Mathematics' Graduate Studies Committee to name the selection committee for this award.

Dr. Harvey Spiegel Bursary

In memory of Dr. Harvey Spiegel, his family and friends have established an endowment fund at the University of Manitoba in 2014 with a gift of \$18,200. Dr. Harvey Spiegel graduated from the Faculty of Dentistry at the University of Manitoba in 1968. He was a caring and respected dentist and employer with a special interest in the performing arts. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the fund is to provide financial support to a student in the College of Dentistry in the Faculty of Health Sciences. Beginning in the 2016-2017 academic year, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in the third year of study in the College of Dentistry in the Faculty of Health Sciences at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 2.5;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will be the College of Dentistry Awards Committee.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Dr. Phil Katz Memorial Scholarship

Dr. Mark and Barbara Rykiss have established an annually funded scholarship in memory of friend and colleague, Dr. Phil Katz. Dr. Katz was a well-loved general dental practitioner who was kind, hardworking, and respectful of the dentistry profession. The purpose of the scholarship is to reward a student that exemplifies leadership and professionalism in the field of Dentistry. Each year, one scholarship valued at \$300 will be offered to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in the third year of study in the College of Dentistry in the Faculty of Health Sciences at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.5;
- (3) exemplifies qualities of leadership and professionalism in the field of Dentistry.

Nominations will be invited from members of the class, faculty, support staff, and Class Advisors. The letter of nomination (maximum 250 words) should explain how the nominee meets criterion (3) above.

The donor will notify the Financial Awards Office by March 31 in any year the award will not be offered. The selection committee will be named by the Dean of the College of Dentistry (or designate).

Regina Novek Prize

In memory of Regina Novek, Dr. Joel Novek has established an endowment fund at the University of Manitoba with an initial gift of \$10,000 in 2014. The purpose of the fund is to acknowledge a student who has produced an outstanding essay related to medicine and law. Beginning in the 2016-2017 academic year, the available annual interest from the fund will be used to offer one prize to a student who:

- (1) was enrolled either full-time or half-time in any year of study in the J.D. program offered by the Faculty of Law at the University of Manitoba in the year in which the prize was tenable;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) has submitted an original essay of 'A' quality or better related to medicine and law that is judged to be the submission of the highest quality.

The selection committee will be named by the Dean of the Faculty of Law (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

2. AMENDMENTS

Geological Association Graduate Seminar Prize

The following amendments have been made to the terms of reference for the Geological Association Graduate Seminar Prize:

- The name of the award has been changed to the *Geological Association of Canada Graduate Seminar Prize*.
- The prize supports and encourages graduate students in preparation of scientific research and to aid in their attendance at the joint annual meeting of the Geological Association of Canada and the Mineralogical Association of Canada (GAC-MAC).
- The prize value has been increased from \$300 to \$500.
- The terms have been standardized and now include the following numbered criteria:

- (1) is enrolled full-time in the Faculty of Graduate Studies in a Masters or doctoral program delivered by the Department of Geological Sciences in the Clayton H. Riddell Faculty of Environment, Earth, and Resources;
- (2) has given a presentation as part of the graduate seminar series in the Department of Geological Sciences in the year the prize is awarded;
- (3) has submitted an abstract of their presentation to the GAC-MAC meeting in the year the prize is awarded;
- Selection based on criterion (3) has been expanded in the following paragraph, stating:
The student whose abstract is accepted by GAC-MAC and whose presentation is judged by the department's award committee to be of greatest merit will be awarded the Graduate Seminar Prize, on condition of also attending and presenting at the GAC-MAC meeting in the same year. A paper copy of the abstract of the winning student is to be provided to the Winnipeg Section of the Geological Association of Canada.
- The following two new statements have been added:
 - The donor will contact the Financial Aid and Awards office by no later than March 31 in any year this award will not be offered.
 - The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Clayton H. Riddell Faculty of Environment, Earth, and Resources (or designate) to name the selection committee for this award.

George Mower Memorial Prize

The following amendments have been made to the terms of reference for the George Mower Memorial Prize:

- The fund type has been listed in the preamble of the terms.
- The terms have been standardized and now include the following numbered criteria:
 - (1) *was enrolled full-time (minimum 80% course load) in the Department of Psychology in the Faculty of Arts at the University of Manitoba in the year in which the award was tenable;*
 - (2) *has achieved a minimum degree grade point average of 3.0;*
 - (3) *has obtained two A+ grades in two of the following courses within the last two years of study: Child Development (currently numbered PSYC 2290), Adolescent Development (currently numbered PSYC 3310), and Adult Development (currently numbered PSYC 3010).*
- The following statements have been added:
 - *The selection committee shall be named by the Head of the Department of Psychology (or designate).*
 - *The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.*

Technical Communication Report Prizes - Engineering

The following amendments have been made to the terms of reference for the Technical Communication Report Prizes - Engineering:

- The donor of the award has been changed to the Friends of Engineering

- The course name and number for which the prize is awarded has been updated.
- The maximum number of students per team has been included.
- The values of the prizes have been increased: up to a maximum of \$100 for each team member that has been awarded the first place prize and up to a maximum value of \$50 for each team member that has been awarded the second place prize.
- Professors for the course will forward 2-3 reports to the selection committee for consideration.
- The selection committee statement been revised to:

The selection committee will be named by the Scholarship, Bursaries, and Awards Committee for the Faculty of Engineering and will consist of the Faculty of Engineering professors for the ENG 2010 course, the Faculty of Engineering librarian, and a representative of the Friends of Engineering.

V.E. Barber Memorial Fellowship in Arctic Research

The following amendments have been made to the terms of reference for the V.E. Barber Memorial Fellowship in Arctic Research:

- The numbered criteria have been revised to:
 - (1) *are enrolled full-time in the Faculty of Graduate Studies, in a Masters or doctoral program and are supervised (or co-supervised) by a faculty member of the Clayton H. Riddell Faculty of Environment, Earth, and Resources;*
 - (2) *have achieved a minimum degree grade point average of 3.5 (or equivalent) based on the last 60 credit hours of study;*
 - (3) *are undertaking thesis research pertaining to the Arctic;*
 - (4) *have demonstrated outstanding leadership and/or excellence in Arctic research.*
- Two new statements have been added:
 - *If there are no suitable candidates, as deemed by the selection committee, the fellowship will not be awarded for that year.*
 - *A student may not hold this award more than once.*
- Candidates for the fellowship will be required to submit an application that will consist of a description of their ongoing research and their achievements in Arctic research, current academic transcript(s) and two academic letters of reference.
- The selection committee statement has been revised to:

The Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the Awards and Honours Committee of the Clayton H. Riddell Faculty of Environment, Earth, and Resources to convene the selection committee for this award.



UNIVERSITY
OF MANITOBA

Office of the University Secretary

312 Administration Building
Winnipeg, Manitoba
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Tel. (204) 474-9593
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December 1, 2014

Dr. David T. Barnard
President
University of Manitoba
Room 200, Administration Building

Dear Dr. Barnard:

In accordance with the Student Discipline By-Law, I hereby submit the Annual Report of the University Discipline Committee (UDC) for the period September 1, 2013 to August 31, 2014. The attached Report on University Discipline cases summarizes all offenses and dispositions reported to me by all disciplinary authorities. I wish to thank all those offices who responded quickly to my request for submissions.

The UDC has continued to produce its report in chart format, and we have maintained the two major divisions, the first dealing with varying forms of "Academic Dishonesty" and the second addressing disciplinary matters which involve "Inappropriate Behaviour". Within each of the two major categories, like disciplinary matters have been grouped together for easier reference. Further, we have provided two graphs which offer a visual overview of disciplinary matters. The graphs span a five-year period.

I would make the following observations concerning the report's contents:

- 1) The information provided does not always convey the complexity of nature of the incidents and the resulting disciplinary action, particularly in the case of breach of residence hall regulations.
- 2) The overall numbers of incidents increased slightly in raw numbers this year in relation to last year and remained the same as a percentage of the student body. The numbers remain generally consistent in most categories compared to last year's results with the exception of:
 - a. increases in reported incidents of:
 - Part 1: Application Fraud;
Cheating on Mid-Term Tests; and
Plagiarism;
 - Part 2: Computer Related Incidents; and
Unprofessional Conduct
 - b. decreases in reported incidents of:

Part 2: Breach of Residence Hall Regulations

Upon receiving the reports from the disciplinary authorities, I checked with those who reported significant increases in incidents to see if they were cause for concern.

The increase in number of unprofessional conduct offences was the result of a new attendance policy being enforced. The increase in incidents of application fraud was due to increased training and awareness of staff. The increase in computer related incidents was due to a change in the residence wireless Internet policy. The increases in cheating on mid-term tests and plagiarism were due to small increases over a number of units and therefore not attributable to a specific disciplinary authority.

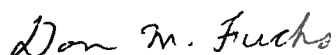
Total Number of Recorded Discipline Incidents in Relation to Total Number of Students

Year	Total # of incidents of Academic Dishonesty and Inappropriate Behaviour	Total # of students at The University of Manitoba	Percentage
2009-2010	527	27,476	1.9%
2010-2011	402	27,751	1.4%
2011-2012	456	28,430	1.6%
2012-2013	548	29,181	1.9%
2013-2014	559	29,759	1.9%

I would respectfully request that this letter and the accompanying Annual Report be circulated to those individuals who have occasion to be concerned with disciplinary matters. The sharing of the information concerned in the report will enable continued improvement on consistency in disciplinary matters.

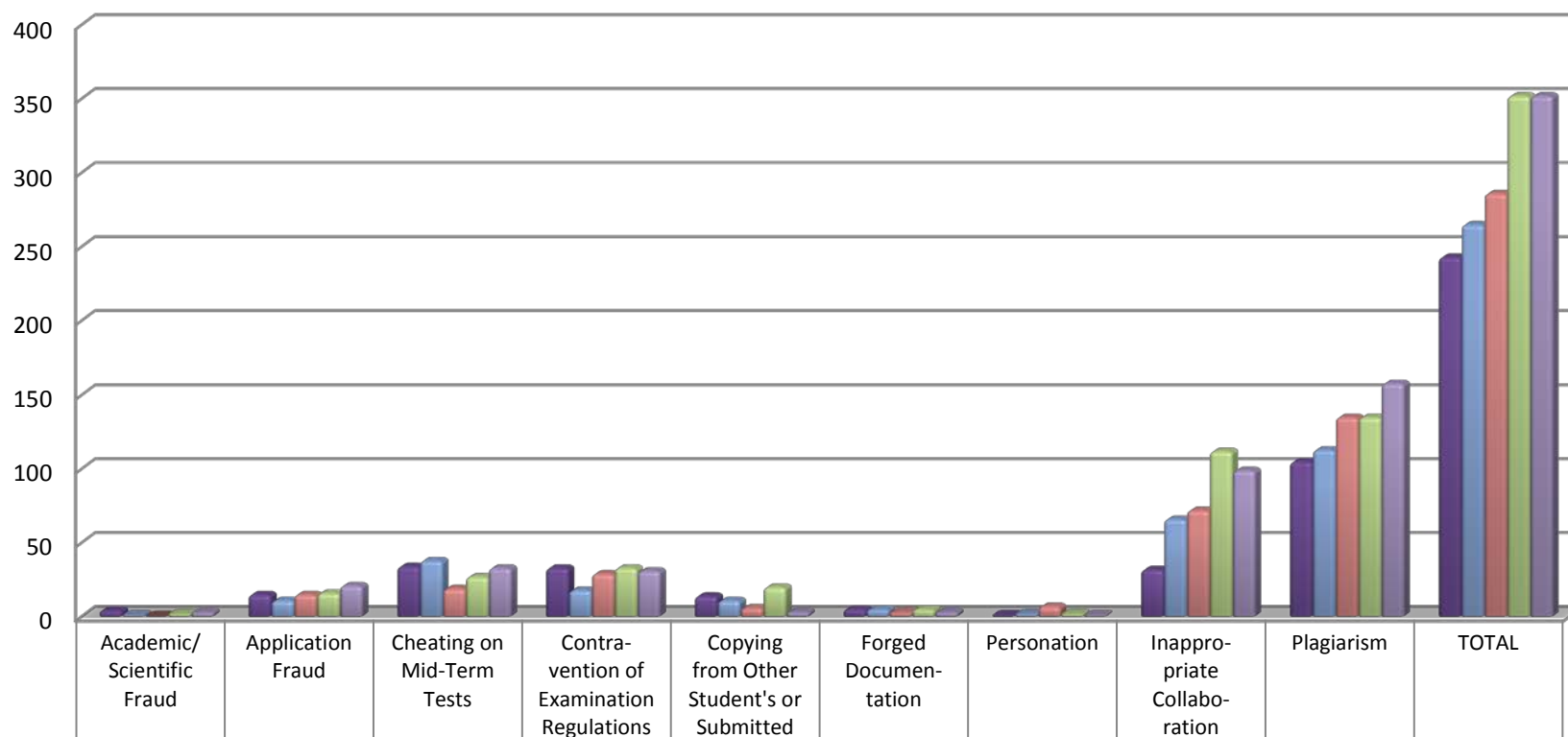
It has been your practice to provide a copy of the Report of the University Discipline Committee to members of Senate and the Board of Governors for their information. Should you choose to continue this practice, please know that I will be on leave in 2015. The University Secretary, whose office compiles the information, is prepared to respond to questions should they arise.

Yours sincerely,



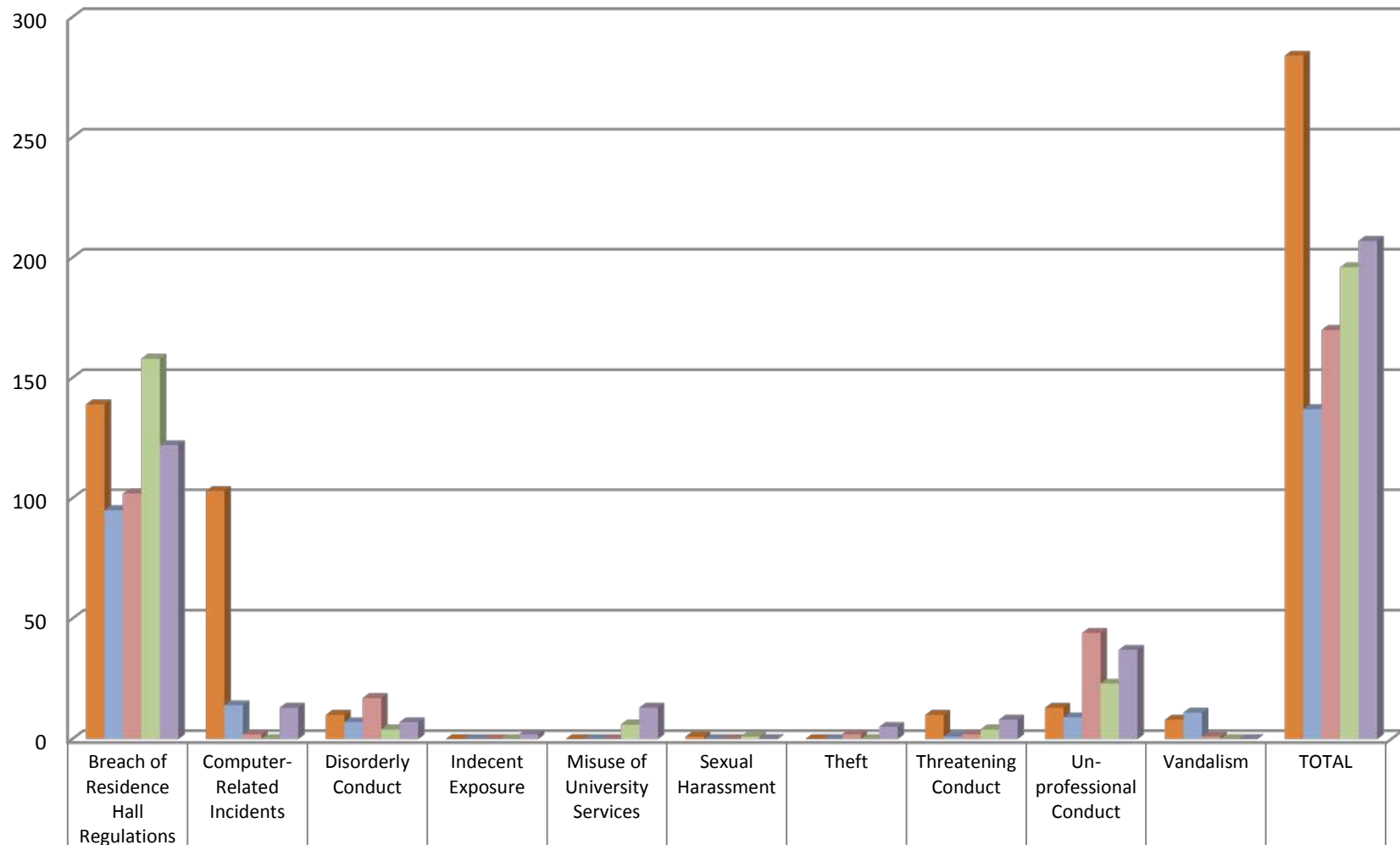
Dr. Don Fuchs, Chair
University Discipline Committee

Part 1 - Academic Dishonesty



2009-2010	4	15	34	33	14	5	1	32	105	243
2010-2011	1	11	38	18	11	5	2	66	113	265
2011-2012	0	15	19	29	6	3	7	72	135	286
2012-2013	2	16	27	33	20	5	2	112	135	352
2013-2014	3	21	33	31	3	3	1	99	158	352

Part 2- Inappropriate Behaviour



2009-2010	139	103	10	0	0	1	0	10	13	8	284
2010-2011	95	14	7	0	0	0	0	1	9	11	137
2011-2012	102	2	17	0	0	0	2	2	44	1	170
2012-2013	158	0	4	0	6	1	0	4	23	0	196
2013-2014	122	13	7	2	13	0	5	8	37	0	207

PART 1: ACADEMIC DISHONESTY

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.*
Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Academic/ Scientific Fraud	1	Sought to hire someone to write a paper using online messaging board	Permanently barred from the Faculty; permanently suspended from Program courses; "DISC" notation on transcript; letter in file	Associate Dean	None	Student did not attend hearing or respond to allegations	Not sought	None	Not sought	None
	1	Fraudulent paper submission in course	"F-DISC" in course; barred from Faculty courses for 1 year; notation of academic dishonesty; Academic Integrity tutorial; student can apply to have comments removed upon confirmed graduation	Associate Dean of Teaching Faculty and Director of Registration Faculty	None	Made false statements about how paper was obtained	Not sought	None	Not sought	None
	1	Providing an academic paper to another student	Academic Integrity tutorial	Associate Dean	Student did not know his/her friend would submit his/her paper as his/her own work	None	Not sought	None	Not sought	None
Application Fraud	1	Cited for non-disclosure on application of attendance at another post-secondary	Comment re:application irregularities noted on academic record; can request removal after 1 year	Director	Other institution told him/her to apply here; seemed to be confused	Intent in order to obtain funding for support with learning disability; had a degree from the other institution	Not sought	None	Not sought	None
	1	Cited for non-disclosure on application of attendance at another post-secondary	Not eligible for transfer credit; comment re:application irregularities noted on academic record; can request removal after 1 year	Director	English not first language	Student thought it would be easier to get admission based on high school (intentional)	Not sought	None	Not sought	None
	1	Cited for non-disclosure on application of attendance at another post-secondary	Hold placed on record for 1 year (Suspension); required to reapply; comment cited for application irregularities on academic record	Director	Application submitted by a friend	Student signed the application; when contacted specifically about post-secondary attendance student answerd "NO"	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Application Fraud Continued	1	Cited for non-disclosure on application of attendance at another post-secondary	Comment re:application irregularities noted on academic record; can request removal after 1 year	Director	Application completed by a 2nd party; faulty information provided by educational agent	Student not forthcoming with information/ transcripts once discovered	Not sought	None	Not sought	None
	1	Cited for non-disclosure on application of attendance at another post-secondary	Comment re:application irregularities noted on academic record; can request removal after 1 year	Director	Student self disclosed attendance	Intentional to gain admission using high school grades	Not sought	None	Not sought	None
	1	Cited for non-disclosure on application of attendance at another post-secondary	Not eligible for transfer credit for 2 courses taken at nondisclosed institution	Director	None	Attendance at multiple institutions at the same time; no remorse or recognition of error	UDC	Expelled from program - must reapply	None	None
	1	Cited for non-disclosure on application of attendance at another post-secondary	Suspension for 1 year; must reapply for admission	Director	None	Student suspended at other insitution; intentional and was only discovered by accident in advising session	Not sought	None	Not sought	None
	10	Plagiarism in written submission of application to Faculty	Suspended from applying to Faculty for life	Dean	5 replied showing remorse	5 didn't acknowledge penalty or, if acknowledged, did not show remorse	Not sought	None	Not sought	None
	1	Used a fraudulent credit card to pay application fee	Application nullified; future applications require approval of Dean	Dean	Provided explanation that a sibling's card was used	Did not show remorse	Not sought	None	Not sought	None

PART 1: ACADEMIC DISHONESTY

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Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Application Fraud Continued	3	Used a fraudulent credit card to pay application fee	Application nullified; banned from applying to Faculty for life	Dean	None	2 students acknowledged penalty but did not show remorse; 1 student did not acknowledge	Not sought	None	Not sought	None
Cheating on Mid-Term Test	1	Cheating on an in-class test	Final grade of "F-DISC"; suspension from Registration Faculty for 1 year; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	Implication of another student	LDC	Appeal denied	Not sought	None
	1	Cheating on an in-class test	Final grade of "F-DISC"; suspension from Registration Faculty for 1 year; suspension from courses offered by Teaching Faculty for 1 year; "DISC" to be removed 6 months prior to graduation	Associate Dean of Teaching Faculty and Associate Dean of Registration Faculty	None	None	LDC	Appeal denied; penalties added to include 1. completion of Academic Integrity tutorials 2. volunteer services for a minimum of 10 hours to Student Advocacy Office	Not sought	None
	1	Cheating on an in-class test	Final grade of "F-DISC"; suspension for 1 year; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	Following test student admitted to instructor that they had copied answers but did not confess this at the Faculty level hearing	Not sought	None	Not sought	None

PART 1: ACADEMIC DISHONESTY

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Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.*
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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Test Continued	1	Cheating on an in-class test	Final grade of "F-DISC"; suspension from Registration Faculty for 1 year; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	None	LDC	Appeal denied	Not sought	None
	1	Cheating on an in-class test	Final grade of "F-DISC"; suspension from Registration Faculty for 2 years; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	2nd incident of academic dishonesty	Not sought	None	Not sought	None
	1	Cheating on an in-class test	Final grade of "F-DISC"; suspension from Registration Faculty for 1 year; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	None	LDC	Appeal granted		
	1	Cheating on an in-class test	Final grade of "F-DISC"; suspension from Teaching Faculty for 1 year; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	None	Not sought	None	Not sought	None
	1	Cheating on an in-class test	Final grade of "F-DISC"; suspension from Faculty for 1 year; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	None	Not sought	None	Not sought	None
	1	Cheating on an in-class test	Final grade of "F-DISC"; suspension from Faculty for 1 year; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	None	LDC	Appeal denied	Not sought	None
	1	Cheating on an in-class test	Final grade of "F-DISC"; suspension from taking courses offered by Teaching Faculty for 1 year; "DISC" to be removed 6 months prior to graduation; completion of Academic Integrity tutorials; academic dishonesty comment on transcript	Associate Dean of Teaching Faculty and Associate Dean of Registration Faculty	None	None	Not sought	None	Not sought	None

