

## **5.15 Curriculum substitution**

Students wishing to substitute one course for another in a set of program requirements may request permission to do so from the dean of the faculty or designate. Requests are referred to the appropriate Faculty Council for decision.

## **5.16 Academic conduct**

Faculty members and students share an important responsibility to maintain the integrity of the teaching and learning relationship. This relationship is characterized by honesty, fairness and mutual respect for the aims and principles of the pursuit of education. Academic misconduct impedes the activities of the university community and is punishable by appropriate disciplinary action.

It is the responsibility of students to be aware of the actions that constitute academic misconduct, the procedures for launching and resolving complaints, and the penalties for commission of acts of misconduct. A lack of familiarity with the university's policy on academic conduct and misconduct on the part of a student does not constitute a defence against its application.

### **5.16.1 Academic misconduct**

Academic misconduct includes, but is not limited to:

- Unreasonable infringement on the freedom of other members of the academic community (e.g., disrupting classes or examinations, harassing, intimidating, or threatening others).
- Violation of safety regulations in a laboratory or other setting.
- Cheating on examinations, assignments, reports, or other work used to evaluate student performance. Cheating includes, among other things, copying from another student's work or allowing one's own work to be copied, submitting another person's work as one's own, fabrication of data, consultation with an unauthorized person during an examination, use of unauthorized aids, or submitting work prepared in collaboration with other member(s) of a class, when collaborative work on a project has not been authorized by the instructor.
- Impersonating another student or allowing oneself to be impersonated for purposes of taking examinations, or carrying out laboratory or other assignments.
- Plagiarism, which is the act of presenting the ideas, words, or other intellectual property of another as one's own, including images, designs, processes, computer software, digital, audio and video files, Internet resources and other works without appropriate attribution or credit. The use of other people's work must be properly acknowledged and referenced in all written material.
- Obtaining by improper means examination papers, tests, or similar materials; use or distribution of such materials to others.
- Falsifying academic records, including tests and examinations, or submitting false credentials for purpose of gaining admission to a program or course, or for any other purpose.
- Misrepresentation of facts, whether written or oral, which may have an effect on academic evaluation. This includes making fraudulent health claims, obtaining medical or other certificates under false pretences, or altering certificates for the purpose of misrepresentation.
- Submission of work when a major portion has been previously submitted or is being submitted for another course, without the expressed permission of all instructors involved.

### **5.16.2 Professional unsuitability**

Students in programs leading to professional certification must demonstrate behaviour appropriate to practice in those professions. Where a dean determines that behaviour inconsistent with the

norms and expectations of the profession has been exhibited by a student, that student may be immediately withdrawn from the program by the dean or subject to one or more of the sanctions described below.

A student demonstrating professional unsuitability may be immediately suspended from any practicum, fieldwork or similar activity at the discretion of the dean pending a final decision.

### **5.16.3 Sanctions**

If a student is deemed to have committed academic misconduct or that they are alleged to have demonstrated behaviour inconsistent with professional suitability, one or more of the following disciplinary sanctions may be imposed. The severity of the sanction will be determined by the nature of the offence and the student's past record of conduct. Students found guilty of successive acts of misconduct will receive increasingly severe sanctions, not limited to the following:

- Resubmission of the piece of academic work in respect of which the misconduct was committed, for evaluation.
- A written reprimand, warning the student that the behaviour was unacceptable and that further misconduct will lead to additional sanctions. A copy of the reprimand will be placed in the student's file, but no notation will appear on the academic record.
- Submission of a failing grade in an examination, test, assignment or course.
- Disciplinary probation for the remainder of the student's registration in his/her current program of study. A note to this effect will be placed in the student's file, and a notation may appear on his/her academic record. Any further offence will lead to a more severe sanction.
- Expunging of grades or revoking of degrees.
- Restraining orders or monetary restitution where appropriate in the case of threats, harassment, or damage to property.
- Suspension from attendance in a course, a program, a faculty, or the university, for a period not less than one term (fall or winter) and not exceeding three years as deemed appropriate. While suspended, a student may not register, and loses the right to attend lectures, write examinations, and receive payment from university sources. Courses taken elsewhere during the period of suspension are not eligible for transfer credit. Notice of suspension will be placed in the student's file and will appear on his/her academic record. The conditions of suspension will specify the length of time such notice will remain on the student's academic record.
- Permanent expulsion from the university. A note to this effect will be placed in the student's file and will remain on his/her academic record.
- Such other sanctions as deemed appropriate.

### **5.16.4 Launching and resolving complaints**

With respect to all accusations of academic misconduct or professional unsuitability, students are presumed innocent until the contrary has been established. Decisions regarding the commission of academic misconduct or professional unsuitability shall be determined using the balance of probabilities as the standard of proof. A record of all allegations of misconduct, along with details of the resolution, will be entered into the central academic records kept by the Registrar's office.

Faculty, staff, or students who have reason to believe that an academic offence has been committed should report the matter promptly to the dean of the faculty responsible for the course in which the offence was committed. Alleged non-course related offences should be reported to the dean of the faculty in which the student is enrolled.

