

## Suggested Disciplinary Actions for Academic Dishonesty Infractions

### Introduction

The goal of this document is to assist disciplinary authorities when, under the Student Discipline Bylaw, they have made a decision that a Student has committed an act of academic dishonesty and are determining an appropriate penalty for this infraction. The use of these guidelines will be helpful in standardizing the sanctions and ensuring that the institution is treating Students in an equitable manner.

Disciplinary authorities are encouraged to review the policies and procedures of the Bylaw to determine their jurisdiction and the actions that are available for their disposition. Following are definitions of disciplinary actions that are contained in the Student Discipline Bylaw:

- **Developmental/Educational** refers to developmental disciplinary actions including community service within the University Community and the participation in educational activities.
- **Reprimand** is defined as the conveyance of stern disapproval to a person by means of recording of action on their Student record and transcript. Where a reprimand has been ordered to be recorded on the Student's academic history/transcript (see section 20 of Table 2), the reprimand shall be removed: (a) following the elapse of the specified period of time, upon the written request of the Student to the Registrar; or (b) earlier, upon a written order from the Disciplinary Authority that implemented the disciplinary action.
- **Suspension** means any withdrawal of one or more rights or privileges for a definite or indefinite period of time. A suspension shall appear on the Student's academic history/transcript until such time as the suspension period has elapsed, when it shall be removed upon the written request of the Student to the Registrar. Upon lifting of the suspension, the Student shall have the rights or privileges automatically reinstated. Please refer to the Student Discipline Bylaw section 2.4.1.
- **Expulsion** means a withdrawal of all rights or privileges available to students for either a definite or indefinite period of time. An expulsion shall appear on the Student's academic history/transcript and may only be removed by the Registrar upon the written order of the Disciplinary Authority that implemented the disciplinary action. If the expulsion is lifted, the Student, in order to be readmitted, must reapply for admission through the normal channels. Please refer to the Student Discipline Bylaw section 2.4.2.

A Student may be suspended or expelled by a Disciplinary Authority (depending upon that authority's jurisdiction- see Table 2 of the Student Discipline Bylaw) from the following: (a) a particular course; (b) courses; (c) a department; (d) a Faculty/ School; (e) the University; or (f) a Residence.

Disciplinary authorities may also use a grade along with a grade classification (e.g., **F DISC** which is intended to convey the failure in a course due to Disciplinary action- in this case due to academic dishonesty). Normally an F DISC is accompanied by a transcript notation. The disciplinary authority should include a decision as to the length of time a DISC designation will remain on the transcript (similar to the process described above regarding the transcript notation).

In some situations where transcript notations are not appropriate, disciplinary authorities may choose to record instances of academic dishonesty allegations and outcomes by inserting a file note in the 'comments' section of the Student history. This action should be conveyed to the Student at the time of the decision with a specified time frame for its removal. The comments field is confidential, for internal UM use and can only be accessed on a 'need to know' basis.

	<b>Category of Academic Dishonesty</b>	<b>Definition or Act</b>	<b>Range of Disciplinary Actions/Sanctions</b>	<b>Guidelines re Suggested Disciplinary Action/Sanction</b>
<b>1.0</b>	<b>Academic/Scientific Fraud</b>	Fabrication of research data	<ul style="list-style-type: none"> <li>• Suspension to Expulsion and include F DISC in course, and Transcript notation that states the period of suspension or expulsion</li> </ul>	See range
		Submission of purchased paper* <b>See Plagiarism</b>	<ul style="list-style-type: none"> <li>• Suspension to Expulsion and include F DISC in course, and Transcript notation that states the period of suspension or expulsion</li> </ul>	See range