PART 1: ACADEMIC DISHONESTY

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.*
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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Test Continued	1	Cheating on an in-class test	Final grade of "F-DISC"; suspension from Registration Faculty for 1 year; "DISC" to be removed 6 months prior to graduation	Associate Dean of Teaching Faculty and Associate Dean of Registration Faculty	None	None	Not sought	None	Not sought	None
	1	Cheating on an in-class quiz	Final grade of "F-DISC"; suspension from Registration Faculty for 8 months; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	Student admission of sharing answers	None	Not sought	None	Not sought	None
	1	Cheating on an in-class test	Final grade of "F-DISC"; suspension from Registration Faculty for 8 months; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	None	Not sought	None	Not sought	None
	1	Cheating on an in-class test	Final grade of "F-DISC"; suspension from Faculty for 1 year; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	None	LDC	Appeal denied	UDC	Appeal denied
	1	Cheating on an in-class test	Final grade of "F-DISC"; suspension from Teaching Faculty for 1 year; "DISC" to be removed 6 months prior to graduation; completion of Academic Integrity tutorials	Associate Dean of Teaching Faculty and Associate Dean of Registration Faculty	Student admission to Professor	None	Not sought	None	Not sought	None
	1	Cheating on an in-class quiz	Final grade of "F-DISC"; suspension from Registration Faculty for 1 year; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	Student admitted to copying one answer from another student	None	Not sought	None	Not sought	None
	1	Cheating on an in-class quiz	Final grade of "F-DISC"; suspension from Registration Faculty for 2 years; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	2nd incident of academic dishonesty	Not sought	None	Not sought	None

PART 1: ACADEMIC DISHONESTY

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.*
Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Test Continued	1	Cheating on an in-class test	Final grade of "F-DISC"; suspension from Registration Faculty for 8 months; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	None	Not sought	None	Not sought	None
	1	Cheating on mid-term exam in course by accessing D2L during the examination when student asked to go to the washroom	"F-DISC" in course; barred from Faculty courses for 1 year; notation of academic dishonesty on transcript; Academic Integrity tutorial; student may apply for removal of comments upon confirmed graduation	Associate Dean	None	Denied logging in to D2L despite evidence from IST	Not sought	None	Not sought	None
	1	Cheating on mid-term exam in course by accessing D2L during the examination when student asked to go to the washroom	"F-DISC" in course; barred from Faculty courses for 8 months; notation of academic dishonesty on transcript; student can apply to have comments removed upon confirmed graduation	Associate Dean	None	Admitted to allegation	Not sought	None	Not sought	None
	1	Hiding class notes in washroom with intent to gain access during exam in course	"F-DISC "in course; barred from taking Faculty courses for 1 year with notation of suspension on transcript ; "Notation of Academic Dishonesty in course upheld" on transcript; all transcript comments may be removed upon application to Registrar's Office at confirmed graduation	Associate Dean	None	Student misrepresented many facts during the hearing, got aggressive to the point where he/she was warned his/her behaviour was violating another University policy	Not sought	None	Not sought	None
	1	Cheating on mid-term exam in course by accessing D2L during the examination when student asked to go to the washroom	"F-DISC" in course; barred from Faculty courses for 1 year; notation of academic dishonesty on transcript; Academic Integrity tutorial; student may apply for removal of comments upon confirmed graduation	Associate Dean	None	2nd violation of academic integrity	Not sought	None	Not sought	None

PART 1: ACADEMIC DISHONESTY

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Test Continued	1	Cheating on mid-term exam in course by accessing D2L during the examination when student asked to go to the washroom	"F-DISC" in course; barred from Faculty courses for 8 months; notation of academic dishonesty on transcript; student can apply to have comments removed upon confirmed graduation	Associate Dean	None	Statement not credible	Not sought	None	Not sought	None
	1	Unauthorized materials in deferred exam in course; an extra cheat sheet	Mark in final exam will be reduced by 10 marks	Associate Dean	None	None	Not sought	None	Not sought	None
	1	Cheating in course; caught using cheat notes; an email of admission is also included	"F-DISC" in course; barred from Faculty courses for 1 year; notation of academic dishonesty on transcript; student can apply to have comments removed upon confirmed graduation	Associate Dean	None	Premeditated and deliberate act of creating cheat notes with intention to use; student openly admitted to the allegation	Not sought	None	Not sought	None
	1	Cheat notes in midterm exam in course	"F-DISC" in course; barred from courses offered by Faculty and any non-Faculty courses that would contribute to degree for 8 months; notation of academic dishonesty on transcript; student may apply to Registrar's Office to have comments removed upon confirmed graduation	Associate Dean	None	None	Not sought	None	Not sought	None
	1	Written answers on palm of hand	"F" grade in course	Department Head	None	None	Not sought	None	Not sought	None
	1	Used cell phone to obtain information to answer exam questions	"F-Disc" in course; comment placed on transcript; completion of Academic Integrity tutorials	Department Head	Student admitted to use of cell phone despite exam regulations to the contrary	None	Not sought	None	Not sought	None

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Cheating on Mid-Term Test Continued	1	Failed to hand in mid-term exam	Final grade of "0" in midterm exam; and notation on transcript and academic record which may be removed upon request after one year	Department Head	None	Claims to have put his/her exam on a pile of other exams which were on the front counter of exam room, but instructor reported that he/she personally collected all the exams and there were no exams on the counter	Associate Dean	Penalties upheld	Not sought	None
	1	Answered many questions correctly on the midterm but did not complete any calculations, plus a copy of the midterm test was found on the floor in a Faculty building the day before the test	Suspended from taking courses offered by the Teaching Department for 8 months; suspended from taking courses offered by the Registration Faculty for 8 months; notation on transcript and academic record; required to seek help with English language skills; and required to complete the Academic Integrity tutorials and quiz; "DISC" designation and notation may be removed upon request after one year or at time of graduation	Associate Dean of Teaching Faculty and Associate Dean of Registration Faculty	Insufficient evidence to support the allegation of having the midterm paper prior to the day of the exam	Offered the use of a calculator during the test as it is needed to answer the questions successfully but the student refused the offer; admitted to cheating in the exam by copying from another student, although the invigilator indicated the student was not looking around at other students	Not sought	None	Not sought	None

PART 1: ACADEMIC DISHONESTY

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Cheating on Mid-Term Test Continued	1	After the midterm exam was over, having discussed the solution to a question with the instructor, the student changed her/his answer to that question	Final grade of "0" in midterm	Department Head	Presented version of the events that took place after the exam was over but allegation of academic dishonesty upheld	None	Not sought	None	Not sought	None
	1	In possession of calculator during mid-term, despite instructions that they were prohibited	Final grade of "0" in mid-term; "DISC" designation on transcript; notation on transcript and academic record; and required to complete the Academic Integrity tutorials and quiz; 'DISC' designation and notation may be removed upon request after 2 years or at time of graduation	Department Head	None	Did not make appointment to meet with the Department Head, therefore a determination about the allegation was made without the student's input	Not sought	None	Not sought	None
	1	Posted take-home exam question on website to solicit assistance in answering the question	Grade of "0" on the exam	Associate Dean	Student did not fully appreciate the prohibition in seeking outside help for a take-home test	None	Not sought	None	Not sought	None
Contravention of Examination Regulations	1	Possession of written notes during final examination	Required to attend Study Habits, Time Management and Exam Stress workshops through Student Affairs; "DISC" notation on transcript until workshop completed; letter in file	Associate Dean	Extremely distressed; very apologetic	None	Not sought	None	Not sought	None
	1	Report from Department Head of cheating on a final exam	Final grade of "F-DISC"; suspension from Registration Faculty for 1 year; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	None	Not sought	None	Not sought	None

PART 1: ACADEMIC DISHONESTY

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations Continued	1	Cheating on a final exam	Final grade of "F-DISC"; suspension from Registration Faculty for 1 year; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	None	Not sought	None	Not sought	None
	1	Cheating on a final exam	Final grade of "F-DISC"; suspension from taking courses from Teaching Faculty for 6 months; "DISC" to be removed 6 months once graduation confirmed; completion of Academic Integrity tutorials by January 30, 2014	Associate Dean of Teaching Faculty and Associate Dean of Registration Faculty	None	None	Not sought	None	Not sought	None
	1	Cheating on a final exam	Final grade of "F-DISC"; suspension from taking courses offered by Teaching Faculty for 1 year; "DISC" to be removed 6 months prior to graduation; completion of Academic Integrity tutorials by August 15, 2014; notation on transcript: 'Student required to repeat course as it satisfies Registration Faculty requirements for program'	Associate Dean of Teaching Faculty and Associate Dean of Registration Faculty	None	None	N/A	N/A	N/A	N/A
	1	Cheating on a final exam	Final grade of "F-DISC"; suspension from Registration Faculty for 2 years; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	None	LDC	Appeal granted	N/A	N/A
	1	Cheating on a final exam	Final grade of "F-DISC"; suspension from Registration Faculty for 1 year; suspension from taking courses from specific department of Teaching Faculty for 5 years; "DISC" to be removed 6 months prior to graduation; statement on transcript for two years or until graduation whichever comes first	Associate Dean of Teaching Faculty and Associate Dean of Registration Faculty	None	Student failed to take any responsibility	LDC	Appeal denied; statement on transcript to remain on transcript for 2 years following graduation	UDC	Appeal denied

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Contravention of Examination Regulations Continued	1	Cheating on a final exam	Final grade of "F-DISC"; suspension from Registration Faculty for 2 years; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	2nd incident of academic dishonesty	LDC	Appeal denied	UDC	Pending
	1	Cheating on a final exam	Final grade of "F-DISC"; suspension from Registration Faculty for 1 year; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	None	Not sought	None	Not sought	None
	1	Cheating in final exam	"F-DISC" in course; barred from Faculty courses for 1 year; notation of academic dishonesty on transcript; student may apply to Registrar's Office to have comments removed upon confirmed graduation	Associate Dean	None	None	Not sought	None	Not sought	None
	1	Instuctor informed students that exam was finished and asked them to stop work; student continued to work; asked again and continued to work; informed student directly to cease work and informed student that this was in breach of exam regulations as well as unprofessional behaviour	Letter of reprimand was placed in student's file; grade on practical exam was lowered which resulted in an overall final grade in course (from B to C+)	Department Head	1st offence, admitted to offence and expressed remorse	Student admitted to infraction	Not sought	None	Not sought	None

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Contravention of Examination Regulations Continued	1	Found in possession of unauthorized hand written materials on a sheet taken from an examination booklet	Final mark of "F" in the course; a discipline comment on transcript and required to take the Academic Integrity tutorial and quiz on-line and provide proof of having completed the task	Associate Dean	None	Claimed to not know that he/she was not supposed to bring a formula sheet into the exam and rather than reporting to the Instructor, chose to place the formula sheet under his/her exam booklet	Not sought	None	Not sought	None
	1	During final exam, invigilator caught student using 4 "cheat sheets" which were confiscated; student was allowed to finish writing the exam	Grade of "F" in the course; academic dishonesty notation on transcript	Associate Dean	Student panicked due to potentially failing course a 2nd time; the student was 1 course away from graduation	None	Not sought	None	Not sought	None
	1	The student wrote for 271 mins; the exam question indicated on the front that it was 120 mins. in length; with an additional 50% time allowed by Accessibility Services the student ought to have had 180 mins	Associate Dean wrote email and kept a copy in file	Associate Dean	Unfortunately the form supplied to accessibility services indicated that the exam was 3 hours in length which was incorrect	None	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations Continued	1	Handwritten notes found inside pencil case during final exam	Final grade of "C+-DISC" in course; notation on transcript and academic record; and required to complete the Academic Integrity tutorials and quiz; "DISC" designation and notation may be removed upon request after 1 year or at time of graduation	Associate Dean of Teaching Faculty and Associate Dean of Registration Faculty	Only 3 notes written on a piece of paper which were removed from pencil case after realizing it was there; based on balance of probability it seems reasonable there was no intent to cheat	Presence of notes in the pencil case is in violation of final examination regulations	Not sought	None	Not sought	None
	1	In possession of calculator with formula written on the inside of the cover during final exam	Final grade of "A-DISC" in course; and required to complete the Academic Integrity tutorials and quiz; "DISC" notation to remain on transcript for 1 year, after which it may be removed upon request	Associate Dean of Teaching Faculty and Associate Dean of Registration Faculty	Stated that the calculator belonged to a relative and he/she was not aware that formula was written inside the cover; the formula was irrelevant for course	Instructions on exam paper clearly state that calculator covers must be removed and placed out of sight	Not sought	None	Not sought	None
	1	Possession of handwritten notes during final exam for course	Grade of "C-DISC" in course; statement on academic record for 1 year or until graduation; required to complete Academic Integrity tutorials and quiz	Associate Dean	None	None	Not sought	None	Not sought	None

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Contravention of Examination Regulations Continued	1	Wrote the wrong exam, even after it was confirmed by an invigilator for the correct course	Recommended completion of the Academic Integrity tutorials and quiz; the following statement will be place on the transcript for 1 year or until graduation: Student investigated for possible academic dishonesty in course; attended and wrote the incorrect final examination	Associate Dean	None	Student spoke to invigilator, noticed that exam stated incorrect course and was unfamiliar with half of exam questions	Not sought	None	Not sought	None
	1	Looking at the exam paper of another student during the final exam	Final grade of "F-DISC" in course; suspended from taking courses offered by the Teaching Faculty for 8 months; notation on transcript and academic record; and required to complete the Academic Integrity tutorials and quiz; "DISC" designation and notation may be removed upon request after 2 years or at time of graduation	Associate Dean of Teaching Faculty and Director of Registration Faculty	None	Admitted to the act of academic dishonesty and expressed remorse	Not sought	None	Not sought	None
	1	Wrote the wrong exam even after it was confirmed by an invigilator for correct course	Recommended completion of the Academic Integrity tutorials and quiz; the following statement will be placed on the transcript for 1 year or until graduation: Student investigated for possible academic dishonesty in course; attended and wrote the incorrect final examination	Associate Dean of Teaching Faculty and Director of Registration Faculty	None	Student spoke to invigilator, noticed that exam stated incorrect course and was unfamiliar with half of exam questions	Not sought			

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Contravention of Examination Regulations Continued	1	In possession of unauthorized material (cell phone) during final exam	Final grade of "F-DISC" in course; suspended from taking courses offered by the Faculty for 4 months; notation on transcript and academic record; and required to complete the Academic Integrity tutorials and quiz; "DISC" designation and notation may be removed upon request after 2 years or at time of graduation	Associate Dean	Admission of guilt and expressed remorse	None	Not sought	None	Not sought	None
	1	Handwritten notes found inside pencil case during final exam	Final grade of "F-DISC" in course; suspended from taking courses offered by the Teaching Faculty for 1 year; notation on transcript and academic record; and required to complete the Academic Integrity tutorials and quiz; "DISC" designation and notation may be removed upon request after 2 years or at time of graduation	Associate Dean of Teaching Faculty and Director of Registration Faculty	Stated that her/his usual practice is to write small notes for review	Admitted to putting notes in pencil case the night before the exam and then forgot the next day that the notes were there; the small size of the notes is consistent with an intention for use in a final exam as cheat sheets	Not sought	None	Not sought	None
	1	Speaking to another student during the final exam for the purpose of sharing answers	Final grade of "F-DISC" in course; suspended from taking courses offered by the Teaching Faculty for 8 months; notation on transcript and academic record; and required to complete the Academic Integrity tutorials and quiz; "DISC" designation and notation may be removed upon request after 2 years or at time of graduation	Associate Dean of Teaching Faculty and Director of Registration Faculty	Admitting to speaking with another student during the final exam and that some answers were shared with another student; recognized the act of dishonesty	None	Not sought	None	Not sought	None

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Contravention of Examination Regulations Continued	1	Looking at the exam paper of another student during the final exam	Final grade of "F-DISC" in course; suspended from taking courses offered by the Faculty for 1 year; notation on transcript and academic record; and required to complete the Academic Integrity tutorials and quiz; "DISC" designation and notation may be removed upon request after 2 years or at time of graduation	Associate Dean of Teaching Faculty and Director of Registration Faculty	None	Denied the allegation; however, a comparison of the exam papers shows that numerous incorrect answers were almost identical to another student's exam paper	Not sought	None	Not sought	None
	1	Allowed cheating by another student	Final grade of "B-DISC" in course; notation on transcript and academic record; and required to complete the Academic Integrity tutorials and quiz; "DISC" designation and notation may be removed upon request after 2 years or at time of graduation	Associate Dean	None	Admitted that extra precautions were not taken to cover answers even though it was noticed that another student could view the answers	Not sought	None	Not sought	None
	1	Left the exam room prior to the 30 minute time period and removed an examination paper from the exam room	Final grade of "F-DISC" in course; suspended from taking courses offered by the Faculty for 1 year; notation on transcript and academic record; and required to complete the Academic Integrity tutorials and quiz; "DISC" designation and notation may be removed upon request after 2 years or at time of graduation	Associate Dean	Student indicated he/she left the room because he/she was feeling ill	Student did not indicate to the instructor that he/she was feeling ill; the exam was missing from the seat when the student left the room; student also indicated that he/she made a phone call while he/she was out of the room	Not sought	None	Not sought	None

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Contravention of Examination Regulations Continued	1	Speaking to another student during the final exam for the purpose of sharing answers	Final grade of "F-DISC" in course; suspended from taking courses offered by the Teaching Faculty for 1 year; notation on transcript and academic record; and required to complete the Academic Integrity tutorials and quiz; "DISC" designation and notation may be removed upon request after 2 years or at time of graduation	Associate Dean of Teaching Faculty and Director of Registration Faculty	Admitting to speaking with another student during the final exam but denied the allegation	The other student indicated that some answers were shared	Not sought	None	Not sought	None
	1	In possession of calculator with formula written on the back during final exam course	Final grade of "F-DISC" in course; suspended from taking courses offered by the Faculty for 8 months; notation on transcript and academic record; and required to complete the Academic Integrity tutorials and quiz. "DISC" designation and notation may be removed upon request after 2 years or at time of graduation	Associate Dean	Admission of guilt and expressed remorse	None	Not sought	None	Not sought	None
	1	Student did not have his/her name and student number on the information sheet	Reduction of grade on midterm by 10%	Department Head	It appears that the student did not intend to contravene the midterm regulations, but simply failed to follow the instructions, which were given both orally and in writing on the midterm itself	None	Not sought	None	Not sought	None

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Contravention of Examination Regulations Continued	1	Cheating in final exam	"F-DISC" in course; barred from Teaching Faculty courses for 1 year with notation; barred from Registration Faculty courses for 1 year with notation; notation of academic dishonesty on transcript; all notations may be applied for removal upon confirmed graduation	Associate Deans of Registration Faculty and Teaching Faculty	None	None	Not sought	None	Not sought	None
	1	Cheating in final exam in course	"F-DISC" in course; barred from Teaching Faculty courses for 1 year with notation; barred from Registration Faculty courses for 1 year with notation; notation of academic dishonesty on transcript; all notations may be applied for removal upon confirmed graduation	Associate Deans of Registration Faculty and Teaching Faculty	None	None	LDC, but referred back to Faculty level due to new evidence	"F-DISC" in course; barred from Teaching Faculty courses for 8 months with notation; barred from Faculty of Registration courses for 8 months with notation; notation of academic dishonesty on transcript; all notations may be applied for removal upon confirmed graduation	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Copying from Other Student's/Own Previous Work	1	Copied answers from another student during final examination	Grade of "F-DISC" in course; suspension from Faculty for 1 calendar year; complete Academic Integrity tutorial	Associate Dean	None	Student lied about own involvement and involvement of other student the work was copied from	Dean	Upheld all penalties	LDC	Upheld all penalties
	1	Weekly assignment in course looked as if it had been copied from the Instructor's Solution Manual; teaching assistant notified course instructor who notified Department Head; Department Head met with student; student admitted that she/he had consulted with a student who had previously taken the course, but was not in the possession of a Solution Manual	Grade of "0" in the assignment	Department Head	None	None	Not Sought	None	Not Sought	None
	1	Student included results in the lab report for which he/she did not perform the associated computations using online calculation program	Grade of "0" for assignment in course; lab mark cannot be used for a lab exemption; notation on transcript which may be removed upon request after 1 year or at time of graduation	Sr. Instructor and Undergraduate Chair	None	None	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Forged Documentation	1	Forged medical note	Final grade of "F-DISC" in course; suspended from taking courses offered by the Teaching Faculty and suspended from the Registration Faculty for 8 months; notation on transcript and academic record; required to write a letter of apology to the instructor; and required to complete the Academic Integrity tutorials and quiz; "DISC" designation and notation may be removed upon request after 2 years or at time of graduation	Associate Dean of Teaching Faculty and Associate Dean of Registration Faculty	Admission of guilt and showed remorse; has been experiencing health issues	Reason for committing the offense was one of desperation, with an urgency to finish degree	Not sought	None	Not sought	None
	1	Forged medical note	Final grade of "F-DISC" in course; suspended from taking courses offered by the Teaching Faculty and suspended from the Registration Faculty for 8 months; notation on transcript and academic record; required to write a letter of apology to the instructor; and required to complete the Academic Integrity tutorials and quiz; "DISC" designation and notation may be removed upon request after 2 years or at time of graduation	Associate Dean of Teaching Faculty and Associate Dean of Registration Faculty	Admission of guilt and showed remorse; provided a copy of a letter of apology to the clinic	Reason for committing the offense was one of desperation; ill but had no money to pay for a medical note	Not sought	None	Not sought	None

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Forged Documentation Continued	1	Date on medical note was altered	Final grade of "F-DISC" in course; suspended from the Teaching Faculty and the Registration Faculty for an 8 month period; notation on transcript and academic record; and required to complete the Academic Integrity tutorials and quiz; "DISC" designation and notation may be removed upon request after 1 year or at time of graduation	Associate Dean of Teaching Faculty and Associate Dean of Registration Faculty	None	Admitted the date on the medical note was altered but could not provide an explanation; the clinic verified he/she was not present at the clinic on the altered date of the medical note	Not sought	None	Not sought	None
	1	Student signed an attendance sheet for another student, sparing the student for whom he/she signed a loss of an attendance-based grade	Grade of "0" for attendance in the course; effectively a 5% reduction in grade	Director	None	None	Not sought	None	Not sought	None
Inappropriate Collaboration	4	While grading required assignments for course, the teaching assistant ascertained that many of the 4 students' written answers were identical	Received final grade of "F" on both assignments; required to complete The Academic Integrity & Student Conduct tutorials and associated quiz; required to write a letter of apology to instructor	Department Head	None	None	Not Sought	None	Not Sought	None
	2	Inappropriate collaboration with another student on assignment	Mark received will be divided and received half of total grade; "DISC" comment on transcript; letter in file	Associate Dean	Very apologetic; thought they were doing things correctly	None	Not sought	None	Not sought	None
	1	Friend completed research and aided in the writing of the essay	"F" in assignment; final grade of "F-DISC"; complete Academic Integrity tutorials	Department Head	None	None	Not sought	None	Not sought	None

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Inappropriate Collaboration Continued	1	Copied another student's work without their knowledge	"F" in assignment; final grade of "F-DISC"; complete Academic Integrity tutorials	Department Head	None	None	Not sought	None	Not sought	None
	3	Copied assignment	"F" in assignment; "DISC" comment to remain on record until graduation; complete Academic Integrity tutorials	Department Head	None	None	Not sought	None	Not sought	None
	2	Inappropriate collaboration	"F" in assignment	Department Head	None	None	Not sought	None	Not sought	None
	2	Inappropriate collaboration in course	"F-DISC" in course; notation of academic dishonesty on transcript; student may apply to Registrar's Office to have comments removed upon confirmed graduation	Associate Dean	None	Admitted to being aware of collaboration but was not primarily responsible for the act	Not sought	None	Not sought	None
	1	Inappropriate collaboration in course	"F-DISC" in course; barred from Faculty courses for 1 year; notation of academic dishonesty on transcript; student may apply to Registrar's Office to have comments removed upon confirmed graduation	Associate Dean	None	Claimed being unaware that what they engaged in was wrong, admitted to collaborating, admitted to intentionally altering words to make them different	LDC	"F-DISC" in course; barred from Faculty courses for 1 year; notation of academic dishonesty on transcript; student may apply to Registrar's Office to have comments removed upon confirmed graduation	Appealed to UDC but UDC appeal withdrawn because an alternate penalty was negotiated between the student's lawyer and the Faculty	Notation of academic dishonesty for inappropriate collaboration but note does not appear on transcript but is kept in Dean's office; final grade of "F" in course; suspension from Faculty courses for 8 months