### **5.16.5 Complaints resolved by the course instructor**

In the following circumstances, the course instructor may choose to deal with allegations of academic misconduct:

- The offence relates to a piece of academic work representing 25 per cent or less of the final grade in the course.
- The student has committed no other academic offence before.
- The student admits to having committed the offence.
- The student consents to the sanction proposed by the course instructor.

In such circumstances, the sanction proposed by the course instructor will consist of resubmission of a piece of academic work, a written reprimand, or submission of a failing grade for the piece of work. The course instructor may also choose to deal with these cases personally or to refer them to the course dean for action. The student may also elect to have the matter referred to the course dean. Before acting, the course instructor must check with the Registrar's office to see whether any record of any previous academic offence(s) had been deposited in the student's file. For a first lesser academic offence, the course instructor is responsible for notifying the student of the offence and securing the student's written acknowledgement that they had committed the offence, that they agree to the sanction, and that they agree that no appeal may be taken from this sanction. Upon notification, the student will have five working days in which to respond to the allegation. If no response is received within the time period, the instructor will refer the matter to the course dean for formal resolution. In any event, the course instructor shall notify the Registrar's office of the offence. This material will be placed in the student's file for future reference but no notation will appear on the academic record. Lesser academic offences resolved by agreement between the course instructor and the student may not be appealed.

### **5.16.6 Complaints resolved by the dean**

If a complaint of academic misconduct cannot be resolved by a course instructor, or if the course instructor or the student refers the complaint to the course dean, the dean shall be responsible for addressing the complaint. All allegations of professional unsuitability must be addressed by the home dean.

A student will not be permitted to withdraw from the course in which the offence was alleged to have been committed until the matter is resolved and sanction imposed. Once notified of an unresolved complaint relating to academic misconduct and/or professional unsuitability, the dean shall notify the Registrar's office to put the student's account on hold and refer the matter to an academic integrity committee comprised of the dean's delegate and two members of the academic staff to investigate the complaint and recommend a resolution. In cases where the resolution may result in the expunging of grades, the revoking of degrees, or in the student being suspended or expelled, the deans of both the faculty responsible for the course in which the offence was committed and the faculty in which the student is enrolled must consult and agree on the sanctions coming from the offence. If the deans cannot agree on the sanctions, the final resolution will rest with the associate provost, academic. Once a final resolution has been determined, the course dean will notify the parties and the Registrar's office in writing.

### **5.16.7 Procedures for formal resolution**

The dean/delegate must inform the student, in writing, of the allegations, the possible sanctions and a copy of the pertinent policy statement. The student will be given five working days to prepare a response. The academic integrity committee will meet with the student to hear the response. The student is entitled to be accompanied by up to two advisors at this meeting, provided 48 hours advance written notice is given of the identity of the advisors.

The academic integrity committee shall conduct an investigation of the allegations and response, and make its recommendation to the dean within 10 further working days. The dean will notify the parties and the Registrar's office of the decision in writing.

#### **5.16.8 Transcript notations and appeal process**

Transcript notations for academic misconduct will include the following range of notations: grade of F assigned for [course number] for academic misconduct; suspended for academic misconduct for [dates of suspension]; suspended for professional unsuitability; and permanently expelled for academic misconduct. Transcript notations will normally be recorded on the academic transcript for a minimum of two years.

A student may apply to the Academic Appeals Committee to have the notice of suspension and/or transcript notation expunged from his/her academic record after a minimum of two years from the last offence. If the appeal is granted, the Registrar's office will be notified to remove the notation.

Transcript notations for students who are suspended for professional unsuitability or permanently expelled for academic misconduct will remain on their academic record and cannot be appealed.

#### **5.17 Academic accommodation for students with disabilities**

Students with disabilities may request to be considered for formal academic accommodation in accordance with the Ontario Human Rights Code. Students seeking accommodation can find more information about **Student Accessibility Services** at [uoit.ca](http://uoit.ca).

#### **5.18 Residency requirements**

At least half of a student's courses must be from among UOIT course offerings in order to meet the residency requirements for graduation. In exceptional circumstances, with sufficient advance notice, or in the case of special agreements with other universities, a dean may reduce this requirement to 25 per cent. Such cases are reported to Academic Council for information.

#### **5.19 Conferral of degrees**

Degrees will be deemed conferred at the time of Academic Council approval, and notation of the degrees awarded will be entered on the students' records. All students who are awarded a degree are eligible to attend the session of convocation that immediately follows the date of conferral.

#### **5.20 Graduation with distinction**

At the time of graduation, students who have achieved a cumulative GPA of 3.50 to 3.79 on the courses required for the degree will have the words "with distinction" added to the degree parchment and to the degree notation on the transcript. Students who achieve a cumulative GPA of 3.80 or higher on the courses required for the degree will have the words "with highest distinction" added to the degree parchment and to the degree notation on the transcript.

#### **5.21 Graduation notwithstanding a deficiency**

In exceptional circumstances, a dean may recommend to Academic Council that a student receive a degree or other qualification notwithstanding the fact that the student has not completed all normal academic requirements.

#### **5.22 Dual degrees**

Students in clear standing after one year of academic studies may apply to the Registrar's office to complete two degrees simultaneously.