2.0	<b>Application Fraud</b>	Fraudulent application materials  <b>See Fraudulent or Forged Documentation</b>	<ul style="list-style-type: none"> <li>• Transcript notation (Warning or Penalty is noted)</li> <li>• Application denied</li> <li>• Admission rescinded</li> <li>• Blocked admission or registration in Faculty</li> </ul>	If disclosure would not have prevented admission, a lesser penalty may be considered
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<b>3.0</b>	<b>Cheating on Mid Term</b>	This includes any test, quiz, assignment, or mid term exam (i.e., evaluations falling outside of the official final examination period).		
		Possession/use of unauthorized material or equipment in assignment, quiz or test etc. <b>(first offence)</b>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Zero or F on quiz, midterm, paper</li> <li>• Zero or F plus remedial work</li> <li>• Zero or F on quiz , midterm or paper and warning letter (in student file and student history)</li> <li>• F in course</li> <li>• F DISC in course and suspension from Department for 3- 12 months and transcript notation</li> </ul>	<p>Generally possession without use of unauthorized material or equipment results in a sanction at the lower end of the range of penalties.</p> <p>A minimum sanction is F or 0 on the work.</p> <p>Where preparation of 'crib' sheets or unauthorized equipment is evident and use is also evident, a F DISC along with a notation may be warranted.</p>
		Possession/use of unauthorized material or equipment in assignment, quiz or test etc. <b>(second or subsequent act of this or any type of academic dishonesty)</b>	<ul style="list-style-type: none"> <li>• F DISC in course and suspension from Department or Faculty for 3- 12 months and transcript notation</li> </ul>	Typically a second offense should warrant a suspension from the Faculty for 1 to 2 years
		Mid-term exam, test, quiz, etc. - <b>Inappropriate communication</b> during a quiz or test <b>(first offence)</b>	<ul style="list-style-type: none"> <li>• Zero or F in quiz, test, mid-term or paper</li> <li>• F in course</li> <li>• F DISC in course and suspension from Department for 3- 12 months and transcript notation</li> </ul>	<p>F in course and note in student's file and on student history.</p> <p>If there is evidence that the quiz or test responses are similar i.e. the inappropriate communication led to a serious infraction then F</p>

				DISC and transcript notation is a suggested sanction
		Mid-term exam, test, quiz etc. - <b>Inappropriate communication</b> during a quiz or test. ( <b>second or subsequent act</b> of this or any type of academic dishonesty)	<ul style="list-style-type: none"> <li>• F DISC in course and suspension from Department for 3- 12 months and transcript notation</li> <li>• Suspension or Expulsion</li> </ul>	Typically a second offense should warrant a suspension from the Faculty for 1 to 2 years
		Mid-term exam, test, quiz etc. – <b>Copying</b> another student’s work or permitting another student to copy ( <b>first offense</b> )	<ul style="list-style-type: none"> <li>• F in course</li> <li>• F DISC in course and suspension from Department or Faculty for 3- 12 months and transcript notation</li> </ul>	
		Mid-term exam, test, quiz etc. – <b>Copying</b> another student’s work or permitting another student to copy ( <b>second offense</b> )	<ul style="list-style-type: none"> <li>• F DISC in course and suspension from Department or Faculty for 3- 12 months and transcript notation</li> </ul>	Typically a second offense should warrant a suspension from the Faculty for 1 to 2 years

4.0	Contravention of Examination Regulations	This refers to final examinations held during the official examination period for final examinations and their equivalent.		
		Final exam - <b>Possession/use of unauthorized material or equipment in final examination.</b>	<ul style="list-style-type: none"> <li>• Zero or F on exam and F DISC in course and transcript notation</li> <li>• F DISC in course and suspension from Faculty for 3- 12 months and transcript notation</li> </ul>	
		Final exam - <b>Inappropriate communication</b> during a final exam ( <b>first offence</b> )	<ul style="list-style-type: none"> <li>• Zero or F on exam and F DISC in course</li> <li>• F DISC in course and suspension from Faculty from 3- 12 months and transcript notation</li> </ul>	
		Final exam - <b>Inappropriate communication</b> during a final exam ( <b>second or subsequent act</b> of this or any type of academic dishonesty)	<ul style="list-style-type: none"> <li>• F DISC in course and suspension from Faculty from 3- 12 months and transcript notation</li> </ul>	Typically a second offense should warrant a suspension from the Faculty for 1 to 2 years
		Final Exam - <b>Copying</b> another student's work or permitting another student to copy	<ul style="list-style-type: none"> <li>• Zero or F on exam and F DISC in course</li> <li>• F DISC in course and suspension from Department or Faculty for 3- 12 months and transcript notation</li> </ul>	

<b>5.0 Copying another student's term work</b>	This refers to a Student copying and using in part or wholly other Student(s)' work and submitting it as their own work. The Student(s) who permitted the copying will also be investigated for academic dishonesty.		
	<b>See Plagiarism</b>		
	Copying a laboratory report, assignment, or presentation <b>(first offence)</b>	<ul style="list-style-type: none"> <li>• Zero or F on assignment</li> <li>• Zero or F plus remedial work</li> <li>• Zero and warning letter (in student file and student history)</li> <li>• F DISC course and transcript notation</li> <li>• F DISC and suspension from Department for 3-12 months and transcript notation</li> </ul>	First offence normally falls at the lower end of the range.
	Copying on laboratory report, assignment, quiz or test <b>(second or subsequent act of this or any type of academic dishonesty)</b>	<ul style="list-style-type: none"> <li>• F DISC in course and suspension from Faculty for more than 1 year and transcript notation</li> </ul>	Typically a second offense should warrant a suspension from the Faculty for 1 to 2 years
Submission of an assignment that is copied in its entirety	<ul style="list-style-type: none"> <li>• F DISC in course and suspension from Department for 3-12 months and transcript notation</li> </ul>	Where an assignment has a very low grade value/weighting the first offence normally results in a lesser penalty	