PART 1: ACADEMIC DISHONESTY

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Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration Continued	1	Inappropriate collaboration in course	"F-DISC" in course; barred from Faculty courses for 1 year; notation of academic dishonesty on transcript; student may apply to Registrar's Office to have comments removed upon confirmed graduation	Associate Dean	None	Claimed being unaware that what they engaged in was wrong, admitted to collaborating, admitted to intentionally altering words to make them different.	LDC	"F-DISC" in course; barred from Faculty courses for 8 months; notation of academic dishonesty on transcript; student may apply to Registrar's Office to have comments removed upon confirmed graduation	Appealed to UDC but UDC appeal withdrawn because an alternate penalty was negotiated between the student's lawyer and the Faculty	Notation of academic dishonesty for inappropriate collaboration but note does not appear on transcript but is kept in Dean's office; final grade of "F" in course; suspension from Faculty courses for 4 months
	1	Asked for a copy of assignment from another student	"F" grade in course; required to write a 1000 word essay on plagiarism	Department Head	None	None	Not sought	None	Not sought	None
	1	Gave assignment to other student	Grade of "0" on assignment, complete Academic Integrity tutorial	Department Head	None	None	Not sought	None	Not sought	None
	2	One student allowed other student to copy work during lab test for course	"F-DISC" in course; suspension from Teaching Faculty for 6 months; complete Academic Integrity tutorial	Associate Dean of Teaching Faculty and Director of Registration Faculty	None	None	Not sought	None	Not sought	None
	2	One student allowed other student to copy work during final exam in course	"F-DISC" in course; suspension from Teaching Faculty for 18 months to be served consecutively	Associate Dean of Teaching Faculty and Director of Registration Faculty	None	Prior charge of inappropriate collaboration	Not sought	None	Not sought	None

PART 1: ACADEMIC DISHONESTY

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration Continued	1	Few or none of the required calculations were performed in the online calculation program account even though answers were presented to questions which needed these calculations	Grade of "0" for assignment; lab mark cannot be used for a lab exemption; and notation on transcript which may be removed upon request after 1 year or at time of graduation	Department Head	None	Admitted to not performing all the calculations in the online calculation program account as required	Associate Dean	Penalties upheld	Not sought	None
	1	Required to perform calculations individually through their own online calculation program account but the database indicates they did not	Grade of "0" for experiment in course; lab mark cannot be used for a lab exemption; and notation on transcript which may be removed upon request after 1 year or at time of graduation	Department Head	None	Admitted to not performing all the calculations in the online calculation program account as required	Not sought	None	Not sought	None
	1	Duplication of assignments in course	Grade of "0" for duplicated assignments	Associate Department Head	None	None	Not sought	None	Not sought	None

PART 1: ACADEMIC DISHONESTY

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration Continued	1	Posting of course assignments on the internet (for 4 separate courses) with the intent to pay for the answers	Grade of "0" for assignments posted and final grade recalculated for 4 separate courses; final grade with "DISC" designation for all four courses; suspended from taking courses in the Registration Faculty for 1 year; notation on transcript and academic record; and required to complete online Academic Integrity tutorials and quiz; "DISC" designation and notation may be removed upon request after 2 years or at time of graduation	Associate Dean	None	Previous offense in a course; denied having used or even knowledge of website and denied owning the userid to site, despite the fact that userid is linked with the name of student, is linked to the four courses in question and originates from Winnipeg MB; when talking to the instructor the student said he/she "would not do it anymore" which implies an act of academic dishonesty	Not sought	None	Not sought	None
	1	Duplication of assignments in course	Grade of "0"; "F-DISC" in course; statement on academic transcript and record for 2 years or until graduation	Associate Department Head	None	None	Faculty	Penalty upheld	LDC	Denied
	1	Submitted a lab report with information downloaded from a website and copied from another student	Grade of 50% for assignment; lab mark cannot be used for a lab exemption; notation on transcript which may be removed upon request after 1 year	Department Head	None	Admission of guilt	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration Continued	1	Few or none of the required calculations were performed in the online calculation program account even though answers were presented to questions which needed these calculations	Grade of "0" for assignment; lab mark cannot be used for a lab exemption; and notation on transcript which may be removed upon request after 1 year or at time of graduation	Department Head	None	Admitted to not performing all the calculations in the online calculation program account as required	Associate Dean	Appeal of transcript notation penalty; appeal denied	Not sought	None
	1	Required to perform calculations individually through their own online calculation program account but the database indicates they did not	Grade of "0" for assignment; lab mark cannot be used for a lab exemption; and notation on transcript which may be removed upon request after one year or at time of graduation	Department Head	None	Admitted to not performing all the calculations in the online calculation program account as required	Associate Dean	Appeal denied	Not sought	None
	1	Duplication of assignments in course	Grade of "0" for assignments	Associate Department Head	None	None	Not Sought	None	Not sought	None
	2	Inappropriate collaboration on a paper submitted in course	Grade of "0" on the assignment; required to complete the Academic Integrity tutorials and quiz; and required to write a letter of apology to Professor	Associate Department Head	None	None	Not sought	None	Not sought	None
	2	Inappropriate collaboration on a paper submitted in course	Grade of "0"; required to complete the Academic Integrity tutorials and quiz; and required to write a letter of apology to Professor	Associate Department Head	None	None	Not sought	None	Not sought	None

PART 1: ACADEMIC DISHONESTY

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration Continued	2	Inappropriate collaboration on an assignment submitted in course	Grade of "0" for assignment; "DISC" designation on transcript; and notation on transcript and academic record; "DISC" designation and notation may be removed upon request after 1 year or at time of graduation	Department Head	None	Did not make appointment to meet with the Department Head, therefore a determination about the allegation was made without the student's input	Not sought	None	Not sought	None
	3	Few or none of the required calculations were performed in the online calculation program account even though answers were presented to questions which needed these calculations	Grade of "0" for assignment; lab mark cannot be used for a lab exemption; and notation on transcript which may be removed upon request after 1 year or at time of graduation	Department Head	None	Admitted to not performing all the calculations in the online calculation program account as required	Not sought	None	Not sought	None
	2	Submitted a lab report containing the identical figure copied from another student	Grade of "0" for assignments; letter kept on file in the Department	Department Head	None	Admission of guilt	Not sought	None	Not sought	None
	2	Duplication of assignment in course	Grade of "0" for assignment and complete the Academic Integrity tutorials and quiz	Associate Department Head	None	None	Not sought	None	Not sought	None
	2	Submitted a lab report containing figure captions copied from another student	Grade of 50% for assignment; lab mark cannot be used for a lab exemption	Department Head	None	Admission of guilt	Not sought	None	Not sought	None

PART 1: ACADEMIC DISHONESTY

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration Continued	2	Inappropriate collaboration on quiz in course	Grade of "0" for quiz; "DISC" designation on transcript; and notation on transcript and academic record; "DISC" designation and notation may be removed upon request after 1 year or at time of graduation	Department Head	None	Did not make appointment to meet with the Department Head, therefore a determination about the allegation was made without the student's input	Not sought	None	Not sought	None
	3	Duplication of assignment in course	Grade of "0" for assignment and complete the Academic Integrity tutorials and quiz	Associate Head	None	None	Not sought	None	Not sought	None
	3	Few or none of the required calculations were performed in his/her online calculation program account even though answers were presented to questions which needed these calculations	Grade of "0" for assignment; lab mark cannot be used for a lab exemption; notation on transcript which may be removed upon request after 1 year or at time of graduation; and complete the Academic Integrity tutorials and quiz	Department Head	None	Admitted to not performing all the calculations in the online calculation program account as required	Not sought	None	Not sought	None
	28	Duplication of assignment(s)	Grade of "0" for assignment(s)	Associate Department Head	None	None	Not Sought	None	Not sought	None
	6	Few or none of the required calculations were performed in the online calculation program account even though answers were presented to questions which needed these calculations	Grade of "0" for assignment; lab mark cannot be used for a lab exemption; and notation on transcript which may be removed upon request after 1 year or at time of graduation	Department Head	None	None	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration Continued	2	Academic dishonesty involving 2 assignments in course	mark of "0" for both assignments	Associate Department Head	None	None	Not sought	None	Not sought	None
	4	Submitted a lab report containing figure captions copied from another student	Grade of "0" for 2 assignments; lab mark cannot be used for a lab exemption; and notation on transcript which may be removed upon request after 1 year or at time of graduation	Department Head	Admitted to engaging in academic dishonesty	None	Not sought	None	Not sought	None
	4	Few or none of the required calculations were performed in the online calculation program account even though answers were presented to questions which needed these calculations	Grade of "0" for assignment; lab mark cannot be used for a lab exemption; and notation on a transcript which may be removed upon request after 1 year or at time of graduation	Department Head	None	None	Not sought	None	Not sought	None
Plagiarism	1	Plagiarism detected in student assignment	Letter of apology to instructor; grade reduction on assignment; complete online Academic Integrity & Student Conduct tutorials; 1,000 word essay on plagiarism	Associate Dean	None	None	Not sought	None	Not sought	None
	1	Plagiarism detected on student final report	Letter of apology to instructor; rewrite report; complete online Academic Integrity & Student Conduct tutorial; 2,500 word essay on plagiarism	Associate Dean	None	None	Not sought	None	Not sought	None
	1	Parts of assignment word for word from previously published work with no proper reference	Grade of "0" on the assignment; short essay assignment about plagiarism; and Academic Integrity and Student Conduct tutorials	Department Head	None	None	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism Continued	1	Plagiarized material, did not provide citations	Time Management and Plagiarism workshops through Student Affairs; receive an "F" on assignment; "DISC" notation on transcript	Associate Dean	None	Student did not attend hearing or respond to allegations	Not sought	None	Not sought	None
	1	Plagiarized material, did not provide citations, did not provide a bibliography	Time Management and Plagiarism workshops through Student Affairs; receive an "F" on assignment; "DISC" notation on transcript	Associate Dean	None	Student did not attend hearing or respond to allegations	Not sought	None	Not sought	None
	1	Did not cite materials from online sources and did not include references for all materials cited	Time Management and Plagiarism workshops through Student Affairs; Receive an "F" on assignment; "DISC" notation on transcript	Associate Dean	Feeling very stressed; very apologetic	None	Not sought	None	Not sought	None
	1	Plagiarized material for which proper citations were not provided	Time Management and Plagiarism workshops through Student Affairs; Receive an "F" on assignment; "DISC" notation on transcript	Associate Dean	Student in a hurry to complete assignment, made mistakes; very apologetic	None	Not sought	None	Not sought	None
	1	Did not include adequate citations for all images used in a portfolio	Required to resubmit portfolio with proper citation images used; "DISC" notation on transcript	Associate Dean	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until graduation	Department Head	None	None	Appeal of penalties to Faculty level	Appeal denied	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until July 1, 2015	Head of Teaching Department and Director of Registration Program	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain until graduation	Department Head	None	None	Not sought	None	Not sought	None

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Plagiarism Continued	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until graduation; complete Academic Integrity tutorials	Department Head	None	None	Not sought	None	Not sought	None
	1	Incident of plagiarism	Final grade of "F-DISC"; suspension from Registration Faculty for 5 years; permanent suspension from taking courses in the Department; "DISC" permanently on record	Associate Dean of Registration Faculty	None	Multiple incidents of academic dishonesty	Not sought	None	Not sought	None
	1	Incident of plagiarism	Final grade of "F-DISC"; permanent suspension from taking courses in Department; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until graduation	Department Head	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	"F" in assignment; "DISC" added to final grade of "C" and to be removed after completion of Academic Integrity tutorials	Associate Department Head	None	None	Not sought	None	Not sought	None
	1	Report from Department Head of incident of plagiarism/research fraud	Final grade of "F-DISC"; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	None	Not sought	None	Not sought	None
	1	Incident of plagiarism	Student to volunteer 20 hours of service at Advocacy Office	Department Head	Student had a severe medical crisis	None	Not sought	None	Not sought	None
	1	Use of uncited sources in first page of a research proposal	Student to submit new proposal and meet with Instructor from Academic Learning Centre to discuss citation and plagiarism issues	Department Head	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	"F" in assignment; complete Academic Integrity tutorials	Coordinator of Program	None	None	Not sought	None	Not sought	None

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Plagiarism Continued	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until July 1, 2015	Department Head	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until July 1, 2015	Department Head and Associate Dean of Registration Faculty	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to be removed 6 months prior to graduation	Department Head	None	None	Appeal of penalties to Faculty level	Appeal denied	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; complete Academic Integrity tutorials	Associate Department Head	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until 6 months after graduation; complete Academic Integrity tutorials	Department Head	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources & deliberately deceptive use of published material	Final grade of "F-DISC"	Department Head	None	None	Not sought	None	Not sought	None
	1	Incident of plagiarism	Final grade of "F-DISC"; suspension from taking courses in department or cross listed courses for 1 year; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	Student had been previously forewarned about plagiarizing	Not sought	None	Not sought	None
	1	Incident of plagiarism	Final grade of "F-DISC"; Student must complete Academic Integrity tutorials; "DISC" to be removed 6 months prior to graduation	Associate Dean of Registration Faculty	None	2nd incident of academic dishonesty	Not sought	None	Not sought	None

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Plagiarism Continued	1	Incident of plagiarism	Final grade of "F-DISC"; suspension from taking courses in the specific Department for 1 year; "DISC" to be removed 6 months prior to graduation; student must complete Academic Integrity tutorials	Associate Dean of Registration Faculty	None	Purchased paper from the internet	Not sought	None	Not sought	None
	1	Two incidents of use of uncited resources	Final grade of "F-DISC" in both courses; "DISC" to remain on record in both courses until graduation	Department Head	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to be removed 6 months prior to graduation	Department Head	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; suspension from taking courses from two departments for 2 year; "DISC" to remain on record until graduation; complete Academic Integrity tutorials	Department Head	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	"F" in term paper; "DISC" to remain on record until completion of Academic Integrity tutorials	Acting Department Head	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until graduation	Department Head	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources & deliberately deceptive use of published material	Final grade of "F-DISC"; "DISC" to remain on record 6 months prior to graduation	Department Head	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until completion of Academic Integrity tutorials	Acting Department Head	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to be removed once graduation confirmed	Department Head	None	None	Appeal of finding to Faculty level	Appeal denied	Not sought	None

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Plagiarism Continued	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to be removed upon graduation	Department Head	None	None	Appeal of penalties to Faculty level	Appeal denied	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until July 1, 2015	Department Head	Student stated he/she suffered from anxiety	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until graduation	Department Head	None	None	Not sought	None	Not sought	None
	1	Incident of plagiarism	Final grade of "F-DISC"; suspension from Teaching Faculty for 1 year; "DISC" to be removed 6 months prior to graduation; student must complete Academic Integrity tutorials	Associate Dean of Teaching Faculty and Associate Dean of Registration Faculty	None	2nd incident of academic dishonesty	Not sought	None	Not sought	None
	1	Use of uncited sources & deliberately deceptive use of published material	Final grade of "F-DISC"; "DISC" to remain on record 6 months prior to graduation	Department Head	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to be removed upon graduation	Department Head and Dean of Registration Faculty	None	None	Appeal of penalties to Faculty level	Appeal denied	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to be removed after graduation	Department Head	None	None	Not sought	None	Not sought	None
	1	Appeal of penalties only assigned by Department Head for plagiarism	Penalty changed to: Final grade of "F-DISC"; "DISC" to be removed to 6 months prior to graduation (original penalty was silent on when "DISC" could be removed)	Associate Dean of Teaching Faculty and Associate Dean of Registration Faculty	None	None	Not sought	None	Not sought	None

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Plagiarism Continued	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until March 1, 2016	Head of Teaching Department and Associate Dean of Registration Faculty	Student admitted to academic dishonesty	None	N/A	N/A	N/A	N/A
	1	Incident of plagiarism	"F" in assignment; Complete Academic Integrity tutorials	Department Head	None	Significant time in class spent discussing academic integrity	Not sought	None	Not sought	None
	1	Incident of plagiarism	"F" in assignment	Department Head	Student admitted to plagiarizing and was apologetic	None	Not sought	None	Not sought	None
	1	Incident of plagiarism	Final grade of "F-DISC"; suspension from Registration Faculty for 16 months; prior to return student must complete Academic Integrity tutorials; "DISC" to be removed once graduation confirmed	Associate Dean of Registration Faculty	None	2nd incident of academic dishonesty	Not sought	None	Not sought	None
	1	Incident of plagiarism	"F" in assignment	Associate Department Head	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	"F" in assignment; complete Academic Integrity tutorials	Coordinator of Teaching Program and Director of Registration Program	None	None	Not sought	None	Not sought	None
	1	Incident of plagiarism in 2 assignments	Final grade "F"; Statement on transcript can be removed upon graduation	Associate Head of Teaching Faculty and Director of Registration Faculty	Student submitted letter of admission and explanation	None	Not sought	None	Not sought	None
	1	Incident of plagiarism	Final grade of "F"	Department Head	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until September 2, 2015	Department Head	Student admission of academic dishonesty	None	Not sought	None	Not sought	None

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Plagiarism Continued	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" remains on record until graduation; complete Academic Integrity tutorials	Head of Teaching Department and Director of Registration Program	None	None	Not sought	None	Not sought	None
	1	Incident of plagiarism	"F" in assignment	Department Head	Death in family	Significant plagiarism	Not sought	None	Not sought	None
	1	Use of uncited sources	"F" in assignment; final grade of "F"	Head of Teaching Department and Dean of Registration Faculty	Student provided medical documentation	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until July 1, 2015	Department Head	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until completion of Academic Integrity tutorials	Acting Department Head	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until July 2016	Department Head and Director of Registration Program	None	None	Not sought	None	Not sought	None
	1	Incident of plagiarism	"F" in assignment	Associate Head of Teaching Faculty and Associate Dean of Registration Faculty	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until 6 months after graduation; complete Academic Integrity tutorials	Department Head and Director of Registration Program	None	None	Not sought	None	Not sought	None

PART 1: ACADEMIC DISHONESTY

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism Continued	1	Incident of plagiarism	Final grade of "F-DISC"; suspension from Registration Faculty for 3 years; "DISC" permanently on record	Associate Dean of Registration Faculty	None	3rd incident of academic dishonesty	LDC	Appeal denied	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until July 1, 2015	Department Head and Director of Registration Program	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until July 1, 2015	Head of Teaching Department and Director of Registration Program	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	"F" in assignment; "DISC" to remain on record until July 1, 2015	Head of Teaching Department and Director of Registration Program	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until July 1, 2015	Head of Teaching Department and Director of Registration Program	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until July 1, 2016	Department Head	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until June 1, 2015	Head of Teaching Department and Director of Registration Program	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	"F" in assignment; "DISC" to remain on record until July 28, 2014	Department Head	None	None	Not sought	None	Not sought	None

PART 1: ACADEMIC DISHONESTY

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Plagiarism Continued	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" remains on record until graduation; complete Academic Integrity tutorials	Head of Teaching Department and Director of Registration Program	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until graduation; complete Academic Integrity tutorials	Head of Teaching Department and Director of Registration Program	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; suspension from taking courses from 2 Departments for 1 year; complete Academic Integrity tutorials	Head of Teaching Department and Director of Registration Program	None	None	Not sought	None	Not sought	None
	1	Incident of plagiarism	"F" in assignment	Associate Head of Teaching Department and Director of Registration Faculty	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; suspension from taking courses from Registration Faculty for 1 year; "DISC" to remain on record until graduation; complete Academic Integrity tutorials	Head of Teaching Department and Director of Registration Program	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until January 1, 2015	Department Head	Student was contrite	None	Not sought	None	Not sought	None

PART 1: ACADEMIC DISHONESTY

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Plagiarism Continued	1	Use of uncited sources	"F" in assignment; "DISC" to remain on record until July 1, 2015	Head of Teaching Department and Director of Registration Program	Student admission and appeared contrite	None	Not sought	None	Not sought	None
	1	Use of uncited sources	"F" in assignment; complete Academic Integrity tutorials	Coordinator of Teaching Program and Director of Registration Program	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	"F" in assignment; complete Academic Integrity tutorials	Coordinator of Teaching Program and Director of Registration Program	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until 6 months after graduation; complete Academic Integrity tutorials	Department Head and Director of Registration Program	None	2nd incident of academic dishonesty	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; suspension from taking courses from 2 Departments for 1 year; "DISC" to remain on record until graduation; complete Academic Integrity tutorials	Head of Teaching Department and Associate Dean of Registration Faculty	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until July 1, 2015	Department Head and Associate Dean of Registration Faculty	None	None	Not sought	None	Not sought	None

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Plagiarism Continued	1	Use of uncited sources	Final grade of "F-DISC"; suspension from taking courses from Registration Faculty for 1 year	Head of Teaching Department and Dean of Registration Faculty	None	None	Not sought	None	Not sought	None
	1	Incident of plagiarism	Final grade "F-DISC"; "DISC" to remain on record until confirmation of graduation; 2 year suspension from taking courses from the specific Department of Registration Faculty; suspension from Registration Faculty from for 16 months; completion of Academic Integrity tutorials prior to registration	Associate Dean of Registration Faculty	Student admitted to plagiarizing	2nd Incident of academic dishonesty	Not sought	None	Not sought	None
	1	Use of uncited secondary sources	Loss of 40% of value on assignment	Department Head	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until 6 months after graduation	Associate Dean of Teaching Faculty and Acting Dean of Registration Faculty	None	None	Not sought	None	Not sought	None
	1	Use of uncited sources	Final grade of "F-DISC"; "DISC" to remain on record until 6 months after graduation	Associate Dean of Teaching Faculty and Acting Dean of Registration Faculty	2nd incident of plagiarizing	None	Not sought	None	Not sought	None
	1	Plagiarism in course	"F-DISC" in course; student may apply to Registrar's Office to have comments removed upon confirmed graduation	Associate Dean	None	None	Not sought	None	Not sought	None

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Plagiarism Continued	1	Plagiarism in 2 one-page assignments in course	"F-DISC" in course; notation of academic dishonesty ; 2nd offense on transcript; all comments can be removed upon application to Registrar's Office at confirmed graduation	Associate Dean	None	None	Not sought	None	Not sought	None
	1	Plagiarism in course	"F-DISC" in course; barred from courses offered by Faculty and any non-Faculty course that would contribute to degree for 4 months; notation of academic dishonesty on transcript; student may apply to Registrar's Office to have comments removed upon confirmed graduation	Associate Dean	None	None	Not sought	None	Not sought	None
	1	Plagiarism in course	"F-DISC" in course; barred from courses offered by Faculty and any non-Faculty course that would contribute to degree for 1 year; notation of academic dishonesty on transcript; student may apply to Registrar's Office to have comments removed upon confirmed graduation	Associate Dean	None	None	Not sought	None	Not sought	None
	1	Plagiarism in course	"F-DISC" in course; barred from courses offered by Faculty and any non-Faculty course that would contribute to degree for 4 months; notation of academic dishonesty on transcript; student may apply to Registrar's Office to have comments removed upon confirmed graduation	Associate Dean	None	None	Not sought	None	Not sought	None
	1	Plagiarism in course	Academic Integrity tutorial	Associate Dean	This case was more about sloppy citation	None	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism Continued	1	Plagiarism in course	Mark of "0" on term paper; "DISC" comment after grade; student can apply to the Registrar's Office to have the "DISC" comment removed upon confirmed graduation	Associate Dean	None	None	Not sought	None	Not sought	None
	1	Plagiarism in paper in course	"F-DISC" in course; barred from Faculty courses for 8 months; notation of academic dishonesty; mandatory Academic Integrity tutorial; Student may apply to Registrar's Office for comments to be removed upon confirmed graduation	Associate Deans of Registration Faculty and Teaching Faculty	Clear evidence of plagiarism and lack of remorse or understanding the severity of actions	None	Not sought	None	Not sought	None
	1	Plagiarism in course	"F-DISC" in course; notation of academic dishonesty on transcript; barred from Faculty for 6 months; mandatory Academic Integrity tutorials; student may apply to Registrar's Office to have comments removed upon confirmed graduation	Associate Deans of Registration Faculty and Teaching Faculty	None	None	Not sought	None	Not sought	None
	1	Plagiarism in course	"F-DISC" in course; barred from Faculty courses for 1 year with notation; notation of academic dishonesty; all notations may be applied for removal upon confirmed graduation	Associate Deans of Registration Faculty and Teaching Faculty	None	None	LDC	Appeal denied	Not sought	None
	1	Plagiarism in group paper in course	Final mark of "0" on term paper; mandatory Academic Integrity tutorials	Associate Dean	None	None	Not sought	None	Not sought	None
	1	Plagiarism in term paper in course	Final grade on paper shall be reduced by 50%	Associate Dean	This case was more about sloppy citation	None	Not sought	None	Not sought	None

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Plagiarism Continued	1	Plagiarism in group paper in course	"F-DISC" in course; notation of academic dishonesty on transcript; mandatory Academic Integrity tutorials; student may apply to Registrar's Office to have comments removed upon confirmed graduation	Associate Dean	Undisclosed medical or compassionate concerns from home Faculty	None	Not sought	None	Not sought	None
	4	Plagiarism in group paper in course	Warning letter about inappropriate citation; E-File comment	Associate Dean	None	None	Not sought	None	Not sought	None
	1	Course Instructor informed Department Head that student was suspected of plagiarism with regards to the submission of a term paper	Grade of "F-No Paper" for the course	Acting Department Head	None	Student did not contact Department Head regarding this matter	Not sought	None	Not sought	None

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Plagiarism Continued	1	Instructor found plagiarized content within a submitted group project (ie no appropriate citation) in course	Student was given letter of reprimand to remain in academic file; required to re-do plagiarized content of assignment for no additional marks; proof of completion of on-line course on academic integrity	Associate Dean	Student had no record of previous allegations of academic dishonesty; small portion of project content plagiarized (estimated 5%); admitted to infraction; expressed remorse and volunteered to take action to avoid this behaviour in future; student was not given an orientation on plagiarism/ academic dishonesty; a member of the group admitted to being the one who plagiarized content	Admitted to infraction	Not sought	None	Not sought	None

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Plagiarism Continued	1	Instructor found plagiarized content within a submitted group project (ie no appropriate citation) in course	Student was given letter of reprimand to remain in academic file; notation (Disciplined for plagiarism) placed on transcript; mark of "0" for project; proof of completion of on-line course on academic integrity	Associate Dean Academic	Student had no record of previous allegations of academic dishonesty; portion of project content plagiarized (estimated 25%); admitted to infraction; expressed remorse and volunteered to take action to avoid this behaviour in future	Admitted to infraction; put other students in jeopardy as a result of their actions	LDC	Reprimand to remain in academic file; assigned a mark of 12.5 (out of 25) on entire project	Not sought	None

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Plagiarism Continued	1	Instructor found plagiarized content within a submitted group project (ie no appropriate citation) in course.	Student was given letter of reprimand to remain in academic file; notation (Disciplined for plagiarism) placed on transcript for 1 year; mark of "0" for project; proof of completion of on-line course on academic integrity	Associate Dean Academic	Student had no record of previous allegations of academic dishonesty; small portion of project content plagiarized (estimated 5%); admitted to infraction; expressed remorse and volunteered to take action to avoid this behaviour in future; student was not given an orientation on plagiarism/ academic dishonesty	Admitted to infraction; put other students in jeopardy as a result of their actions	LDC	Reprimand to remain in academic file; assigned a mark of "0" on entire project; proof of completion of on-line course on academic integrity; letter of apology to Instructor, and Associate Dean	Not sought	None

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Plagiarism Continued	1	Instructor found plagiarized content within a submitted group project (ie no appropriate citation) in course.	Student was given letter of reprimand to remain in academic file; required to re-do plagiarized content of assignment for no additional marks; proof of completion of on-line course on academic integrity	Associate Dean	Student had no record of previous allegations of academic dishonesty; small portion of project content plagiarized (estimated 5-10%); admitted to infraction; expressed remorse and volunteered to take action to avoid this behaviour in future; student was not given an orientation on plagiarism/ academic dishonesty	Admitted to infraction	Not sought	None	Not sought	None

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Plagiarism Continued	2	Instructor found plagiarized content within a submitted group project (ie no appropriate citation) in course	Students were given letter of reprimand to remain in academic file; mark of "0" on project; proof of completion of on-line course on academic integrity	Associate Dean	Students had no record of previous allegations of academic dishonesty; small portion of project content plagiarized (estimated 5-10%); admitted to infraction; expressed remorse and volunteered to take action to avoid this behaviour in future	Admitted to infraction	Not sought	None	Not sought	None
	1	Instructor found plagiarized content within a submitted group project (ie no appropriate citation) in course	Letter of reprimand to remain in academic file; required to re-do plagiarized content of assignment for no additional marks; proof of completion of on-line course on academic integrity	Associate Dean	No record of previous allegations of academic dishonesty; small portion of project content plagiarized (estimated 5%); admitted to infraction; expressed remorse and volunteered to take action to avoid this behaviour in future; member of the group admitted to plagiarized content	Admitted to infraction	Not sought	None	Not sought	None

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Plagiarism Continued	2	Instructor found plagiarized content within a submitted group project (ie no appropriate citation) in course	Letter of reprimand to remain in academic file; required to re-do plagiarized content of assignment for no additional marks; proof of completion of on-line course on academic integrity	Associate Dean	No record of previous allegations of academic dishonesty; portion of project content plagiarized (estimated 25%); admitted to infraction; expressed remorse and volunteered to take action to avoid this behaviour in future; a member of the group admitted to being the one who plagiarized content	Admitted to infraction	Not sought	None	Not sought	None
	3	Unintentional Plaigarism	Re-do assignment; research paper on the concept of plagiarism and ways to avoid it in written and electronic forms with particular emphasis on materials drawn from the internet	Department Head	Did not understand how to reference materials from the internet	None	Not sought	None	Not sought	None
	1	Duplicate submission of assignment	Grade of "0" on assignment	Department Head	Personal situation and level of honesty	None	Not sought	None	Not sought	None
	1	Plagiarism in written Candidacy Exam	Revise Candidacy Exam; 4 hours ALC tutoring; transcript reprimand (6 months)	Associate Dean	Small amount of plagiarism	Little knowledge of proper citation rules	Not sought	None	Not sought	None

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Plagiarism Continued	1	Plagiarism in Comprehensive Exam	New comprehensive exam submitted under new topic; ALC tutoring determined by ALC; transcript reprimand (3 months)	Associate Dean	Had not received feedback on use of specific citation style and assumed was applying it correctly	Significant portion plagiarized	Not sought	None	Not sought	None
	1	Plagiarism in assignment	2 hours ALC tutoring; "C+" in course; transcript reprimand (9 months)	Associate Dean	First assignment using specific citation style	Sloppiness in editing paper before submission; should have asked for a deferral	Not sought	None	Not sought	None
	1	Plagiarism in assignment	2 hours ALC tutoring; "C+" in course ("DISC" grade comment); transcript reprimand (9 months)	Associate Dean	Small amount of plagiarism	Did not pay careful attention to written warnings (i.e. in orientation, course syllabus, acceptance) of academic integrity	Not sought	None	Not sought	None
	1	Plagiarism in thesis	Failure of thesis (no second attempt, therefore required to withdraw); expulsion	Associate Dean	None	Plagiarism in thesis (advanced level in program); previously warned of plagiarism by advisor	Dean	Denied	Not sought	None
	1	Plagiarism in assignment	Apology letter; repeat of course; transcript reprimand (12 months)	Associate Dean	Personal compassionate circumstances	Assignment plagiarized verbatim nearly in its entirety; transcribed work from a friend and used the work thinking it was his/her own (didn't understand what he/she had written)	Not sought	None	Not sought	None

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Plagiarism Continued	1	Plagiarism in 2 assignments, 2 separate courses	4 hours ALC tutoring; "0" on assignments (resulting "F" & "D" in course) remediation permitted	Associate Dean	Personal compassionate circumstances	Despite difficulties, chose to turn in plagiarized work; more than 1 assignment plagiarized	Not sought	None	Not sought	None
	1	Plagiarism in written submission of application for admission; detected after several years in program	Application retroactively nullified; expelled from Faculty (with notation); banned from applying to Faculty for life	Dean	Showed no remorse	Explanation was not satisfactory or convincing	Reconsidered by Dean	Expulsion notation removed from transcript	Not sought	None
	1	Plagiarism in 2 assignments	2 hours ALC tutoring; "F" in course (resulting in Required to Withdraw from program); 1 year transcript reprimand	Associate Dean	Some personal circumstances	Large amounts of verbatim plagiarism; no attempt to reference heavily used source; confusing explanation regarding multiple versions of assignments	Not sought	None	Not sought	None
	1	Plagiarism in assignment	4 hours ALC tutoring; re-write assignment under different topic; receive a grade no higher than "B+" in course; 4 month transcript reprimand	Associate Dean	Had the correct approach in research & writing method; didn't know technical information needed to be referenced	Did not take steps to fully understand proper citing and referencing	Not sought	None	Not sought	None

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Plagiarism Continued	1	Plagiarism in Candidacy Exam (second offense)	Rewrite sections of Candidacy Exam; 2 hours of ALC tutoring; paper on proper citation; attend Copyright info session; transcript reprimand (15 months)	Associate Dean	Material presented identically in thesis proposal months earlier but was not identified as an allegation at that time, therefore not considered as severely as a second offence	Lack of knowledge on proper citation at such an advanced level	Not sought	None	Not sought	None
	1	Plagiarism in assignment	"0" on assignment (final grade not yet determined); 3 month transcript notation	Associate Dean	Medical circumstances	None	Not sought	None	Not sought	None
	1	Plagiarism in assignment	4 hours ALC tutoring; F in course (remediation not permitted, therefore required to withdraw); transcript reprimand 12 months	Associate Dean	None	Student believed he/she would be accused of plagiarism if source included in bibliography, so left it out	Dean	Denied	LDC	Student Withdrew
	1	Plagiarism in assignment	2-3 hours of ALC tutoring; "F" in course (remediation permitted); transcript reprimand (12 months)	Associate Dean	None	Felt academic integrity applied more to his/her thesis; reluctantly accepted responsibility	Not sought	None	Not sought	None
	1	Plagiarism in assignment	4 hours ALC tutoring; re-write assignment under different topic; receive a grade no higher than "B+" in course; 4 month transcript reprimand	Associate Dean	Small amount of plagiarism	Did not take steps to fully understand proper citing and referencing	Not sought	None	Not sought	None

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Plagiarism Continued	1	Plagiarism in assignment	ALC tutoring determined by ALC; transcript reprimand (6 months)	Associate Dean	Research/writing skills substantially improved from first offence	Second offence	Not sought	None	Not sought	None
	1	Plagiarism in assignment	4 hours ALC tutoring; re-write assignment under different topic; receive a grade no higher than "B" in course; 4 month transcript reprimand; loss of scholarship for 4 months	Associate Dean	None	Did not take steps to fully understand proper citing and referencing	Not sought	None	Not sought	None
	1	Plagiarism in assignment	4 hours ALC tutoring; "0" on assignment ("F" in course); 4 month transcript reprimand	Associate Dean	None	Rushed to submit paper; underwent instruction on academic dishonesty in thesis research seminar	Not sought	None	Not sought	None
	1	Plagiarism in assignment	4 hours ALC tutoring; "0" on assignment (resulting "C" in course; remediation permitted)	Associate Dean	Personal compassionate circumstances	None	Not sought	None	Not sought	None
	1	Plagiarism in 2 assignments	4 hours ALC tutoring; "F" in course (remediation permitted); transcript reprimand (9 months)	Associate Dean	Felt intimidated to seek assistance from Professor	Little knowledge of proper referencing/citation	Not sought	None	Not sought	None
	1	Plagiarism in assignment	"F" in course; rewrite of assignment; 4 hours ALC tutoring; 1 year transcript reprimand	Associate Dean	None	Nearly entire assignment plagiarized verbatim, save for one small section; didn't think proper referencing/citation was necessary for type of assignment	Not sought	None	Not sought	None

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Plagiarism Continued	1	Plagiarism in assignment	4 hours ALC tutoring; "F" in course (remediation permitted); suspended 14 months; transcript reprimand (14 months)	Associate Dean	First assignment in Canada	Nearly entire assignment plagiarized verbatim without any attempt to cite or reference; displayed little understanding of what he/she did wrong	Not sought	None	Not sought	None
	1	Plagiarism in assignment	4 hours ALC tutoring; "0" on assignment (resulting "F" in course - remediation permitted); 9 month transcript reprimand	Associate Dean	None	Significant verbatim plagiarism; underwent instruction on academic dishonesty in thesis research seminar	Not sought	None	Not sought	None
	1	Plagiarism in written submission of application to Faculty	Application nullified; banned from applying to Faculty for life	Dean	Showed some remorse	Tried to produce a research proposal from an existing study with an attempt to modify it to own field of study	Not sought	None	Not sought	None
	1	Plagiarism in written submission of application to Faculty	Application nullified	Dean	Showed some remorse	No further explanation provided	Not sought	None	Not sought	None
	1	Plagiarism in scholarship application	Future applications to the Faculty require Dean's approval	Dean	None	Thought using another author's summary of their research interest is permitted because a popular research area	Not sought	None	Not sought	None

PART 1: ACADEMIC DISHONESTY

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.*
Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism Continued	1	Submission of plagiarised material in the form of submissions similar to other students in the class; student's information re: posting information did not match the times on D2L	"F-Disc" in course; comment placed on transcript; completion of Academic Integrity tutorials	Department Head	None	Student denied all allegations but admitted that he/she assisted other students by reviewing the requirements of the assignment and shared how to post an online group assignment	Not sought	None	Not sought	None
	1	Submission of plagiarised material in the form of submissions similar to other students in the class; student posted online assignments after other postings that contained similar excerpts to 2 other students	"F-DISC" in course; comment placed on transcript; completion of Academic Integrity tutorials	Department Head	None	Student denied all allegations, stating he/she worked alone	Dean	Student did not attend meeting; original decision upheld	Not sought	None
	1	Submission of plagiarised material in the form of submissions similar to 2 other students in course; student shared completion of the assignment with 2 other class members	Complete the 2nd online assignment, following all instructions; grade of "0" on this online assignment; statement placed on transcript; completion of Academic Integrity tutorials	Department Head	Student admitted and took full responsibility for not completing the assignment as an individual; did not read instructions and shared completion with 2 other class members	None	Not sought	None	Not sought	None

PART 1: ACADEMIC DISHONESTY

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Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism Continued	1	Plagiarism in course	Grade of "F" on paper and grade of "F" in course; complete online tutorial re: Academic Integrity	Associate Dean	None	None	Not sought	None	Not sought	None
	1	Academic dishonesty in course	Grade of "0", required to complete the Academic Integrity and Student Conduct tutorials (Academic Integrity tutorials), associated quiz	Associate Dean	None	None	Not sought	None	Not sought	None
	1	Copied off internet	Grade of "0"	Associate Director	None	Denied copying off internet	Not sought	None	Not sought	None
	1	Copied Professor's PowerPoint and presented as their own work in another class	Grade of "F"	Associate Director	Did not understand what plagiarism is	None	Not sought	None	Not sought	None
	1	Failed to cite sources in paper	Grade of "F" in course	Associate Director	None	Second offense	Not sought	None	Not sought	None
	1	Plagiarism of assignment in course	Required to complete online Academic Integrity tutorials and quiz; and required to write a letter of apology to the instructor of the course	Associate Department Head	Unintentional	None	Not sought	None	Not sought	None
	1	Plagiarism of assignment in course	Final grade of "F-DISC" in course; suspended from taking courses in the Faculty for 1 year; suspended from the Registration Faculty for 1 year; notation on transcript and academic record; required to complete online Academic Integrity tutorials and quiz; "DISC" designation and notation may be removed upon request after 3 years or at time of graduation	Associate Dean of Teaching Faculty and Associate Dean of Registration Faculty	Said that he/she mistakenly submitted the file containing information pasted into the file for his/her assignment.	Third offense; admitted to pasting information from a website into assignment answer; screen shot showed that a file was modified two days after receipt of discipline letter; provided an explanation for this but no evidence	Not sought	None	Not sought	None

PART 1: ACADEMIC DISHONESTY

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism Continued	1	Plagiarism of assignment in course	Grade of "0" in assignment; required to write a letter of apology to the instructor; and required to complete online Academic Integrity tutorials and quiz	Associate Head	None	None	Not sought	None	Not sought	None
	1	Plagiarism of assignment paper	Notation on transcript for 1 year or until graduation; required to complete the Academic Integrity tutorial and quiz and required to write a letter of apology to the Professor	Associate Head	None	None	Not sought	None	Not sought	None
	1	Failure to properly reference items from field placement used in class assignment	Grade of "0" in assignment	Dean	None	None	Not sought	None	Not sought	None
	1	Failure to properly reference items	Grade of "0" in assignment	Associate Dean	None	None	Not sought	None	Not sought	None

PART 2: INAPPROPRIATE BEHAVIOUR

Notes: Where large numbers of students are noted above, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
Examples of mitigating factors include the student's being apologetic or under extreme stress, *etc.*
Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations <i>Alcohol</i>	1	Alcohol Policy Violation - Open alcohol	Community service hours	Housing Student Life	None	Attitude of resident	Not sought	None	Not sought	None
	1	Alcohol Policy Violation - Drinking Games	\$100 fine & alcohol probation	Housing Student Life	None	Student in a leadership position	Not sought	None	Not sought	None
	1	Alcohol Policy Violation - Over-consumption/ harrassment	\$100 fine	Housing Student Life	None	Inappropriate language/aggressive behaviour	Not sought	None	Not sought	None
	1	Alcohol Policy Violation - Beer bottles in residence	\$25 fine	Housing Student Life	None	Returning student	Not sought	None	Not sought	None
	1	Alcohol Policy Violation - Underage drinking	\$50 fine, residence probation	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Alcohol Policy Violation- Over- consumption	\$50 fine and alcohol probation	Housing Student Life	None	Under 18 at time of incident	Not sought	None	Not sought	None
	5	Alcohol Policy Violation - Open alcohol	\$50 fine	Housing Student Life	None	Repeating offense	Not sought	None	Not sought	None
	15	Alcohol Policy Violation - Open alcohol	Verbal and/or written warning	Housing Student Life	First offense	None	Not sought	None	Not sought	None
	11	Alcohol Policy Violation - Over-consumption	\$50 fine	Housing Student Life	None	Refusal to cooperate with Residence Life Staff	Not sought	None	Not sought	None

PART 2: INAPPROPRIATE BEHAVIOUR

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations <i>Alcohol Continued</i>	4	Alcohol Policy Violation - Drinking Games	\$50 fine	Housing Student Life	None	Evidence of drinking games/hosting of activity	Not sought	None	Not sought	None
	2	Alcohol Policy Violation - Beer bottles in residence	Verbal/written warning	Housing Student Life	First offense	None	Not sought	None	Not sought	None
	14	Alcohol Policy Violation - Drinking Games	Written and/or verbal warning	Housing Student Life	Suspected drinking games	None	Not sought	None	Not sought	None
	11	Alcohol Policy Violation - Over-consumption	Verbal and/or written warning	Housing Student Life	First time offense/Minor incident	None	Not sought	None	Not sought	None
	2	Alcohol Policy Violation - Over-consumption	\$100 fine	Housing Student Life	None	Additional cleaning needed	Not sought	None	Not sought	None
Breach of Residence Hall Regulations <i>Smoking/Drugs</i>	1	Smoking/Drugs Violation - Possesion of Marijuana	\$50 fine & residence probation	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Smoking/Drugs Violation - Smoking in residence	\$50 fine, removal of pet	Housing Student Life	None	Repeated offense	Not sought	None	Not sought	None
	1	Smoking/Drugs Violation - Suspicion of Marijuana use	\$50 fine	Housing Student Life	Action of guest	None	Appeal to Director	Denied	Not sought	None
	4	Smoking/Drugs Violation - Suspicion of Marijuana use	Residence probation	Housing Student Life	Cooperated with Residence Life Staff	None	Not sought	None	Not sought	None

PART 2: INAPPROPRIATE BEHAVIOUR

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Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations <i>Smoking/Drugs Continued</i>	3	Smoking/Drugs Violation - Suspicion of Marijuana use	\$50 fine & residence probation	Housing Student Life	None	none	1 student appealed to Director	Denied	Not sought	None
	8	Smoking/Drugs Violation - Suspicion of Marijuana use	Verbal/written warning	Housing Student Life	Residual smell of marijuana	None	Not sought	None	Not sought	None
	1	Smoking/Drugs Violation - Smoking in residence	Written warning	Housing Student Life	First Offence	None	Not sought	None	Not sought	None
Breach of Residence Hall Regulations <i>Community Standards</i>	1	Verbal threats to University staff and fellow students	Evicted from residence	St. John's College, Vice Provost (Students)	Student responded and took action on conditions placed	None	Not sought	None	Not sought	None
	1	Community Standards Violation - Over occupancy	\$50 fine	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Community Standards Violation - Disrespect to Staff	Written warning	Housing Student Life	None	None	Note	None	Not sought	None
	1	Community Standards Violation - Unauthorized Occupation	Cleaning expense	Housing Student Life	None	Room needed to be re-cleaned immediately	Not sought	None	Not sought	None
	1	Community Standards Violation - Noise violation	\$100 fine	Housing Student Life	None	Repeated action; extreme volume	Not sought	None	Not sought	None

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Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations <i>Community Standards Continued</i>	1	Community Standards Violation - Key Violation	\$50 fine	Housing Student Life	None	Key lent out for long period of time	Assistant Director	\$50 fine reversed; 10 hours community service was assessed	Not sought	None
	3	Community Standards Violation - Access Control Violation	\$50 fine	Housing Student Life	None	Aggressive behaviour/refusal to cooperate	Not sought	None	Not sought	None
	3	Community Standards Violation - Noise violation	\$50 fine	Housing Student Life	None	Repeated action	Not sought	None	Not sought	None
	8	Community Standards Violation - Noise violation	Written and/or verbal warning	Housing Student Life	Minor infraction	None	Not sought	None	Not sought	None
	2	Community Standards Violation - Guest Violation	Verbal and/or written warning	Housing Student Life	Minor infraction	None	Not sought	None	Not sought	None
	6	Community Standards Violation - Access Control Violation	Verbal and/or written warning	Housing Student Life	First offence/minor infraction	None	Not sought	None	Not sought	None
	3	Community Standards Violation - Unauthorized Items in Room	Verbal/written warning	Housing Student Life	Items removed	None	Not sought	None	Not sought	None
	2	Community Standards Violation - Pets in residence	\$50 fine, removal of pet	Housing Student Life	None	None	Not sought	None	Not sought	None

PART 2: INAPPROPRIATE BEHAVIOUR

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Examples of aggravating factors can include denial in the face of clear evidence, lack of regret, *etc.*