<b>6.0</b>	<b>Fraudulent or Forged Documentation</b>	Fraudulent or forged medical documentation	<ul style="list-style-type: none"> <li>• F DISC in course and suspension from Faculty for 1 year and transcript notation</li> </ul>	
		Fraudulent or forged documents submitted to the University to gain an academic advantage (e.g, reference letters)	<ul style="list-style-type: none"> <li>• F DISC in course and suspension from Faculty for 1 year and transcript notation</li> <li>• Removal from or ineligibility for award, scholarship, program etc. for which the fraudulent document was submitted</li> </ul>	
		Fraudulent or forged University of Manitoba credentials (Misrepresentation)	<ul style="list-style-type: none"> <li>• Suspension or expulsion from the Faculty</li> <li>• Suspension or Expulsion from the University (President's Office)</li> </ul>	

7.0	<b>Inappropriate collaboration</b>	Inappropriate collaboration refers to Students working collaboratively on an assignment when the instructions were for Students to complete the assignment independently or as individual Students. Depending upon the type of collaboration, and in particular in first offenses, lower penalties may be appropriate along with educational sanctions.		
			<ul style="list-style-type: none"> <li>• Zero or F on assignment</li> <li>• Zero or F and warning letter on file and on Student history</li> <li>• F DISC in course and transcript notation</li> </ul>	

<b>8.0</b>	<b>Personation</b>	Personation on assignment, project, lab report, quiz, test, or final examination.	<ul style="list-style-type: none"> <li>• F DISC in course, Suspension from Faculty for 3- 12 months and transcript notation</li> </ul>	
		Personation involving participation or attendance in a course (e.g. signing an attendance sheet on behalf of another Student or using another Student's iClicker	<ul style="list-style-type: none"> <li>• Zero or F on assignment</li> <li>• Zero or F and warning letter on file and on Student history</li> </ul>	

<b>9.0 Plagiarism</b>	<p>Plagiarism refers to the use in whole or in part of the work of others without crediting the source of the work through appropriate documentation. For the purposes of the UDC report and applying the Student Discipline Bylaw, passing off other's work as the Student's own is categorized as:</p> <ul style="list-style-type: none"> <li>• copying another Student's work</li> <li>• duplicate submission(Student copying own work)</li> <li>• inappropriate collaboration</li> <li>• plagiarism</li> </ul> <p>A 'classic' type of plagiarism is copying an external hard copy or electronic source, usually an authority e.g. textbook, thesis, resource material in whole or in part.</p>		
	<p><b>Plagiarism</b> on an assignment, project or laboratory report or paper <b>(first offence)</b></p>	<ul style="list-style-type: none"> <li>• Rewrite + remedial</li> <li>• Zero or F on assignment plus remedial work</li> <li>• Zero or F on assignment and warning letter (in Student file and on Student history)</li> <li>• F DISC in course and transcript notation</li> </ul>	<p>Sanctions vary depending upon the extent of plagiarism and the type of plagiarism e.g, is the plagiarism due to the Student's lack of knowledge about proper citation methods or is plagiarism due to 'cut &amp; paste'</p>
	<p><b>Plagiarism</b> on an assignment, project or laboratory report. <b>(second or subsequent act of this or any type of academic dishonesty)</b></p>		<p>F DISC in course, Suspension from the Faculty and transcript notation</p>
	<p>Submit copy of another person's work as their own <b>See 5.0</b></p>	<ul style="list-style-type: none"> <li>• F DISC in course and suspension from Department for 3- 12 months and transcript notation</li> </ul>	
	<p>Submission of purchased paper <b>(See Academic/Scientific Fraud)</b></p>	<p><b>See Academic/Scientific Fraud</b></p>	

		<b>Copying another Student's term work</b> - See 5.0		
		<b>Duplicate submission of assignment</b>	<ul style="list-style-type: none"> <li>• Zero or F on assignment plus remedial work</li> <li>• Zero or F and warning letter (in Student file and on Student history)</li> <li>• F DISC in course</li> </ul>	
		<b>Inappropriate collaboration</b> - See 7.0		