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Computer Related Incidents	13	Wifi Policy - Unauthorized Wifi Broadcast	Verbal/written warning	Housing Student Life	None	None	Not sought	None	Not sought	None
Disorderly Conduct	4	Harassment - exclusive language	Meeting with Human Rights and Equity representative	Housing Student Life	None	Extremely offensive language used	Not sought	None	Not sought	None
	2	Discharged a fire extinguisher causing damage	Pay for damages	Vice Provost (Students)	Caught on security camera	Students remorseful	Not sought	None	Not sought	None
	1	Inappropriate behaviour	Banned from campus	Vice President (Administration)	None	None	UDC	Denied		
Indecent Exposure	1	Indecent Exposure - Nudity in common space	Written warning	Housing Student Life	None	None	Not sought	None	Not sought	None
	1	Exposure in Gritty Grotto	Recreation Services membership one-year suspension	Vice Provost (Students)	None	Student alleged unintentional; dealt with court proceedings	Not sought	None	Not sought	None
Misuse of University Services	1	Damage to Property - Damaged residence property	\$250 charge	Housing Student Life	None	Damage expense	Not sought	None	Not sought	None
	1	Damage to Property - Unsanitary room	\$50 cleaning charge	Housing Student Life	None	Room needed to be professionally cleaned	Not sought	None	Not sought	None
	4	Damage to Property - Damaged residence property	\$100 charge	Housing Student Life	None	Large damage incurred intentionally	Not sought	None	Not sought	None
	2	Damage to Property - Damaged residence property	Written warning	Housing Student Life	Accidental	None	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Misuse of University Services Continued	4	Damage to Property - Damaged residence property	\$50 charge	Housing Student Life	None	Damage occurred intentionally	Not sought	None	Not sought	None
	1	Concerning behaviour	Conditions on continued attendance - required to work through a Student Advocate for all dealings with the University Administration	Vice President (Administration)	None	None	Not sought	None	Not sought	None
Theft	4	Theft	Verbal warning	Housing Student Life	Items were returned after mediation	None	Not sought	None	Not sought	None
	1	Stole a textbook from the BookStore; attacked another student; stole a book and attempted to return to the BookStore	Permanently banned from all residences	Vice President (Administration), Vice Provost (Students)	None	None	Not sought	None	Not sought	None
Threatening Conduct	1	Violent Behaviour - Physical assault/fighting	Case worker assessment	Housing Student Life	Occurred off residence property	None	Not sought	None	Not sought	None
	1	Violent Behaviour - Physical assault/fighting	Written warning	Housing Student Life	Incident resolve quickly	None	Not sought	None	Not sought	None
	1	Violent Behaviour - Threatening with violence	Eviction	Housing Student Life	None	Use of weapon	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Threatening Conduct Continued	1	Derogatory written comments on discussion board in D2L; violation of Respectful Work and Learning Environment Policy in course	Student was asked to meet with instructor and apologize and come to understanding of the situation/discuss protocol for future interactions; student was asked to apologize to support staff member	Dean	Student was remorseful; explained background; willing to apologize	None	Not sought	None	Not sought	None
	1	Threats to Recreation Services and Security Services staff	Apology letter to the Director of Security Services and work with Student Support Case Manager regarding academic and support plan and banned from Recreation Services for 1 year	Vice Provost (Students)	None	First apology letter was not specific and anonymous - required to resubmit	Not sought	None	Not sought	None
	1	Yelled profanity and racial slurs at Recreation Services patrons and staff	Recreation Services membership suspension and must meet with Student Support Caseworker	Recreation Services, Vice Provost (Students)	None	None	Not sought	None	Not sought	None
	1	Inappropriate and disruptive behaviour	HOLD on student account; academic requests through Student Support Case Manager; communications with administratoin offices through Student Advocate; Access & Privacy communications through Access & Privacy Officer	Vice President (Administration)	None	Sent FIPPA office disrespectful communication	UDC	Denied		
	1	Physically attacked another student	HOLD placed on student account; banned from Campus	Vice President (Administration)	Provided medical documentation; work with Student Advocacy	None	Not sought	None	Not sought	None

PART 2: INAPPROPRIATE BEHAVIOUR

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Unprofessional Conduct	1	Inappropriate and aggressive toward support staff and other students	Warning letter	Associate Deans of 2 Faculties & Equity Services	None	None	Not sought	None	Not sought	None
	1	Written notes attempting to persuade professor's grading of a deferred examination	Warning letter	Associate Dean	None	None	Not sought	None	Not sought	None
	1	Inappropriate and threatening behaviour in toward program advisor	Warning letter	Associate Deans of 2 Faculties & Equity Services	None	None	Not sought	None	Not sought	None
	1	Students failed to attend Professional Development Day sponsored by Faculty, despite instructions to do so; student found in breach of Faculty attendance policy	Student to review attendance policy and provide retroactive documentation/forms for absence from the Faculty; required to complete 3 on-line courses on ethics/professionalism to make up for missed content in program due to absence	Associate Dean	None	Student failed to provide documentation prior to posted deadline	None Sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Unprofessional Conduct Continued	1	Student found in breach of Faculty attendance policy and clinical policies/protocols	Student given letter of reprimand/second and final warning, to remain in student file; 3 day suspension from classes and clinics; must attend extended clinic sessions to make up for lost time and meet clinical attendance requirements; Notation on Official transcript (disciplined for breach of attendance and clinical protocol) for the period of 1 year; must complete 13 on-line ethics and professionalism courses; apologise to Dean of Faculty and acknowledge damage caused to reputation of the Faculty	Associate Dean	No record of previous formal discipline proceedings; on-going issues with instructor which impacted on situation; admitted to infractions; expressed remorse for actions	Further breaches of attendance policy and clinical protocols/policy were uncovered; previously been reminded of attendance requirements and given numerous warnings, including a prior 'letter of warning'; breach of clinic protocol left 2 patients waiting for treatment which caused inconvenience to the patients, fellow students and staff, considered unprofessional behaviour; actions brought damage to reputation of the Faculty; not all courses where a breach of attendance has been noted relate to the course taught by the instructor	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Unprofessional Conduct Continued	1	Student found in breach of Faculty attendance policy and clinical policies/protocols in course	Student given letter of warning	Course Coordinator / Instructor	None	Student failed to attend class after prior meeting with Course Coordinator where it was expressed 100% attendance would be required to meet course requirements; student failed to comply with course requirements regarding receiving written informed consent from a patient undergoing treatment, patient disputed costs of treatment which resulted in cost to the faculty and damage to its reputation	None Sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Unprofessional Conduct Continued	1	Failure to adhere to Faculty attendance requirements; breach of clinical protocols	Letter of warning in academic file	Associate Dean	Admitted to infraction; provided explanation of lack of attendance (illness); previous acceptable clinical performance; assurances that the situation will not happen again	Failure to comply with clearly articulated faculty attendance policies and/or clinical protocols lead to interrupted patient care, considered unprofessional behaviour, which inconvenienced patients, fellow students and staff, and brought damage to the reputation of the Faculty	None Sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Unprofessional Conduct Continued	1	Failure to respond in a timely and respectful manner to communications from members of the Faculty; contravention of Faculty immunization requirements; failure to adhere to College attendance requirements; breach of clinical protocols	Letter of warning in academic file; 2 day suspension from classes and clinics; repeat of missed time at external rotation site (2 days); expectation to respond to all Faculty communications within a 2 day period	Associate Dean	No record of previous formal discipline findings; admitted (without malice) to infractions; expressed remorse for actions; have taken action to rectify outstanding matters and avoid these circumstances in future	Failure to communicate and comply in a timely manner with Faculty regulations (ie immunization requirements, etc.) has been on-going over the course of the students registration in the program; did not comply with clearly articulated attendance policies and/or clinical protocols; failure to conform to student attendance policies lead to interrupted patient care, considered unprofessional behaviour, which inconvenienced patients, fellow students and staff, and brought damage to the reputation of the Faculty	None Sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating Factors	Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Unprofessional Conduct Continued	20	Students failed to attend Professional Development Day sponsored by Faculty despite instructions to do so; students found in breach of Faculty attendance policy	Students informed they needed to make up lost content from development day; assigned 3 on-line courses on ethics and professionalism, to be done by posted deadline	Associate Dean	None	None	None Sought	None	Not sought	None
	1	Breach of privacy	Warning letter put in file	Associate Dean	None	None	Not sought	None	Not sought	None
	1	Unsafe Practice	Debarment	Director	Student believed she received unfair treatment from Facilitator	None	Student Appeals Committee	Debarment	Not sought	None
	4	Breach of confidentiality	Warning letter that put in file	Director	Students didn't realise they were breaching PHIA	Very cooperative	Not sought	None	Not sought	None
	1	Broke into professor's office and stole a copy of the final exam	Permanently expelled and banned and academic dishonesty noted on his transcript	Vice Provost (Students)	None	None	UDC	Denied		
	1	Campus Safety - Student Status	HOLD on student account pending meeting with Vice-Provost (Students) & Chief Risk Officer, Risk Mgmt; refrain from attending Campus; pre-arranged visits only through Security	Vice President (Administration)	None	None	Not sought	None	Not sought	None



UNIVERSITY
OF MANITOBA

Student Advocacy and Accessibility
Student Support

Student Advocacy and
Accessibility
519 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
Tel: (204) 474-7423
in Manitoba 1-800-432-1960
Fax: (204) 474-7567

DATE: January 7, 2015

TO: Shannon Coyston, Office of the University Secretary

FROM: Brandy Usick, Director, Student Advocacy and Accessibility

RE: 2013-2014 Annual Report of Student Accessibility Services

Enclosed please find the 2013-2014 Annual Report of Student Accessibility Services. This report is intended to provide information to Senate as per a recommendation of the report of the *ad hoc Committee of Senate Executive to Examine Accommodations of Students with Disabilities and Governance Procedures Related to Academic Requirements* (Cooper Commission).

Carolyn Christie and I will be available to present the report and to respond to questions.

Encl. (1)

- c. Don Stewart, Executive Director, Student Support
- Susan Gottheil, Vice-Provost (Students)
- Carolyn Christie, Coordinator, Student Accessibility Services

Student Accessibility Services

2013-2014 Annual Report

Mission

The University of Manitoba strives to ensure an accessible learning and working environment and is thereby committed to providing reasonable accommodation of the needs of persons with documented disabilities.¹ The University of Manitoba has a legal obligation to provide reasonable accommodations to students with disabilities who meet the academic requirements for the program to which they are admitted.

Student Accessibility Services (SAS) provides support and advocacy for students with disabilities, such as: hearing, injury-related, learning, mental health, medical, physical, visual or temporary disabilities. The unit acts as a liaison between students and the faculty and staff of the University of Manitoba as well as service agencies within the province of Manitoba. Accommodations and programs are offered to support students while they are at the University of Manitoba. All supports must be recommended and verified by a registered health professional. Student Accessibility Services offers support and accommodations based on a student's individual needs and the academic standards of the university program.

Introduction

This is the third annual report² from Student Accessibility Services providing information about the accommodations and services provided for registered students with disabilities at the University of Manitoba. This report provides statistics and activity highlights for the reporting period from May 1, 2013 – April 30, 2014.

This report is being submitted to Senate upon recommendation from the *ad hoc Committee of Senate Executive to Examine Accommodation of Students with Disabilities and Governance Procedures Related to Academic Requirements*.

Students

SAS works with many students who are successful in their academic and personal pursuits. One highlight of note (shared with permission from the individual) is Megan Jack, a Faculty of Medicine student who requires sign language interpreters, has completed her first year of the PGME Urban Family Medicine stream in Winnipeg.

¹ http://umanitoba.ca/admin/governance/governing_documents/students/281.html

² The format of this report is adapted from The University of Edinburgh Student Disability Service annual report.

Staff

The SAS team is made up of the following dedicated full time staff: Coordinator, Carolyn Christie; Accessibility Advisors Lisa Banash, Jamie Penner and Arlana Vадnais; Junior Accessibility Advisor, Sarah (Brown) Hiebert; Test/Exam Administrator, Charity Pascual; Test/Exam Assistant, Vanessa Ahing; and Assistive Technologist, Jeff Buhse. The unit reports through to Brandy Usick, Director, Student Advocacy and Accessibility.

Delivery of services and programs would not be possible without SAS's large number of committed part time staff including sign language interpreters, computerized and professional note-takers, academic attendants, and invigilators. SAS also relies on an enthusiastic group of volunteers.

In December 2013, Julie Bonneteau joined the team in the newly created position of shared office assistant for Student Advocacy and Student Accessibility Services. This coincided with SAS moving its reception from the Exam Centre in 155 University Centre to 520 University Centre. A renovation of the 520 University Centre reception space created a more welcoming and accessible environment for students. The Exam Centre benefitted too as traffic and noise levels decreased since the move.

Space

Physical Space

SAS operates out of three main office spaces: the SAS Exam Centre located at 155 University Centre; the advising offices located at 520 University Centre, (shared with Student Advocacy and the English Language Centre) and Services for Students at Bannatyne Campus located at T245 Basic Science Building. SAS also offers monthly office hours at the William Norrie Campus.

Online Space

As of May 2014, information about the accommodation needs of a student is sent through the *SAS online portal* via the University's JUMP system. Where applicable, this information is also sent via email to a Faculty Accommodation Team representative/liaison. The *SAS online portal* includes letters of accommodation, test booking and details, as well as volunteer note-taker systems. Highlights of the portal include:

- Faculty and students are able to access accommodation letters and send in test information through the JUMP portal, eliminating the need for hard copy.
- Volunteer note-takers post their notes to the portal.
- SAS students view potential note-takers and select the notes they prefer, which is a significant enhancement to the program.
- Students book tests online and instructors are notified via email when student(s) have booked, eliminating the need for hard copy.
- Instructors send instructions for tests and upload tests through the portal.

Key Features of Service Provision

SAS exists to support all students with disabilities to fully access their chosen course of study for which they are academically qualified. The majority of supports are provided through accommodations, such as extended time for exams. SAS also provides additional support to students by way of programming, which is described later in the report, and frequent referrals to other supports on campus (e.g. Student Counselling Centre, Academic Learning Centre, academic advisors etc.,)

SAS works with each student to apply for funding through the Canada Student Grant program. Staff work with outside funding agencies such as MarketAbilities, Vocational Rehabilitation, Workers Compensation Board, and Manitoba Public Insurance to request funding for student supports and equipment. Students remain eligible for SAS services in the absence of successful funding requests.

Demographics

95% of students registered with Student Accessibility Services have a permanent disability. The number of students who are registered with the SAS office increased from 994 in 2012-2013 to 1047 in 2013-2014. Please see Table 1.

The National Educational Association of Disabled Students (NEADS) estimates that 7% of students enrolled at a university have a disability³. The UM Office of Institutional Analysis data reported enrollment figures of 29,029 for 2013-2014⁴. This means that within the last academic year it is possible that 2032 students registered at the UM may have had a disability. Not all students with disabilities require or perceive a need to receive accommodations through SAS. A trend observed within the unit is that a student may not have perceived a need to access the office as an undergraduate but subsequently realizes the need to receive accommodations once entering a professional or graduate program.

Of the students who registered with SAS for the 2013-2014 year, 604 self-identified as female, 414 as male, and 29 who did not disclose gender or who represented a gender not fitting the two categories available. Self-identified students who have more than one disability represent 15% of the total students within the disability population registered with SAS.

³ http://www.neads.ca/en/about/projects/nasp/nasp_intro.php

⁴ http://umanitoba.ca/admin/oia/media/summary_report_W14.pdf

Table 1 Students Registered with Student Accessibility Services according to Faculty/School

Faculty/School⁵	2013-2014	2012-2013
Agriculture and Food Sciences	37	11
Architecture	5	7
Art, School of	27	18
Arts	185	122
Business, Asper School of	58	28
Dentistry	4	1
Education	31	12
Engineering	56	38
Environment, Earth and Resources, Clayton H. Riddell Faculty of	19	3
Extended Education	50	57
Graduate Studies	87	44
Human Ecology	15	14
Kinesiology and Recreation Management	21	9
Law	17	13
Medical Rehabilitation	2	1
Medicine	21	12
Music, Desautels Faculty of	8	10
Nursing	56	36
Pharmacy	13	6
Science	156	107
Social Work	53	40
University 1	104	377
International Programs	0	5
No faculty listed	22	23
Total	1047	994

Table 2 provides information on students registered with SAS according to disability type. The percentages in each category remain similar to those from the last two years, with cognitive disabilities and mental health disabilities remaining both our largest and most quickly growing groups.

⁵ For this report the faculties and schools listed refer to those in existence prior to the Faculties of Dentistry, Medicine, Nursing, Pharmacy and Schools of Dental Hygiene and Medical Rehabilitation integration into the new Faculty of Health Sciences.

Table 2 Students Registered with Student Accessibility Services according to type of Disability

Disability Category		Number of Students		Percentage of Total Population
Mental Health		378		36%
Cognitive	ADHD	294	137	28%
	Asperger Disorder		29	
	Learning Disability		102	
	Acquired Brain Injury		26	
Physical/Medical	Chronic illness	201	155	19%
	Mobility		46	
Deaf/Hard of Hearing		42		4%
Temporary		55		5%
Blind/Visual		28		3%
Other/Unclassified		49		5%
Total		1047		100%

In-person student meetings

Students must meet with an Accessibility Advisor to determine an individual accommodation plan for their academic program while registered at the UM. Follow up appointments are scheduled as necessary to complete funding paperwork, adjust accommodations, and to provide a 'check-in' and support for the student. Advisors provide in-person appointments, drop-in appointments, phone, and email support.

For the 2013-2014 year, SAS met 402 new students to the program. This means that 38% of all active students were new to the unit during the reporting year. Another trend we are noticing is students returning and requesting accommodations after no contact for one year. These students had been eligible for services but for various reasons chose to not receive them. It is estimated that there are 2000 students eligible (and registered) for services but not all are accessing them.

As part of their caseload, the Accessibility Advisors had 1,983 in-person student meetings. This number has decreased from 2,237 in 2012-2013. This trend is explained by an increase in email or telephone discussions rather than in person meetings.

Advising staff are available for in-person student meetings throughout the year at all UM campuses. SAS maintains regular office hours at Fort Garry, Bannatyne and the William Norrie campuses. For 2013-2014, in-person student meetings were at their highest in the month of September, followed by October, November, March and April. The fall term is traditionally busier for the advisors. The April appointment increase is surprising given the amount of time that advisors assist the SAS exam centre. Intake appointments were highest in the fall months, and again for March and April.

ad hoc Committee of Senate Executive to Examine Accommodations of Students with Disabilities and Governance Procedures Related to Academic Requirements” (Cooper Commission)

Carolyn Christie is a member of the “Cooper Commission” Implementation working group. Carolyn, Arlana Vadnais, Jamie Penner and Brandy Usick, along with Office of Legal Counsel, and Office of Human Rights and Conflict Management comprise a team of presenters for the “Duty to Accommodate” sessions, which were rolled out in the spring of 2014 and are continuing. SAS has posted a faculty handbook to its website which will serve as a valuable resource for the UM community. In addition, SAS has updated their website to include links to the “Cooper Commission” report, existing *Essential Skills and Technical Abilities* documents, and templates for Accommodation Teams and Accessibility Advisory Committees.

SAS has presented locally and nationally on the Cooper Commission: Greg Juliano and Brandy presented on “Reconciling Accommodation vs. Academic Standards” at the *Canadian Association for the Prevention of Discrimination and Harassment in Higher Education* conference held in Winnipeg, May 2014. Brandy and Carolyn co-presented *Accommodation Teams: Creating Opportunities For A More Effective Dialogue Between Disability Service Providers* the CACUSS conference held in Halifax, June 2014.

Accommodation Teams and Accessibility Advisory Committees

SAS is excited about the work of the Accommodation Teams and Accessibility Advisory Committees as well as the continued partnership with academic staff members. To date, the following faculties have in-progress or established accommodation teams:

Education

Environment, Earth and Resources

Faculty of Health Sciences

Dentistry

Medicine

Rehabilitation Sciences

Nursing

Pharmacy

Social Work

Accommodations and Programs

Accommodations are designed to meet various needs posed by different disabilities. What is appropriate for one student may not be appropriate for another, since disabilities are as unique as the people who possess them.

There are three main types of accommodations:

(1) Test/Exam Accommodations: These are accommodations that pertain to the environment, format, and testing method for tests and exams.

(2) Classroom/Course-Related Accommodations: These are accommodations that pertain to the physical environment of the classroom, instructional strategies, and adaptations of the course materials and requirements.

(3) Campus Accommodations: These are accommodations that pertain to physical accessibility of and transportation on the campus.

SAS is proud to offer a wide range of accommodations and programs that match or exceed national standards. The following section provides information and statistics for each accommodation and program offered within SAS.

Test/Exam Invigilation

Many students with disabilities require unique accommodations when writing tests and exams. The total number of tests/exams invigilated in SAS for the reporting year was 5,060, up from 4,712 in 2012-2013. There has been an increase of 746 tests/exams in the last two years. Exams and tests written by students registered in programs offered at the Bannatyne campus were a large part of the increase as there were 224 exams hosted at that campus. The exam centre duties have been streamlined with the addition of the online scheduler as well the SAS reception duties moving to the 520 location to assist with the increase in workload. The request for test/exam service fluctuates with the academic cycle, with increases during mid-terms (October and February) and final exams (December and April). The Test Centre has 8 private spaces for invigilation of tests/exams. During midterms and final exam periods, SAS must book rooms across campuses and provide invigilators at up to eight locations. Due to the increase of exams and the lack of spaces, SAS has been stricter with its two week test/exam booking procedure this year. SAS has sent students bi-weekly email reminders to book exams and about the enforcement of the procedure.

Professional and Volunteer Note-taking

The SAS Professional Note-taking (PNT) program and Volunteer Note-taking program (VNT) have continued to grow. The Professional Note-taking program consists of paid note-takers, usually students, who take hand-written or typed notes for students who are unable to take their own notes. In 2013-2014 SAS had 23 PNT staff provide support to students who requested this service.

Volunteer Note-taking is a valuable service for students which could not continue without the support of instructors who recruit volunteers and the students who share notes for this program. In 2013-2014, there were 167 students (519 courses) requesting volunteer note-takers and 250 volunteers who provided notes for these courses. Volunteer note-takers can apply to have their co-curricular record reflect these volunteer hours. SAS has included volunteer note-taker sign up and note review to its online systems. During the summer session

2014, there was a 70% match rate for VNTs to students, a huge improvement over the D2L system.

Sign Language Interpretation

The Interpreting Program provides American Sign Language-English interpreting, as well as hand over hand signing, for students who are Deaf and Deaf-Blind. Services are provided for students in the classroom, for meetings with instructors or other students, for laboratory and tutorial sessions, and for other academic situations as needed.

For 2013-2014, SAS had 22 Interpreters working full time, part time and casually at the Fort Garry campus. In addition, the Interpreters provided supervision and mentorship to students enrolled in the American Sign Language-English Interpretation Program jointly offered by the University of Manitoba and Red River College. The team of four medical Sign Language Interpreters continue to work solely with a medical student. This program will be completed in Summer 2015.

Assistive/Adaptive Technology and Alternate format production

Student Accessibility Services continues to employ a complement of laptops with a number of adaptive programs, Kurzweil 3000 and Read & Write Gold (text to speech and study/organizational tools), Dragon Naturally Speaking/Dragon Dictate (speech to text), and JAWS and WindowEyes (screen readers, most often used by students with a visual impairment). As the computers age, technologies advance, and use by students for tests/exams and studying increases, more time is required by the Assistive Technologist, Jeff Buhse, to ensure the computers and programs continue to run smoothly. Jeff continues to provide expertise and support to the University of Manitoba's Libraries Student Accessibility Services Implementation team and the accessible workstations available throughout the UM Libraries system. Jeff offers consultation and training sessions to faculty/staff and students for assistive technology and has seen an increase from 43 in 2012-2013 to 54 in 2013-2014. With the increase in computer use by students for studying and tests/exams, and with Jeff providing more supports and training, space is increasingly becoming a concern for this program.

SAS continues to see an increase in number of tests required in alternate formats for programs previously used as well as in formats not previously requested enough to track, i.e. braille and large print.

Table 3 *Assistive/Adaptive Technology and Alternate format production*

	Kurzweil 3000	Read & Write Gold	Dragon Naturally Speaking	Zoomtext	JAWS	Braille	Large Print
2012-2013	157 exams	0 exams	61 exams	27 exams	5 exams	N/A	N/A
2013-2014	178 exams	19 exams	80 exams	32 exams	1 exam	4 exams	66 exams

Due to the increase of requests for alternate format materials (PDF, Word, Braille, Large Print) and the administration duties required for this, SAS has been not been able to produce as much in-house, so most production of textbooks and course related materials is done by Alternate Format Resources (Manitoba Education, Province of Manitoba). However, the vast majority of test/exam materials are still taken care of in-house. Although not as dramatic as the increase from the previous year, we have still seen a more than 20% increase in requests for alternate formats (258 requests for 39 students in 2012-2013, up to 316 requests for 54 students in 2013-2014).

A task that moved to this portfolio this year was transcribing videos for students who are Deaf or hard of hearing. Transcriptions are required for any course content that does not include built-in captioning or have an available transcript. There were a total of 38 requests varying in length from a few minutes to several hours, including the transcription of one course on D2L which included several dozen lecture videos. Multiple different platforms have been required for transcription including VHS, DVD, YouTube, D2L, and other online sources. SAS will continue to remind faculty to use videos with built-in transcription to try to reduce the need for this service.

After several years of working with IST and TechnoPro, SAS has successfully implemented the use of our new online data management system, Clockwork. Clockwork allows for student and instructor access to all pertinent information that is up to date via the secure link within JUMP. In addition to a more positive user experience, Clockwork provides more security for the sensitive information and virtually eliminates the need for any SAS manual data entry which will prevent entry errors and greatly decrease the time required of SAS exam and volunteer note-taking staff.

Bannatyne campus

SAS has one advisor whose focus is on the academic programs offered at the Bannatyne campus. This advisor maintains office hours at the Bannatyne campus one day a week and attends the majority of the Accommodation Team and/or Accessibility Advisory Committee meetings. The Test Assistant had part-time hours at Bannatyne campus to assist with the increase in bookings. The Coordinator is available for meetings as needed, and travels to support the medical interpreting team if needed. SAS works out of the Services for Students at Bannatyne Campus offices and with the support of that office, hosts the majority of tests and exams in the T Wing Basic Science Building.

Coaching

The Coaching program assists students to better manage aspects of their life that interfere with their academic program. A coach supports, encourages, advises and confronts while providing opportunities for skill development. The unit's certified Coach is Lisa Banash. She works with students one-on-one for in-person and telephone coaching sessions. Students receive 10 coaching sessions for the term on a fee-for-service basis. There continues to be a wait list for this program. As of December 2014, the certified coach has left the program. SAS will continue to search for a replacement.

Academic Attendant/Research Assistant

During the 2013-2014 reporting year, seven students used the Academic Attendant program for a total of 1,645 hours. Seven attendants were hired to work with the students. The program offers on-campus, in-class assistance for students struggling with professor-student interaction, group-work and in-class presentations, note-taking, organizational study assistance, lecture reviews, and interaction with university staff. Canadian postsecondary institutions are offering innovative programs to support students with Asperger Disorder or Autistic Spectrum Disorder and the University of Manitoba is seen as a leader in this regard with the Academic Attendant program.

The Research Assistant program is designed to offer assistance in areas of research that students are unable to do alone. This involves creating Braille documents, formatting printed articles, library research, and other physical tasks students with disabilities may not be able to accomplish without aid. There were 4 students and 4 staff involved in the program this year.

Tutoring

SAS assists students in applying for tutoring funding and helps them to use the UMSU registry. This continues to be an issue as many students who do not qualify for funding would benefit greatly from a tutor, and cannot pay on their own.

Staff Accommodations

SAS provides assistance in the coordinating some accommodations for staff given its specialized services. These accommodations include training on assistive technology, interpreting services and note-taking services.

Educational Outreach

- SAS staff held Disability Awareness workshops for several groups on campus, including Peers, Student Advisors, Residence staff, instructors, New Faculty orientation, Libraries, and Human Resources.
- SAS held one Faculty Advisory Committee meeting.
- SAS co-presented for 5 “Duty to Accommodate” presentations.
- Staff attended several committees including the: Cooper Commission working group, Mental Health strategy working group, Health and Wellness Advisory Committee, RESPECT coalition, Student Affairs Assessment Working Group, and Student Affairs Communications Committee.
- Carolyn Christie (SAS) and Eunice Friesen at the Centre for Advancement of Teaching and Learning (CATL) co-facilitated a three-day institute for instructors, “Reaching all Learners”, showcasing universal design principles and excellent teaching practices.
- Jeff Buhse presented at CATL’s institute, “Your D2L course. Simplified”, on accessible formats for online teaching.

- Carolyn Christie (SAS) and Eunice Friesen and Dr. Amy De Jaeger (CATL) were approved for the TLEF grant, titled, “Beyond Abilities”, to study the patterns and reasons of student appointments and the potential connection to classroom communication issues.
- Staff attended the IDI Intercultural Development Training from the International Centre for Students.
- Lisa Banash received her coaching certification and attended CISAS.
- Arlana Vadnais completed her Mental Health First Aid and received Instructor Certification
- Jamie Penner was a panel presenter at the 2013 NEADS conference in Winnipeg.
- All staff facilitated Access Awareness Day 2014 including community group tables, and a week long, “Celebrating Abilities” Art Gallery.
- The Campus Accessibility Committee met semi-annually.
- Jeff attended CSUN 29th Annual International Technology and Persons with Disabilities Conference
- Bi-weekly emails were circulated to SAS students with information about important topics such as scholarships, test booking dates, research recruitment and UM events.

Community Outreach

- SAS staff maintained contact with various disability organizations including the Canadian Paraplegic Association, Canadian Mental Health Association, Manitoba MarketAbilities, Employment Equity Committee, Society for Manitobans with Disabilities, Canadian Institute for the Blind, Canadian Centre on Disability Studies, and the Manitoba Deaf Association.
- Jamie Penner continues to be a board member for Asperger Manitoba.
- Arlana Vadnais became a board member for Anxiety Disorders Association of Manitoba.
- Jeff Buhse is a member of the Libraries Student Accessibility Implementation Team.
- Jamie Penner and Arlana Vadnais met with one Russian and two Ukraine delegations through the Canadian Centre on Disability Studies to discuss post-secondary supports.
- Jamie Penner and Jeff Buhse presented to the Speech Pathologists for the Manitoba Department of Education.
- SAS underwent a PHIA audit to ensure the systems were in compliance with legislation.

Trends

The *Accessibility for Manitobans Act (AMA)* was enacted on December 3, 2013 with consultations for the first standard, *Customer Service*, held throughout the year. The SAS Coordinator met with the Human Rights and Conflict Management office, Human Resources, and other universities and colleges in Manitoba to discuss planning for the “*Customer Service*” standard, which will be presented in early 2015. Further, the second standard to be reviewed will likely be “*Information and Technology*”. SAS continues to work with our campus partners to provide information and resources on accessible media, technology and alternate formats. The majority of this information is available on the SAS website.

Summary

SAS is proud that the recommendations arising from the *“ad hoc Committee of Senate Executive to Examine Accommodations of Students with Disabilities and Governance Procedures Related to Academic Requirements”* (Cooper Commission) have been largely completed. The Unit is looking forward to the changes arising from the AMA and assisting the UM community.

SAS thanks students, faculty, staff and the University of Manitoba community for their continued support and assistance.



UNIVERSITY
OF MANITOBA

Student Advocacy and Accessibility
Student Support

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DATE: January 7, 2015
TO: Shannon Coyston, Office of the University Secretary
FROM: Brandy Usick, Director, Student Advocacy and Accessibility
RE: Student Advocacy 2013-2014 Annual Report

B. Usick

I am submitting the Student Advocacy's annual report for the period of September 1, 2013 to August 31, 2014 as per the office's Terms of Reference.

Heather Morris (Student Advocate) and I will be available to present the report and to respond to questions.

Encl. (1)

- c. Don Stewart, Executive Director, Student Support
Susan Gotteil, Vice-Provost (Students)
Heather Morris, Student Advocacy

Student Advocacy

2013-2014 Annual Report

Student Advocacy Mission Statement

The mission of the Student Advocacy office is to ensure that students are treated fairly in their dealings with the University. The Student Advocacy office is dedicated to educating the University community concerning student rights and responsibilities and assisting students in the resolution of conflicts arising from actions or decisions taken by the University. While serving the University, Student Advocates maintain a student focus by providing information; investigating complaints; resolving conflict through alternative and formal systems; representing students at hearings; and reviewing policies and recommending change.

This report provides selected data and highlights of the Student Advocacy office activities for the reporting period from September 1, 2013 to August 31, 2014.

Staff

Full time staff during 2013-2014 were Brandy Usick (Director), Brian Barth, Heather Morris, and Ali Wood-Warren (Student Advocates) and Angel Therrien (Assistant to the Director). Julie Bonneteau joined the team in December 2013 in the newly created position of shared office assistant for Student Advocacy and Student Accessibility Services, which coincided with renovation of the 520 reception space. Susanna Ally worked as a Junior Student Advocate in Summer 2014 after Brian Barth left to pursue a position in a different office. Sarah Degagne and Kamille Legaspi were our work-study students, and Josh Philion-Brager was our Peer Advocate placement student from *Peers: Students Helping Students*. Student Advocacy maintains office hours at the Fort Garry and Bannatyne campuses. Advocates are also able to meet students at other affiliated campuses on an as-needed basis. The office provides services to current, former, and prospective University of Manitoba students.

Contacts

In 2013-2014, the Student Advocacy office received a total of 2,157 requests for assistance by students, staff, and faculty. Student contacts lead to the creation of an individual student case or are categorized as 'general student contacts' (inquiries, potential cases, online chat, cancellations/no shows). Individual student cases that continue past the end of the last reporting year are carried forward into the next. Faculty and staff who contact the office for assistance are identified as consultations. Table 1 provides a comparison of office contacts between the current and the last four reporting years, which shows that the demand for services have remained stable or have increased.

Table 1: Office Contacts	2013- 2014	2012- 2013	2011- 2012	2010- 2011	2009- 2010
Student					
Individual Cases	983	1,212	1053	962	997
Cases Carried Forward	28	56	20	11	18
General Contacts	1027	862	726	831	862
Total Student Contacts	2,038	2,130	1,799	1,804¹	1,877
Faculty/Staff Consultations	119	128	94	157	108
Total Office Contacts	2,157	2,258	1,893	1,931	1,985

Demographics

Of the 983 students for whom an individual student case file was opened, 52% were female and 48% were male, and approximately 28% self-identified as international students. Most students were enrolled in Science (21%) followed by Arts (17%), Graduate Studies (13%) and University 1 (12%). These four faculties, which have the largest number of enrolled students overall, have traditionally comprised the largest proportion of students who contact our office.

Students completing undergraduate programs at the Bannatyne campus comprised approximately 3.5% (n = 35) of the caseload. For this report, the faculties included in our statistics from the Bannatyne Campus refer to the faculties in place prior to the July 1, 2014 amalgamation for the new Faculty of Health Sciences. It is also important to note regarding our numbers for Bannatyne students, that the office currently does not distinguish between graduate programs offered between Fort Garry and Bannatyne campuses. Therefore, there will be some graduate students from Bannatyne campus not accounted for in this statistic. Although this number is small, the presenting issues tend to be complicated in nature and require a significant amount of an Advocate's time.

The office continues to receive a high number of referrals; 63% of students indicated they were referred to Student Advocacy for assistance either by another office on campus, or through our website or other outreach activities.

Students of Concern

Student Advocacy is often involved with providing assistance and support to students who may be of concern, including students whose behaviour may be considered as threatening to self or others, or who may be vulnerable or at risk given their present circumstances. Such cases tend to require an exceptional amount of individual support and appointment time from the Advocates compared to other student cases. As well, the complexity of the cases usually requires coordination with other offices (e.g. Student Counselling Centre, Student Accessibility Services) or referral to other units for specific types of support (e.g. Financial Aid and Awards office, International Centre for Students, Student Support Case Manager).

¹ In the reporting years 2010-2011 and earlier, "issue cases" were identified separately from individual student cases. For ease of comparison, these issues (2 in 2010-2011 and 3 in the 2009-2010 reporting years) were added to the individual case statistic.

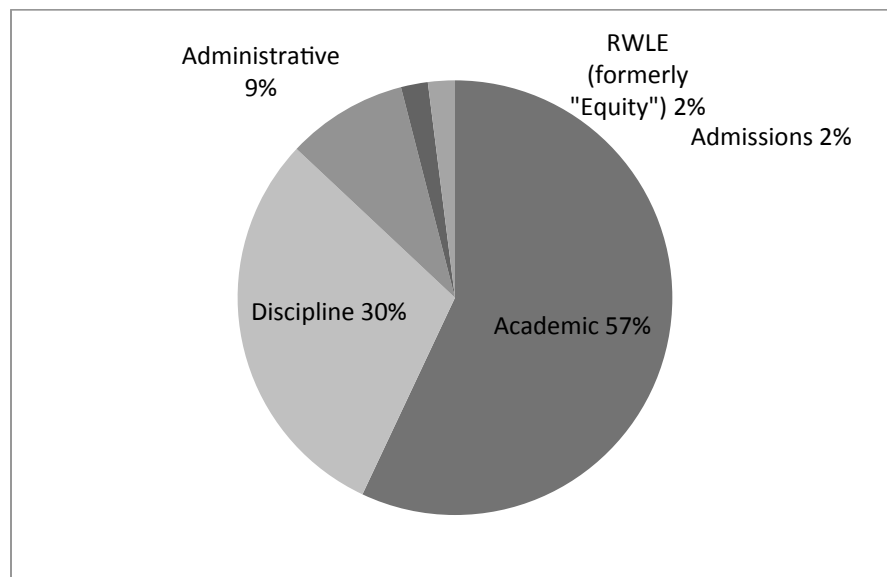
Since the 2012-2013, we have begun to track the number of students of concern and the number of appointments related to these students in particular. Due to the complexity of these cases, student involvement with Student Advocacy may last several months or students may be active for some months but not others. As a result, it is difficult to identify an exact number of individual 'students of concern', we identified 61 new 'students of concern' (up from 32 last year). However, it is important to note that some of these students' issues carried on over several months. The Advocates had 124 appointments and/or meetings with 'students of concern' over this reporting year. The Director is often consulted by members of the university community regarding student matters and this statistic is reflected within the faculty/staff consultations reported in Table 1. Separate from that number are several consults she had related to 15 'students of concern'.

These statistics may be helpful for three reasons: 1) to help quantify staffing resources being used to support 'students of concern' within Student Advocacy; 2) to share statistical information with the newly hired Student Support Case Manager to help her in her role; and 3) to contribute to an understanding of institutional trends that will help support the newly developed mental health strategy.

Categorization of Issues

In 2013-2014, the Advocates assisted students with a total of 1,137 issues. Note that students may bring forward more than one issue within a reporting year, thus the numbers of individual student cases and issues differ. Figure 1 provides a breakdown of how issues are categorized, and the proportion of issues that fall under the respective categories. This distribution is similar to the previous reporting year².

Figure 1. Categorization of Issues



² In 2012-2013 the breakdown of issues by category was Academic (55%), Discipline (29%), Administrative (12%), RWLE (2%), Admissions (2%).

Each category is explained below and in some instances, further broken down into subcategories.

Academic issues are further sub-categorized: **special requests** (68%) e.g., authorized withdrawals, deferred examinations, term work extensions, or leaves of absences; **complaints** (20%) e.g., grade appeals, conflict with instructor or graduate advisor; **academic deficiency** (10%) i.e., not meeting minimum academic performance requirements; and **professional conduct** (2%) i.e., professional unsuitability or debarment. These ratios are similar to previous years, with a slight increase in *special requests* and *complaints*, and slight decreases in *academic deficiency* and *professional conduct* sub-categories.

Discipline issues are divided into two categories: academic discipline, which refers to issues of academic dishonesty (see Table 2a) and non-academic discipline, which refers to issues of student misconduct (see Table 3).

To assist with comparison between the Student Advocacy annual report and the University Discipline Committee (UDC) report, beginning in 2012-2013 we re-named some categories to match with the names of similar categories in the UDC report. We also provide a more detailed breakdown of issues under our category of “Cheating” (see Table 2b) to try and match as closely as possible with the UDC categories of “Cheating –mid-term tests”, “Copying from another student or own previous work” and “Contravention of examination regulations”.

Academic discipline issues appear to be steadily increasing, particularly for those behaviors that constitute plagiarism.

Table 2a: Academic Discipline	2013-2014	2012-2013	2011-2012	2010-2011
Academic/Scientific Fraud	2	1	1	2
Application Fraud	7	4	1	4
Forged Documentation	3	5	1	1
Personation	1	3	0	0
Inappropriate Collaboration	56	162 ³	43	28
Plagiarism	154	130	123	87
Cheating	54	51	49	55
Unauthorized Material	39	21	24	16
Other Academic Discipline	1	2	0	0
Total	317	379	242	193

³ In Winter 2013, there were allegations of inappropriate collaboration made against a large number of students registered in one specific department. Student Advocacy assisted 114 students specifically related to this course/issue.

Table 2b: Cheating Subcategories	2013-2014	2012-2013
Communication during test or exam	9	10
Altering answers after grading	0	2
Copying during a test or exam	37	28
Duplicate submission	0	7
Contravene exam regulations	8	4

Table 3 includes our statistics for *non-academic discipline* issues. There was an increase in the category of “other”. The main issues comprising this statistic are students who had violated the FIPPA/PHIA policy or had a campus ban (due to violent or threatening behaviour) that was either being imposed or the student was requesting to have ban lifted.

Table 3: Non-Academic Discipline	2013-2014	2012-2013
Inappropriate/disruptive behaviour	8	4
Unprofessional conduct	0	6
Inappropriate Use of Computer	0	0
Residence discipline	4	4
Other	12	5
Total	24	19

The remaining issue categories are Administrative (9%), Admission (2%), and Respectful Work and Learning Environment (formerly “Equity”) (2%). The *Administrative* category includes matters that involve an administrative office. Examples include tuition fee appeals and transcript notation removal requests submitted through the Registrar’s Office. The *Admission* category involves requests for reconsideration or appeals of denied entry to a prospective faculty or program. *Respectful Work and Learning Environment (RWLE)* issues involve referral to or coordination with the Human Rights and Advisory Services office. In the reporting year, there were a total of 21 students whose issues fell under this category. Nineteen (19) students wished to make a complaint (informal or formal) and one student was identified as a ‘respondent’ to a complaint. There was one student assisted who was both a complainant and a respondent.

Resolution of Issues

In 2013-2014, the majority of the issues were resolved informally, which is the Office’s preferred avenue of resolution (see Table 4). Of the issues resolved within a “Formal” process (submission of a request or appeal and appearance before an appeals or standings committee), 49% were granted in favour of the student; 6% were given modified outcomes; 28% were denied; 3% of appeals were not heard by a committee; and 14% had decisions pending as of August 31, 2014. Issues closed as “Other” involve situations wherein a student retains a lawyer, the advocate withdraws services, or a student withdraws his/her appeal after it is submitted (the latter comprises the large majority of these types of resolutions).

Table 4: Resolution of Issues	2013-2014	2012-2013
Informal Resolution	74%	72%
Formal Resolution	25%	27%
Other	1%	1%
Total	100%	100%

Table 5 provides a summary of meetings and hearings attended by the advocates. The total number of meetings is similar to last year; however, there were fewer academic meetings and more discipline meetings attended compared to the previous year. Mainly this is attributed to the increase in academic discipline issues that involve a preliminary investigation meeting with a student and the disciplinary authority. There was a slight increase in the number of hearings the Advocates attended compared to last year.

Table 5: Meetings and Hearings		2013-2014	2012-2013
Meetings	Academic	25	58
	Discipline	265	236
	Total	290	294
Hearings	Academic	80	78
	Discipline	36	28
	Total	116	106

Educational Activities

An important mandate of the Office is education and outreach. In 2013-2014 the staff prepared and delivered a total of 88 presentations and workshops. This represents an increase to the number of presentations and workshops offered compared to last year (63). We have had an increase in requests for sessions from individual courses, departments, and faculties. Staff members were invited to speak at student orientations and were asked, throughout the year, to present in classes or to groups of students on student rights and responsibilities, avoiding academic dishonesty, or student conduct. In addition to presenting at orientation sessions for new faculty and administrators, staff also offered workshops on the student discipline process, disruptive students, and academic integrity.

Academic Integrity Promotion

Student Advocacy's Integrity Week took place September 30-October 4, 2013 and several events were held, including an information booth in both University Centre and in the Brodie Atrium at the Bannatyne Campus. The Academic Integrity Ambassadors (AIA) and UMSU developed an academic integrity trivia game played in the Fireplace Lounge in University Centre. We partnered with the Academic Learning Centre's Writing Tutors in Dafoe Library, also involving a trivia game. In collaboration with ICS, a workshop was presented to international

students. Heather Morris and Brandy Usick prepared an article for CATL's *Path to Pedagogy* publication on preliminary highlights of the 2012 online academic integrity survey. Through these various outreach activities, Student Advocacy Office staff and the AIAs were able to interact with several hundred students.

Academic Integrity Ambassadors (AIA) Program – this was the fourth year the Student Advocacy Office has offered this leadership opportunity for students interested in promoting academic integrity on campus. Ali Wood-Warren oversaw five ambassadors who volunteered during the 2013-2014 academic year: Laryssa Bogucki, Matthew Sanscartier, Timi Ojo, Ainsley Chan, and Yining Wang. The AIA program was also able to offer a placement for the Peers: Student Helping Students program; Trinda Penniston was placed as an AIA Program Assistant. The volunteers assisted with Academic Integrity Week and other educational initiatives, including development and facilitation of presentations to student groups. For the first time in the program's history, volunteers were given the opportunity to shadow the work of the advocates with a student discipline allegation through to its outcome. This was reported as an invaluable experience and furthered the ability of the volunteers to educate their fellow students on the topic of academic integrity.

Committee Work

During the reporting year Brandy Usick co-chaired university-wide working groups on Academic Integrity, Cooper Commission Implementation, and Child Care. Heather Morris was the Student Affairs representative on the Peers: SHS Steering Committee and attended meetings of the International Student Advisors Network. Ali Wood-Warren attended meetings of the U of M Advisor Exchange and New Student Orientation Committee. Brian Barth attended meetings of the Writing Tutor Advisory Group. Brandy Usick and Heather Morris attended the Student Affairs Assessment Working Group and participated in the newly formed Sexual Assault Working Group.

External Committee Work

Student Conduct and Academic Integrity Association (SCAIA)- Brandy Usick is the central representative for SCAIA, a division of our national organization CACUSS, and chaired a small working group on academic integrity (AI). Highlights included hosting a national teleconference on AI and an AI roundtable at the CACUSS conference in Halifax in June, 2014.

Scholarly Activities

Heather Morris and Ali Wood-Warren successfully presented on the Academic Integrity Ambassadors program at the *International Centre for Academic Integrity Conference* held in Jacksonville, Florida on February 27-March 2. They also attended the first Canadian Consortium held at ICAI. Brandy was interviewed by Holly Moore of CBC for a national story on academic dishonesty that aired on CBC TV/radio/web on February 25th and 26th. Brian Barth and Brandy Usick presented on "Graduate Student/Advisor Relationship: Preventing and responding to personal harassment from the perspective of a student support office" at the *Canadian Association for the Preventions of Discrimination and Harassment in Higher Education* annual conference held in Winnipeg. Brandy Usick and Heather Morris co-taught the *Role of the Student and Student Needs*, a three-week online course through CHERD.

Recommendations

The Student Advocacy office would like to offer the following recommendation for consideration and to provide updates on past recommendations:

University Discipline Committee annual report- UPDATE to last year's recommendation

Last year we had recommended "To work with the office of the University Secretary to facilitate a consistent method of data collection and categorization of issues under the existing Student Discipline By-Law categories for "Academic Dishonesty". We are pleased to note that the Academic Integrity Working Group is working to prepare definitions for various examples of academic dishonesty. We believe that this process will help create consistency to help in meeting the above recommendation.

Social media education- UPDATE to last year's recommendation

Last year we had recommended- "That the University enhance educational initiatives related to informing students about appropriate use of social media as a member of the University community." A new working group has been formed on "Digital Identity", co-chaired by Karen Meelker, Access and Privacy Officer, and Brendan Hughes, Executive Director, Student Engagement. The aim is to create university-wide educational opportunities for students and staff regarding proper use of social media including management of online personas.

Discipline Matters

Student Advocacy recognizes the challenges for new administrators in their role as a disciplinary authority, which requires them to respond to allegations of student misconduct. Likewise we appreciate that newly appointed chairs and members of local discipline committees may not receive sufficient training before participating in a disciplinary hearing. To help ensure fairness of the process for both the University and for the students involved, we respectfully recommend that new administrators and new chairs and members of discipline committees receive 'Fair investigation' and/or 'Fair Hearing' training. This training has been developed in partnership with the Office of Legal Counsel.

Report of the Senate Committee on Academic Review RE: Undergraduate and Graduate Program Reviews

Preamble:

1. The Terms of Reference for the Senate Committee on Academic Review are found on the web at: http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/489.htm
2. At its meeting on November 27, 2014, the Committee considered the following reports from the Vice-Provost (Integrated Planning and Academic Programs) regarding academic program reviews:
 - Report on the Status of Current Graduate Program Reviews (attached)
 - Report on the Status of Current Undergraduate Program Reviews (attached).
 - Report on the Status of Externally Accredited Programs (attached)The Committee also considered summaries of eleven graduate and three undergraduate program reviews and received a follow-up report on one graduate program review.

Observations:

Graduate Program Reviews

1. The Committee received a Report on the Status of Current Graduate Program Reviews. Twenty-one reviews are either in progress or have been initiated, as set out in the attached report. Four reviews that were recently completed are currently under review either in the program or in the Faculty of Graduate Studies.
2. The Committee considered summaries of eleven graduate program reviews including: Agribusiness and Agricultural Economics; Economics; Education (Ph.D.); English, Film, and Theatre; Entomology; Food Science; Pharmacy; Philosophy; Plant Science; Religion (Ph.D.); Soil Science.

Undergraduate Program Reviews

3. The Committee received for its consideration, a Report on the Status of Current Undergraduate Program Reviews Summaries of Undergraduate Program Reviews. Seventeen reviews are either underway or have been initiated, as set out in the attached report. One review recently concluded is under review in the faculty.
4. The Committee considered summaries of three undergraduate program reviews, including Classics; Economics, and English, Film, and Theatre.

Externally Accredited Programs

5. The Committee received, for consideration, a Report on the Status of Externally Accredited Programs (attached).
6. The Committee was informed that a number of programs in the Faculty of Agricultural and Food Sciences, which were previously included in the Report on the Status of Externally Accredited Programs, had been removed from the Report. The accreditation period had expired and the Agricultural Institute of Canada, which is the accrediting body, is not currently conducting accreditation reviews.

Respectfully submitted,

David Collins, Chair
Senate Committee on Academic Review

Senate Committee on Academic Review: Report on the Status of Current Graduate Program Reviews

Review Stage	Unit	Program	Round	Review Classification
Review Initiated				
	Applied Health Sciences	Ph.D.	1	
<i>Extended</i>	Biological Sciences	M.Sc., Ph.D.	2	
	Biosystems Engineering	M.Sc., M.Eng., Ph.D.	2	
	Civil Engineering	M.Sc., M.Eng., Ph.D.	2	
	Computer Science	M.Sc., Ph.D.	2	
<i>Extended</i>	Dental Diagnostic & Surgical Sciences	M.Dent. (Oral & Max. Surgery)	2	
<i>Extended</i>	Dental Diagnostic & Surgical Sciences	M.Dent. (Perio.)	2	
	Design and Planning	Ph.D.	2	
	Electrical and Computer Engineering	M.Sc., M.Eng., Ph.D.	2	
	Geological Sciences	M.Sc., Ph.D.	2	
	Individual Interdisciplinary Studies (IIS)	M.A., M.Sc., Ph.D.	1	
	Mathematics	M.Sc., Ph.D.	2	
	Mechanical Engineering	M.Sc., M.Eng., Ph.D.	2	
	Peace & Conflict Studies	Ph.D.	1	
<i>Extended</i>	Preventive Dental Science	M.Sc. (Orthodontics)	2	
<i>Extended</i>	Preventive Dental Science	M.Dent. (Pediatric Dentistry)	2	
<i>Extended</i>	Sociology	M.A., Ph.D.	2	
External Review in Progress				
	Architecture	M.Arch.	1	
	Biochemistry & Medical Genetics	M.Sc., Ph.D.	2	
	Human Anatomy & Cell Science	M.Sc., Ph.D.	2	
	Medical Rehabilitation	M.Sc.	2	
Under Review in Program				
	Animal Science	M.Sc., Ph.D.	2	Minor revisions (2)
	Kinesiology & Recreation Mgmt.	M.A., M.Sc.	2	Minor revisions (2)
	Pharmacology & Therapeutics	M.Sc., Ph.D.	2	Minor revisions (2)

Review Stage	Unit	Program	Round	Review Classification
Under Review in FGS				
	Religion	M.A. (JMP)	2	Minor revisions (2)
FGS Report to SCAR				
	Agribusiness & Agricultural Economics	M.Sc.	2	Minor revisions (2)
	Economics	M.A., Ph.D.	2	Minor revisions (2)
	Education	Ph.D.	2	Minor revisions (2)
	English, Film and Theatre	M.A., Ph.D.	2	Minor revisions (2)
	Entomology	M.Sc., Ph.D.	2	Continue as is (1)
	Food Science	M.Sc., Ph.D.	2	Minor revisions (2)
	Pharmacy	M.Sc., Ph.D.	2	Continue as is (1)
	Philosophy	M.A.	2	Continue as is (1)
	Plant Science	M.Sc., Ph.D.	2	Minor revisions (2)
	Religion	Ph.D.	2	Minor revisions (2)
	Soil Science	M.Sc., Ph.D.	2	Minor revisions (2)
Review Follow-Up Period				
	Anthropology	M.A., Ph.D.	2	Not provided
	Chemistry	M.Sc., Ph.D.	2	Major revisions (3)
	Classics	M.A.	2	Minor revisions (2)
	CTL, EAFP	M.Ed.	2	Minor revisions (2)
	Disability Studies	M.A., M.Sc.	1	Minor revisions (2)
	French, Spanish & Italian	M.A., Ph.D. (French)	2	Not provided
<i>Overdue</i>	Law	L.L.M.	2	Not provided
	Microbiology	M.Sc., Ph.D.	2	Continue as is (1)
	Pathology	M.Sc.	2	Major revisions (3)
	Physics and Astronomy	M.Sc., Ph.D.	2	Minor revisions (2)
	Social Work	Ph.D.	2	Minor revisions (2)
Follow-up Received				
	Surgery	M.Sc.	2	Minor revisions (2)

Senate Committee on Academic Review: Report on the Status of Current Undergraduate Program Reviews

Review Stage	Unit	Program(s)	Round	Review Classification
Review Initiated				
<i>Extended</i>	Agroecology	B.Sc. (Agroecology)	1	
	Anthropology	B.A. (Honours, Advanced, General)	1	
	Chemistry	B.Sc.(Hons.), B.Sc. (Maj.)	1	
	Environment & Geography	Environmental Sciences, Environmental Studies, Geography and Physical Geography	1	
<i>Overdue</i>	Fine Art	B.F.A. (Honours, General); B.F.A. (Art History) (Honours, General), Diploma; includes Art History and Major of Art History in Arts	1	
	Food Science	B.Sc. (Food Science)	1	
<i>Overdue</i>	French, Spanish, and Italian	B.A. (Honours, Advanced, Major); includes French, Italian, Italian Studies and Spanish	1	
<i>Extended</i>	Geological Sciences	B.Sc.G.Sc. (General, Honours, Major); includes Geology and Geophysics	1	
<i>Delayed</i>	Global Political Economy (Interdisciplinary)	B.A. (Advanced, Major)	1	
<i>Postponed</i>	Interdisciplinary Health (Health Sciences & Studies)	B.H.Sc., B.H.St.	1	
<i>Delayed</i>	Labour Studies (Interdisciplinary)	B.A. (Advanced, Major)	1	
<i>Extended</i>	Music	B.Mus. (Gen., Perf., Comp., Hist.), B.Jazz, P.B.D. P., B.Mus./B.Ed.	1	
<i>Overdue</i>	Political Studies	B.A. (Honours, Advanced, Major)	1	
External Review in Progress				
	Agribusiness & Agricultural Economics	B.Sc. (Agribusiness)	1	
	Law	Juris Doctor (J.D.)	1	
<i>Overdue</i>	Physics & Astronomy	B.Sc. (Honours, Major); (includes Medical & Biological Physics and joint programs in Chemistry, Computer Science and Math)	1	
	Women's & Gender Studies (Interdisciplinary)	B.A. (Honours, Advanced, Major)	1	

Review Stage	Unit	Program(s)	Round	Review Classification
Under Review in Faculty				
<i>Overdue</i>	Sociology	B.A. (Honours, Advanced, Major); includes Criminology	1	Adequate (1)
Vice-Provost Report to SCAR				
<i>Extended</i>	Architecture, Faculty of	Bachelor of Environmental Design, AMP (1 & 2)	1	Inadequate (3)
	Classics	B.A. (Advanced, Major)	1	Not provided.
	Economics	B.A. (Honours, Advanced, Major); B.Sc. (Honours, Major)	1	Minor Revisions (2)
	English, Film and Theatre	B.A. (Honours, Advanced, Major); includes Drama, English, Film Studies & Theatre	1	Not provided.
Review Follow-up Period				
	Psychology	B.A. (Honours, Advanced, Major); B.Sc. (Honours, Major)	1	Minor Revisions (2)
Follow-up Received				
	Education	B.Ed., After Degree	1	Not provided.
	Family Social Sciences	B.H.Ecol. (F.S.S.)	1	Minor Revisions (2)
	German and Slavic Studies	B.A. (Honours, Advanced, Major); includes German, Russian, Ukrainian and Central & Eastern European Studies	1	Not provided.
	Religion	B.A. (Honours, Advanced, Major)	1	Not provided.

**Senate Committee on Academic Review:
Report on the Status of
Externally Accredited Programs**

Faculty, School or College Program	Accreditation		
	From	To	Period
Agricultural & Food Sciences			
B.Sc. (Food Science) <i>Institute for Food Technologists (IFT)</i> URL: Under development.	2009	2014	5 years
B.Sc. (Food Science) <i>Institute for Food Technologists (IFT)</i> URL: Under development.	Reaccreditation in progress.		
B.Sc., Human Nutritional Sciences (Dietetics Program) <i>Dietitians of Canada (DC)</i> URL: Under development.	2010	2017	7 years
Architecture			
Master of Architecture (M.Arch.) <i>Canadian Architectural Certification Board (CACB)</i> URL: http://umanitoba.ca/faculties/architecture/programs/architecture/120.html	2009	2015	6 years
Master of Architecture (M.Arch.) <i>Canadian Architectural Certification Board (CACB)</i> URL: http://umanitoba.ca/faculties/architecture/programs/architecture/120.html	Reaccreditation in progress.		
Master of City Planning (MCP) <i>Canadian Institute of Planners (CIP); Manitoba Professional Planners Institute (MPPI)</i> URL: http://umanitoba.ca/faculties/architecture/programs/cityplanning/accreditation.html	2007	2012	5 years
Master of City Planning (MCP) <i>Canadian Institute of Planners (CIP); Manitoba Professional Planners Institute (MPPI)</i> URL: http://umanitoba.ca/faculties/architecture/programs/cityplanning/accreditation.html	Reaccreditation in progress.		
Master of Interior Design (MID), First Professional <i>Council for Interior Design Accreditation (CID)</i> URL: http://umanitoba.ca/faculties/architecture/programs/intdesign/ID_accreditation.html	2012	2018	6 years

Faculty, School or College Program	Accreditation		
	From	To	Period
Master of Landscape Architecture (MLA) <i>Canadian Society of Landscape Architects (CSLA)</i> URL: http://umanitoba.ca/faculties/architecture/programs/landarchitecture/LAaccreditation.html	2010	2015	5 years
Master of Landscape Architecture (MLA) <i>Canadian Society of Landscape Architects (CSLA)</i> URL: http://umanitoba.ca/faculties/architecture/programs/landarchitecture/LAaccreditation.html	Reaccreditation in progress.		
Arts	Communication Protocol:	Rec'd	
Ph.D., Psychology (Clinical) <i>Canadian Psychological Association (CPA)</i> URL: http://umanitoba.ca/faculties/arts/departments/psychology/graduate/3435.html	2010	2014	4 years
PhD, Psychology (Clinical) <i>Canadian Psychological Association (CPA)</i> URL: http://umanitoba.ca/faculties/arts/departments/psychology/graduate/3435.html	Reaccreditation in progress.		
Asper School of Business	Communication Protocol:	Rec'd	
B.Com. (Hons.), Accounting Major <i>The Society of Management Accountants of Canada (CMA)</i> URL: http://umanitoba.ca/faculties/management/accreditation.html	2012	2017	5 years
B.Com. (Hons.), Co-op Program <i>Canadian Association of Co-operative Education (CAFCE)</i> URL: http://umanitoba.ca/faculties/management/accreditation.html	2012	2018	6 years
B.Com. (Hons.), M.B.A., M.Sc., Ph.D. <i>Association to Advance Collegiate Schools of Business (AACSB)</i> URL: http://umanitoba.ca/faculties/management/accreditation.html	2009	2014	5 years
B.Com. (Hons.), M.B.A., M.Sc., Ph.D. <i>Association to Advance Collegiate Schools of Business (AACSB)</i> URL: http://umanitoba.ca/faculties/management/accreditation.html	Reaccreditation in progress.		
B.Sc.(Hons.), Actuarial Mathematics (joint programs with Mathematics and Statistics) <i>Society of Actuaries (SOA); Canadian Institute of Actuaries (CIA)</i> URL: http://umanitoba.ca/faculties/management/accreditation.html	2009	2014	5 years

Faculty, School or College Program	Accreditation		
	From	To	Period
Dentistry	Communication Protocol:	Rec'd	
Dental Hygiene Diploma; B.Sc., Dental Hygiene <i>Commission on Dental Accreditation of Canada (CDAC)</i> URL: http://umanitoba.ca/faculties/dentistry/dentalhygiene/future/566.html	2007	2014	7 years
Doctor of Dental Medicine (DDM) <i>Commission on Dental Accreditation of Canada (CDAC)</i> URL: http://umanitoba.ca/dentistry/about/dent_accreditation.html	2007	2014	7 years
M.Dent. Preventive Dental Sciences (Pediatric Dentistry) <i>Commission on Dental Accreditation of Canada (CDAC) (preliminary)</i> URL: Under development.	N/A	2014	
M.Dent., DDSS (Oral & Maxillofacial Surgery) <i>Commission on Dental Accreditation of Canada (CDAC)</i> URL: http://umanitoba.ca/faculties/dentistry/ddss/ddss_grad_OMS.html	2007	2014	7 years
M.Dent., DDSS (Periodontics) <i>Commission on Dental Accreditation of Canada (CDAC)</i> URL: http://umanitoba.ca/faculties/dentistry/ddss/DDSS_grad_periodontics.html	2007	2014	7 years
M.Sc, Preventive Dental Sciences (Orthodontics) <i>Commission on Dental Accreditation of Canada (CDAC)</i> URL: http://umanitoba.ca/dentistry/gradPrograms/grad_orthodontics.html	2007	2014	7 years
Engineering	Communication Protocol:	Rec'd	
B.Sc. (Biosystems, Civil, Electrical, Computer, Mechanical Engineering) <i>Canadian Engineering Accreditation Board (CEAB)</i> URL: http://umanitoba.ca/faculties/engineering/welcome/index.html	2013	2019	6 years
Environment, Earth & Resources	Communication Protocol:	Rec'd	
B.Env.Sci. <i>Canadian Environmental Accreditation Commission and ECO Canada</i> URL: http://umanitoba.ca/faculties/environment/departments/geography/undergraduate/ba_enviro_science/index.html	2011	2018	5 years

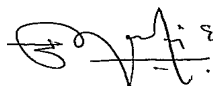
Faculty, School or College Program	Accreditation		
	From	To	Period
Kinesiology & Recreation Mgmt.	Communication	Protocol:	Rec'd
B.Kin., B.P.E. <i>Canadian Council of Physical Education. & Kinesiology Administrators (CCUPEKA)</i> URL: http://umanitoba.ca/faculties/kinrec/undergrad/1169.html	2011	2018	7 years
B.Kin., Athletic Therapy Program <i>Canadian Athletic Therapists' Association (CATA)</i> URL: http://umanitoba.ca/faculties/kinrec/undergrad/1169.html	2014	2016	2 years
Medicine	Communication	Protocol:	Rec'd
C.M.E. (Continuing Medical Education) <i>Committee on Accreditation of Continuing Medical Education (CACME)</i> URL: Under development.	2011	2016	5 years
Department of Clinical Health Psychology Residency Program <i>Canadian Psychological Association (CPA)</i> URL: http://umanitoba.ca/faculties/medicine/units/clinical_health_psych/media/Brochure_2015-2016_(version_9_Sept_2014).pdf	2011	2017	7 years
M.P.A.S. (Physician Assistant Studies) <i>Canadian Medical Association (CMA)</i> URL: http://umanitoba.ca/faculties/medicine/education/paep/about_us/about.html	2011	2016	6 years
P.G.M.E. (Post-Graduate Medical Education), all branches except Family Medicine <i>Royal College of Physicians and Surgeons of Canada (RCPSC)</i> URL: http://umanitoba.ca/faculties/medicine/education/pgme/accreditation.html	2014	2020	7 years
PGME (Post-Graduate Medical Education), Family Medicine <i>College of Family Physicians of Canada (CFPC)</i> URL: http://umanitoba.ca/faculties/medicine/units/family_medicine/postgrad/6402.html	2014	2020	7 years
UGME (Undergraduate Medical Education) <i>Liaison Committee on Medical Education (LCME); Committee on Accreditation of Canadian Medical Schools (CACMS)</i> URL: http://umanitoba.ca/faculties/medicine/accreditation/index.html	2011	2018	8 years
Nursing	Communication	Protocol:	Rec'd
Bachelor of Nursing (BN) <i>College of Registered Nurses of Manitoba (CRNM)</i> URL: http://umanitoba.ca/faculties/nursing/info/accreditation.html	2014	2019	5 years

Faculty, School or College Program	Accreditation		
	From	To	Period
Master of Nursing (MN). - Nurse Practitioner Stream <i>College of Registered Nurses of Manitoba (CRNM)</i> URL: http://umanitoba.ca/faculties/nursing/info/accreditation.htm	2013	2015	2 years
Other	Communication Protocol:		N.A.
Pre-Doctoral Internship Program, Student Counseling Centre <i>American Psychological Association (APA)</i> URL: http://umanitoba.ca/student/counselling/intern/index.html		2015	
Pre-Doctoral Internship Program, Student Counseling Centre <i>Canadian Psychological Association (CPA)</i> URL: http://umanitoba.ca/student/counselling/intern/index.html	2012	2019	7 years
Pharmacy	Communication Protocol:		Rec'd
B.Sc., Pharmacy <i>Canadian Council for Accreditation of Pharmacy Programs (CCAPP)</i> URL: http://umanitoba.ca/faculties/pharmacy/about/index.html	2013	2019	6 years
Rehabilitation Sciences	Communication Protocol:		Rec'd
B.M.R., Respiratory Therapy <i>Council on Accreditation for Respiratory Therapy Education (CoARTE)</i> URL: http://umanitoba.ca/faculties/medicine/units/medrehab/rt/rt_accreditation.html	2013	2019	6 years
Master of Occupational Therapy (MOT) <i>Canadian Association of Occupational Therapists (CAOT)</i> URL: http://umanitoba.ca/faculties/medicine/units/medrehab/ot/ot_accreditation.html	2013	2019	6 years
Master of Physical Therapy (MPT) <i>Physiotherapy Education Accreditation Canada (PEAC)</i> URL: http://umanitoba.ca/faculties/medicine/units/medrehab/pt/pt_accreditation.html	2014	2020	6 years
Science	Communication Protocol:		Rec'd
B.Sc. and B.Comp.Sci., Computer Science Programs; (note: additional accreditation for Software Engineering Specialization) <i>CIPS, Computer Science Accreditation Council (CSAC)</i> URL: http://www.cs.umanitoba.ca/undergraduate/	2012	2018	6 years

Faculty, School or College Program	Accreditation		
	From	To	Period
B.Sc., B.Sc. Hons., Biochemistry (incl. cooperative options) <i>Canadian Society for Chemistry (CSC)</i> URL: Under development.	2009	2014	5 years
B.Sc., B.Sc. Hons., Biochemistry (incl. cooperative options) <i>Canadian Society for Chemistry (CSC)</i> URL: Under development.	<i>Reaccreditation in progress.</i>		
B.Sc., B.Sc. Hons., Chemistry (incl. cooperative options) <i>Canadian Society for Chemistry (CSC)</i> URL: Under development.	2009	2014	5 years
B.Sc., B.Sc. Hons., Chemistry (incl. cooperative options) <i>Canadian Society for Chemistry (CSC)</i> URL: Under development.	<i>Reaccreditation in progress.</i>		
B.Sc.(Hons.), Actuarial Mathematics (joint programs with Mathematics and Statistics and Management) <i>Society of Actuaries (SOA); Canadian Institute of Actuaries (CIA)</i> URL: http://umanitoba.ca/faculties/management/accreditation.html	2009	2014	5 years
M.Sc., Ph.D., Physics (Medical Physics) <i>Commission on Accreditation of Medical Physics Education Programs, Inc. (CAMPEP)</i> URL: Under development.	2012	2017	5 years
Social Work			
	Communication Protocol:		Rec'd
Bachelor of Social Work (BSW); Master of Social Work (MSW) <i>Canadian Association for Social Work Education (CASWE)</i> URL: http://umanitoba.ca/faculties/social_work/about/612.html	2014	2022	8 years

MEMORANDUM

TO: Mr. Jeff Leclerc, University Secretary

FROM: Digvir Jayas, Vice-President (Research and International)
and Chair, Senate Committee on University Research 

DATE: January 6, 2015

SUBJECT: Notification to Senate on establishment of the Geopolitical Economy Research Group

The Research Centres, Institutes, and Groups Policy, section 3.4, Procedures for Establishing Research Groups, states that “the official recognition and designation of a research group is at the approval of the Vice-President (Research), normally on the recommendation of the department head (where applicable) and dean/director.”

Accordingly, the Dean of Arts has forwarded a recommendation for the establishment of the Geopolitical Economy Institute, which now has been revised to be a Research Group. I subsequently reviewed and approved the proposal.

As Chair of SCUR, I am now requesting that Senate be informed of the establishment of the Geopolitical Economy Research Group.

Please include this recommendation on the next Senate agenda. Please feel free to contact me should you require any further information.

Thank you.

DSJ/nis

Cc: Jeff Taylor, Dean, Faculty of Arts

Geopolitical Economy Research Group

Radhika Desai

Department of Political Studies

a. **Name of the Group:** Geopolitical Economy Research Group

b. **Description and Justification**

i. Mission and Objectives

The Geopolitical Economy Research Group will be an influential policy research Group. It will conduct high quality research into, and analysis of, national economies, their relation to the world economy and the political management of both. It will propose and critically analyse policy alternatives for managing the interaction of national economies and states to promote human development and mutual benefit in today's multipolar world.

ii. Relation to the University's Mission and Strategic Research Plan

The Group will further the University's mission 'to create, preserve and communicate knowledge, and thereby, contribute to the cultural, social and economic well-being of the people of Manitoba, Canada and the world'. It will be in keeping with the University's aim to be 'among the best of Canada's universities'.

It will also promote the University's strategic research goal of being recognized as a leader among Canadian research-intensive universities in that it will 'enhance capacity in existing areas of research strength; build research capacity in emerging areas of research strength; foster networking, partnerships and collaborations between disciplines and across sectors; and provide unique research training opportunities for graduate students and other trainees including undergraduate students'.

While, among the six major thrusts identified in the University's Strategic Research Plan, the Group fits best under 'human rights and social justice' and, given its emphasis on human development, under 'culture and creativity', it will also prioritize issues of sustainability and northern communities and public health.

iii. Rationale:

Retrospective

The proposed Geopolitical Economy Research Group emerges from, and seeks to further, the work of a dense network of research collaboration. It can only be very briefly and partially outlined here.

The University of Manitoba boasts a vibrant circle of academics, particularly from the departments of History, Economics, Sociology, Anthropology, Labour Studies and Native Studies, and through the collaborative and interdisciplinary programme, Global Political Economy who are all interested in political economy and international political economy. Its interactions have driven the research of its individual members and includes the recent publication of *Geopolitical Economy: After US Hegemony, Globalization and Empire* which breaks the theoretical ground for the conception of the proposed IGE. The present proposal builds this record of extensive collaboration between proposed members

of the research group at UM. The proposal for the establishment of the Geopolitical Economy Research Group also builds on research collaborations between University of Manitoba scholars and scholars beyond the University of Manitoba.

c. Constitution

i. Organization and Structure

The Geopolitical Economy Research Group will have a Director with primary responsibility for running the Group and its programmes. He/she will be advised on broad policy issues by an International Advisory Council consisting of between 5 and 11 respected scholars nominated for a renewable 3-year term each. They will be members of the Group. The initial nominations will be made by the Director. Their renewals and/or replacements will be the joint decision of the Advisory Committee. In the day to day work of the Group, the Director will be assisted by four Associate Directors. Associate directors will be nominated by the Director and confirmed by the International Advisory Council. They will be drawn from among relevant UM faculty and the wider community. Each will be appointed for a renewable three-year term and will be responsible for one of the following discrete sets of tasks:

1. UM Liaisons: liaising with other units at the UM to facilitate collaborations in research, teaching and student experience enhancement
2. International Liaisons: liaising scholars and other research institutes around the world to create the international network around the Group
3. Budget Management and Fundraising
4. Community Relations: liaising with the community and media in Canada and elsewhere.

Together they will constitute an Executive of 5 individuals. As resources become available, the Executive will be assisted by a paid Executive Director or Administrative Assistant whose work will include assisting the Director and the Executive in writing grant applications to raise external funding. The Executive will rely on advice and input from an International Advisory Council consisting of leading intellectuals from around the world.

ii. Categories of Membership

The Group aims to have a broad membership among both individuals and institutions who are in agreement with its principles as listed above. There will be three kinds of Individual Membership:

- Faculty: Faculty members and post-doctoral fellows with appointments at Canadian or international universities and/or research institutes with a demonstrated interest in the subjects under the purview of the Group;
- Student members who are studying at a Canadian or international university with a demonstrated interest in the subjects under the purview of the Group may become members through application or invitation; and
- Community members who are adults with a demonstrated interest in the subjects under the purview of the Group may also become members through invitation or application. Institutional Membership will be open to university-based, governmental, community-based as well as independent research and media organizations around the world which produce as well as disseminate innovative and accurate analyses of

various aspects of the evolving world order and whose activities conform to the purposes of the Group.

New members will be vetted by a membership committee struck by the Director from among the original membership.

iii. Procedures for appointment of Members

Membership can be conferred through invitation as well as application. Invitations will be extended to individuals and Institutions who, in the view of the Director, will help further the Group's objectives. The Director will take the advice of the Associate Directors from time to time in extending invitations. Applications for Membership can be made through the Group's website. They will be adjudicated by the Director, with help from the Associate Directors, according to the extent to which the applicant, individual or institute, will aid in the furtherance of the Group's objectives.

iv. Privileges and Responsibility of Membership

Membership will confer the following benefits:

- Opportunity to undertake and organize individual or collaborative research on a small or large scale under the rubric of the institute,
- Access to funding from said research as resources become available
- Use of resources created by the Group;
- Access to regular updates of the Group's activities through a newsletter,
- Priority tickets for attendance at its conferences, seminars and public lectures and
- Privileged access to its website.

Membership will carry the responsibility of members to contribute to the Group's work through their own research and/or publicising it through their activities.

Other Benefits and Privileges may be added as the work of the Group develops.

A Membership Fee may be levied as a way of generating core funding or financing particular aspects of its activities.

Membership may be revoked by a disciplinary committee consisting of the Director or his or her designate and two members of the International Advisory Council in case of serious professional misconduct.

d. Management

The Group's Director will be Radhika Desai.

e. Proposed Membership

Proposed Individual Faculty Members, University of Manitoba

Bapuji, Hari, Asper School of Business

Camfield, David, Labour Studies

Chernomas, Robert, Economics

Desai, Radhika, Political Studies

Hudson, Ian, Economics

Hudson, Mark, Sociology and Global Political Economy

Judd, Ellen, Anthropology

Kulchyski, Peter, Native Studies

Prentice, Susan, Sociology

Schaefer, Arthur, Philosophy and Centre for Professional and Applied Ethics

Sepehri, Ardeshir, Economics

Serieux, John, Economics

Thomson, Erik

Proposed Individual Faculty Members beyond the University of Manitoba

Akram-Lodhi, Haroon, Trent University, Canada

Alnasseri, Sabah, York University, Canada

Bagchi, Amiya, Institute for Development Studies, Kolkata, India

Bakan, Abigail, Ontario Institute for Studies in Education, Canada

Bellofiore, Riccardo, University of Bergamo, Italy

Blue, Gregory, University of Victoria, Canada

Boyer, Robert, Institut des Amériques, Paris, France

Brie, Michael, Rosa Luxemburg Stiftung, Germany

Burron, Neil, Office of the Chief Electoral Officer, Canada

Carroll, William, University of Victoria, Canada

Freeman, Alan, London Metropolitan University, London

Gamble, Andrew, University of Cambridge, United Kingdom

Germain, Randall, Carleton University, Canada

Ghosh, Jayati, Jawaharlal Nehru University, India

Hudson, Michael, University of Missouri (Kansas City) USA

Huebner, Kurt, University of British Columbia

Itoh, Makoto, University of Tokyo, Japan

Ives, Peter, University of Winnipeg, Canada

Jeong, Seongjin, Gyeongsang National University, Republic of Korea

Kellogg, Paul, Athabasca University, Canada

Kinderman, Daniel, Delaware University, USA

Lansdowne, Helen, University of Victoria

Liu, Xixu, Chinese Academy of Social Sciences

Newell, Peter, Sussex University

Orgonez Gutierrez, Universidad Nacional Autónoma de México, Mexico

Park, Mi, Reutlingen University, Germany

Perelman, Michael, California State University, USA

Puyana, Alicia, Facultad Latinoamericana de Ciencias Sociales, FLACSO, Mexico

Quah, Danny, London School of Economics, United Kingdom

Rodriguez Vargas, Jose de Jesus, Universidad Nacional Autónoma de México, Mexico

Schmidtke, Oliver, University of Victoria

Shields, Stuart, University of Manchester, United Kingdom

Silvius, Ray, University of Winnipeg, Canada

Tussie, Diana, Facultad Latinoamericana de Ciencias Sociales, FLACSO, Argentina

Vakulabharanam, Vamsi, University of Hyderabad, India

Van der Pijl, University of Sussex, United Kingdom

Wade, Robert, London School of Economics, United Kingdom

Xu, Feng, University of Victoria, Canada.

Proposed Exemplary Student Member

Kevin Linklater

Proposed Exemplary Community Member

Muriel Smith




UNIVERSITY
OF MANITOBA

Office of the President

202 Administration Building
Winnipeg, MB
Canada R3T 2N2
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DATE: December 17, 2014

TO: David Collins, Ph.D.
Vice-Provost (Integrated Planning and Academic Programs)

FROM: David T. Barnard, Ph.D.
President and Vice-Chancellor 

RE: Suspension of Admissions to the M.Sc. in Family Social Sciences

Having consulted with Senate, I accept the recommendation from Dr. John Doering, Vice-Provost (Graduate Education) & Dean (Faculty of Graduate Studies) that admission to the M.Sc. in Family Social Sciences be suspended and I would ask that you proceed accordingly

Cc: Dr. Joanne Keselman, Vice-President (Academic) and Provost
Dr. Brian Postl, Dean of Medicine; Dean & Vice-Provost (Health Sciences)
Dr. Jay Doering, Vice-Provost (Graduate Education) & Dean (Faculty of Graduate Studies)
Mr. Jeff Leclerc, University Secretary
Mr. Neil Marnoch, Registrar

January 21, 2015

Report of the Senate Executive Committee

Preamble

The Executive Committee of Senate held its regular monthly meeting on the above date.

Observations

1. Speaker for the Executive Committee of Senate

Dean Emily Etcheverry will be the Speaker for the Executive Committee for the February meeting of Senate.

2. Comments of the Executive Committee of Senate

Other comments of the Executive Committee accompany the report on which they are made.

Respectfully submitted,

Dean John Doering, Acting Chair

Senate Executive Committee

Terms of Reference:

http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/477.htm



UNIVERSITY
OF MANITOBA

Faculty of Health Sciences
College of Rehabilitation Sciences


R106-771 McDermot Ave.
Winnipeg, Manitoba
Canada R3E 0T6
Telephone (204) 789-3897
Fax (204) 789-3927
Department of Occupational Therapy
Department of Physical Therapy
Department of Respiratory Therapy

DATE: November 18, 2014

TO: Jeff Leclerc, University Secretary

FROM: Dr. Emily Etcheverry, Dean College of Rehabilitation
Andrew West, Department Head, Respiratory Therapy

RE: Proposed Credential Name Change in the Respiratory Therapy Program



Please find attached a proposal for a change in the credential name for the Respiratory Therapy Program in the College of Rehabilitation Sciences.

This proposal was approved by the School of Medical Rehabilitation Council on October 6, 2014.

Please let us know if anything further is required in order for this to go forward to take effect in 2015.

Department of Respiratory Therapy Submission to the Office of the University Secretary:

October 16, 2014

It is proposed that the name of the Bachelor of Medical Rehabilitation (Respiratory Therapy) be changed to Bachelor of Respiratory Therapy.

Background

The Respiratory Therapy Program became a Department within the School of Medical Rehabilitation in 2003. Since that time the credential offered through the department is the Bachelor of Medical Rehabilitation – Respiratory Therapy. At that time all of the credentials offered within the school had names that reflected both the School and the name of field of study. Since 2013 the only credential name that includes reference to the School is the respiratory therapy program credential.

On October 8, 2013 the University of Manitoba Board of Governors approved the proposal to create a Faculty of Health Sciences with colleges of Dentistry, Medical Rehabilitation, Medicine, Nursing and Pharmacy. On April 22, 2014 the Board of Governors of the University of Manitoba approved the motion to change the name of the School of Medical Rehabilitation to the College of Rehabilitation Sciences effective upon the formal implementation of the Faculty of Health Sciences.

Rational for the Proposal

With the implementation of the new Faculty of Health Sciences and the College of Rehabilitation Sciences, inclusion of the term Medical Rehabilitation in the name of the degree will no longer be reflective of the name of the unit in which the program of studies takes place.

Currently the other credentials offered in the programs within the School of Medical Rehabilitation/College of Rehabilitation Sciences are the Master of Occupational Therapy (MOT), the Master of Physical Therapy (MPT) and the MSc Rehabilitation. These credential names refer directly to the field of study and health profession to which the programs relate. Changing the respiratory therapy credential to Bachelor of Respiratory Therapy (BRT) better aligns the credential name with that of other credentials of entry to practice health professional programs within the College and elsewhere in the Faculty (e.g. BN, MD, MPAS)

This new name is considered to be a better representation of the program of study and the way in which the discipline is referred to by its regulatory body (the Manitoba Association of Registered Respiratory Therapists) and by health care agencies where respiratory therapy is practiced. Respiratory therapy is

not typically associated with Medical Rehabilitation.

Implementation Process

It is proposed that that implementation of this proposal be made effective in conjunction with the anticipated implementation of the College of Rehabilitation Sciences.

After consultation with current BMR(RT) program students, it was determined that it is preferable to have this change apply universally to all current Respiratory Therapy students. It is therefore also proposed that all students who graduate subsequent to the implementation of the proposed name change would receive the BRT credential. This would likely first apply to the cohort of students expected who will convocate in October 2015.

Approvals

School of Medical Rehabilitation Council: October 6, 2014

BMR(RT) Program Committee: September 8, 2014

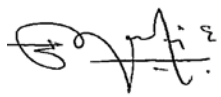
Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the report to Senate.

OFFICE OF THE
VICE-PRESIDENT (RESEARCH
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MEMORANDUM

TO: Mr. Jeff Leclerc, University Secretary

FROM: Digvir Jayas, Vice-President (Research and International)
and Chair, Senate Committee on University Research 

DATE: January 6, 2015

SUBJECT: Proposal to establish an Endowed Professorship in Neurosciences

The Vice-President (Academic) and Provost, and the Senate Committee on University Research (SCUR), recommends the establishment of an Endowed Professorship in Neurosciences, in accordance with the University's policy on *Chairs and Professorships*.

Please include this report and recommendation on the next Senate agenda. Please feel free to contact me should you require any further information.

Thank you.

DSJ/nis
Encl.

Cc: Brian Postl, Vice-Provost and Dean of the Faculty of Health Sciences
Peter Nickerson, Associate Dean Research, College of Medicine

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the report to Senate.

NOV 18 2014

OFFICE OF THE VICE-PRESIDENT
(RESEARCH AND INTERNATIONAL)

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UNIVERSITY
OF MANITOBA

Office of the Vice-President
(Academic) & Provost

November 17, 2014

To: Digvir Jayas, Vice-President (Research and International)
From: Joanne C. Keselman, Vice-President (Academic) and Provost
Re: Endowed Professorship in Neurosciences

Dr. Brian Postl, Vice-Provost and Dean of the Faculty of Health Sciences, has provided a letter of support for the proposal to establish an endowed professorship in Neurosciences Research. This professorship aligns with strengths in the College of Medicine Program and the Department of Anesthesia.

The policy on Chairs and Professorships specifies that:

- (1) the professorship be established consistent with the academic goals and objectives of the University;
- (2) the professorship be partially funded from external sources outside of the University operating funds, and that the funds normally must be sufficient to cover 20% of the salary and benefits of the incumbent and provide for an appropriate level of unrestricted research/scholarly support;
- (3) the funds for the professorship be provided by way of an endowment or through a schedule of annual expendable gifts for a defined period of not less than five years, or by an appropriate combination of endowment and annual expendable gifts;
- (4) the professorship shall be attached to a department, faculty, school, college, centre or institute of the University, and have goals consistent with the unit to which it is attached;
- (5) the establishment of the professorship is not tied to the appointment of a particular individual;
- (6) individuals appointed to the professorship normally shall have the academic qualifications commensurate with an appointment at the rank of Professor, Associate, or Assistant; and
- (7) the initial term of the appointment of the professorship shall be 3-5 years, and if renewal is permitted, such renewal shall be subject to a successful performance review and the availability of funds.

The proposed professorship in Neurosciences Research satisfies all of the above requirements. The proposal provides for the possibility of the appointment of an individual at the rank of Associate Professor or Professor. The initial appointment will be for a three-year period with the possibility for renewal. Funding will be derived from a \$1,000,000 endowment fund held at WHRA-Health Sciences Centre. The interest earned will be gifted to the University annually and used to fund the Professorship.

I am in support of the proposal from the Faculty of Health Sciences and request that you present it to the Senate Committee on University Research for consideration and recommendation to Senate and then to the Board of Governors.

If you have any questions or concerns, I would be pleased to meet with you.

Encls.

c. Dr. Brian Postl, Vice-Provost and Dean, Faculty of Health Sciences



Faculty of Health Sciences

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230 - 745 Bannatyne Avenue
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Fax (204) 789-3661

November 3, 2014

Dr. Joanne Keselman
Vice-President (Academic) & Provost
208 Administration Building
Fort Garry Campus
Winnipeg, Manitoba

Dear Dr. Keselman,

Re: Application for the Establishment of an Annually Funded Professorship in Neurosciences

Dr. Peter Nickerson, Associate Dean (Research), College of Medicine, has submitted an application for the establishment of the new Professorship in Neurosciences. This Professorship will be funded by a \$1,000,000 endowment fund held at WRHA - Health Sciences Centre. The interest earned from the endowment will be gifted to the University on an annual basis and used to fund the Professorship.

The College of Medicine supports this endeavor. The establishment of a Professorship in Neurosciences will raise the research profile of the Department of Anesthesia and College of Medicine. The recipient of this professorship will provide leadership, scholarship and mentorship in neurosciences. The professorship will support research in the identification of new methods and techniques for diagnosing, treating and prognosticating patients with severe brain trauma injuries.

Sincerely,

Brian Postl, MD, FRCP(C)
Vice-Provost (Health Sciences) & Dean
Faculty of Health Sciences

cc. Dr. Peter Nickerson



UNIVERSITY
OF MANITOBA

Faculty of Medicine

Office of the Assoc. Dean (Research)
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Telephone 204-789-3375
Fax 204-789-3942

October 30, 2014

Dr. Brian Postl
Dean, College of Medicine
University of Manitoba

Dear Dr. Postl:

Application for the Establishment of a Professorship in Neurosciences

Please accept this letter as application for the establishment of a Professorship in Neurosciences. This proposed Professorship will be funded by a \$1,000,000 endowment fund held at WRHA - Health Sciences Centre. The interest earned from the endowment will be gifted to the University on an annual basis and used to fund the Professorship.

Yours truly,

Peter Nickerson, MD, FRCPC, FCAHS
Associate Dean Research, College of Medicine
Faculty of Health Sciences
University of Manitoba

PROPOSAL TO ESTABLISH A PROFESSORSHIP AT THE UNIVERSITY OF MANITOBA

EXECUTIVE SUMMARY:

In accordance with the policies and procedures for establishing Chairs Professorships at the University of Manitoba, the following is being presented:

TYPE OF APPOINTMENT: Professorship

NAME OF PROFESSORSHIP: Professorship in Neurosciences

PURPOSE AND OBJECTIVE OF THE PROFESSORSHIP:

The purpose and objective of the Professorship shall be to provide leadership, scholarship and mentorship in neurosciences. The Professorship will support research in the identification of new methods and techniques for diagnosing, treating and prognosticating patients with severe brain trauma injuries. The ultimate goal is to seek methods to improve patient outcome and functionality, while reducing recovery times. Specific objectives include:

- To contribute significantly to the body of scholarship in neurosciences related to traumatic brain injury.
- To create an opportunity to recruit/retain an experienced leader with demonstrated expertise in a relevant area.
- To create the opportunity to recruit/retain an experienced leader with demonstrated expertise in neurosciences and a proven track record in related research. The support of this Professorship would afford such an individual with the time and necessary support to fully devote his/her efforts to achieve the proscribed objectives.
- The expectation is that the recipient will devote at least 20% of their time to the research activities of the Professorship.
- A condition of the awarding of the Professorship is that the recipient will be engaged in clinically relevant area(s) of neurosciences research with clearly defined outcomes and potential for translation in the area of traumatic brain injuries. The research may be in any of a range of relevant topics consistent with the intent of the Professorship in Neuroscience.

RELATIONSHIP TO THE PROPOSING UNIT

The individual who is awarded the professorship will be appointed in the unit of Neuro-Anesthesia within the Department of Anesthesia in the Faculty of Medicine. The recipient must be a member of the scientific or medical staff at the Health Sciences Centre. It is expected that the primary site of research will normally be at the Health Sciences Centre campus.

The proposed professorship will enhance research expertise in areas relevant to the identification of new methods and techniques for diagnosing, treating and prognosticating patients with severe brain trauma injuries. Implicit in this will be the mentorship of new investigators in this area of research within the Department. The professorship will expand the overall research profile of the Department of Anesthesia and the Faculty of Medicine.

THE METHOD BY WHICH THE PROFESSORSHIP WILL BE FUNDED

The professorship will be funded by the annual interest from a \$1,000,000 endowment fund held at the Health Sciences Foundation. On an annual basis, the Health Sciences Centre Foundation will donate the income generated from the endowment fund held by their organization to the University of Manitoba. This annual discernment amount will be in accordance with the University of Manitoba's current policies on endowment funds and will cover at least 20% of the University of Manitoba salary and benefits as well as potentially provide research support, as stipulated in the Policy and Procedures for establishing Chairs and Professorships.

GENERAL AND SPECIFIC REQUIREMENTS FOR THE PROFESSORSHIP:

In accordance with the Policies and Procedures for establishing Chairs and Professorships at the University of Manitoba, individuals appointed to the Professorship shall have the following qualifications:

- Recipient must hold an MD or PhD degree in a relevant discipline;
- Holding a current academic appointment at the rank of Associate Professor or Professor.
- History of excellence in research as evidenced by a strong publication record in high impact journals and acquisition of national or international peer reviewed grants and contracts.
- History of excellence in mentoring trainees and junior colleagues.

TERM OF APPOINTMENT:

- The initial term of the appointment will be three years, the biennial and final year progress reports.
- There will be a mandatory internal midterm evaluation with the intent of:
 - Assessing research progress
 - Identifying emerging needs or opportunities related to the Professorship.
- The renewal of the appointment for an additional term(s) will be subject to a successful review of the incumbent's performance within the context of the College of Medicine's research strategy, such a review to be carried out during the second year of the term.

A successful performance review will provide evidence of the following:

- Personal research productivity in the form of external grants, presentations, and peer-reviewed publications. Funding from one or more national agencies would be expected along with additional funding from local sources.
- Evidence of mentorship including having one or more full-time research trainees or clinical fellows in their research year.
- Evidence of publication productivity indicated by 1-2 publications/year with 1 or more in high quality journals.
- Evidence of, collaboration and multi-disciplinary research within the University and between the University and other research institutions.
- Appointee to the Professorship will give a public lecture within the first year of their appointment.
- The appointee to the Professorship will report annually on their activities relevant to the Professorship. This report will include, but not limited to:
 - A general accounting of how the previous payment was utilized;

- A general summary of all unpublished findings of the studies conducted under the Program; and
- Proposed future plans, next steps and goals of the Program.

OTHER PROVISIONS:

- 1) The selection and appointment of an individual to the proposed Professorship shall be conducted in accordance with section 2.3 of University Policy on Chairs and Professorships.
- 2) The duties and responsibilities of the individual appointed to the proposed Professorship will be in accordance with 2.4 of University Policy on Chairs and Professorships.
- 3) Annual reporting requirements shall also be in accordance with the University Policy on Chairs and Professorships. In addition to the reporting requirements stipulated in this policy, the Professorship holder shall provide an annual report of activities to the President of the University. In turn, the President shall provide a copy of said report to individuals or organizations that have contributed to the establishment of the Professorship, and that have specifically requested this information.
- 4) The holder of the Professorship will have an appointment in a department within the College of Medicine and some restricted clinical activity to ensure a clinical profile. Cross appointment to an appropriate basic science department may also be considered. The Professorship holder is expected to participate in teaching activities, which may include teaching of undergraduate and post-graduate medical trainees and graduate students, and provision of mentorship for research trainees working under his/her supervision.
- 5) The role of the Professor will be to contribute significantly to the body of research and scholarship in the College of Medicine and the Faculty of Health Sciences. Accordingly, the appointment of the Professor will be made on the recommendation of the College of Medicine and shall be conducted in accordance with the University policy in Academic Appointments and the guidelines for the establishment of Professorships.
- 6) It is understood that the Professorship will be structured with a three year maximum term with an option of renewal subject to satisfactory performance by the incumbent, but also with the understanding that the research focus could be changed at intervals according to the changing needs of the department in which the Professorship is held, as determined by the Head of that department and the Dean of the College of Medicine and subject to approval by the University of Manitoba.



Faculty of Health Sciences

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Fax (204) 789-3661

November 3, 2014

Dr. Joanne Keselman
Vice-President (Academic) & Provost
208 Administration Building
Fort Garry Campus
Winnipeg, Manitoba

Dear Dr. Keselman,

Re: Application for the Establishment of an Annually Funded Professorship in Neurosciences

Dr. Peter Nickerson, Associate Dean (Research), College of Medicine, has submitted an application for the establishment of the new Professorship in Neurosciences. This Professorship will be funded by a \$1,000,000 endowment fund held at WRHA - Health Sciences Centre. The interest earned from the endowment will be gifted to the University on an annual basis and used to fund the Professorship.

The College of Medicine supports this endeavor. The establishment of a Professorship in Neurosciences will raise the research profile of the Department of Anesthesia and College of Medicine. The recipient of this professorship will provide leadership, scholarship and mentorship in neurosciences. The professorship will support research in the identification of new methods and techniques for diagnosing, treating and prognosticating patients with severe brain trauma injuries.

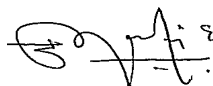
Sincerely,

Brian Postl, MD, FRCP(C)
Vice-Provost (Health Sciences) & Dean
Faculty of Health Sciences

cc. Dr. Peter Nickerson

MEMORANDUM

TO: Mr. Jeff Leclerc, University Secretary

FROM: Digvir Jayas, Vice-President (Research and International) and Chair, Senate Committee on University Research 

DATE: January 6, 2015

SUBJECT: Periodic Review of Research Centres and Institutes: University of Manitoba Transport Institute

According to the Policy on *Research Centres, Institutes, and Groups*, research centres and institutes will undergo reviews approximately every five years. The University of Manitoba Transport Institute has requested an extension for the review of the Institute.

The Senate Committee on University Research, at its December 1, 2014 meeting, moved to recommend the Institute be granted a 6-month extension of the term end date. New term end date is June 30, 2015.

Please include this recommendation on the next Senate agenda. Please feel free to contact me should you require any further information.

Thank you.

Thank you.

DSJ/nis

Cc: Michael Benarroch, Dean, I.H. Asper School of Business

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the report to Senate.