

# Faculty Discipline Process 2016-2017 Annual Report

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The Vice-Chair (Student Affairs), on behalf of the Academic Integrity Officers (AIOs), submits the following Faculty Discipline Process Annual Report for July 1, 2016 to June 30, 2017.

## 1. Membership

The following Deans or delegates served as AIOs between July 1, 2016 and June 30, 2017:

Keltie Jones	Faculty of Agriculture
James Forren	Faculty of Architecture and Planning
Justin Roberts	Faculty of Arts and Social Sciences
Krista Kesselring	Faculty of Arts and Social Sciences
Ayesha Mushtaq	College of Continuing Education
Jennifer Macdonald	College of Continuing Education
Steven Mannell	College of Sustainability
Alex Brodsky	Faculty of Computer Science (on sabbatical until Sept 2017)
Christian Blouin	Faculty of Computer Science
James Blustein	Faculty of Computer Science
Debra Matthew	Faculty of Dentistry
Donald Jones	Faculty of Engineering
Eileen Denovan-Wright	Faculty of Graduate Studies
Marty Leonard	Faculty of Graduate Studies
Joy Armson	Faculty of Health Professions
Judy Macdonald	Faculty of Health Professions
Brenda Merritt	Faculty of Health Professions
Camille Cameron	Faculty of Law
Scott Comber	Faculty of Management
Tammy Crowell	Faculty of Management
Darrell White	Faculty of Medicine
Daniel Labrie	Faculty of Science
Simon Kow	University of King's College
Jennifer Adams	University of King's College

## 2. Activities related to the *Faculty Discipline Procedures Concerning Allegations of Academic Offences*

The *Faculty Discipline Procedures Concerning Allegations of Academic Offences* came into effect on September 1, 2007. The Procedures deal with allegations of academic offences and not with alleged violations of the Student Code of Conduct. The purpose of the Procedures is to delegate assessment of certain allegations of academic offences to the Faculty level.

The Academic Integrity Officer of each Faculty is the Dean. However, the Dean may delegate the role of AIO to one or more members of the academic staff of the Faculty. AIOs receive all allegations

of academic offences submitted by instructors and the majority of allegations are resolved at the Faculty level. A matter is referred by an AIO to the Senate Discipline Committee (SDC) when the timeline for possible resolution is exceeded, the appropriate penalty is of a greater degree than that which can be recommended by the AIO, or the student does not accept the finding and/or penalty recommended by the AIO. When a student has a prior academic offence on record, the AIO will refer the matter directly to the SDC, unless it is a case of two or more students facing allegations arising from the same fact situation (*common allegation* is further described below).

On a recommendation from the Senate Learning and Teaching Committee, the Senate passed an amendment to the Faculty Discipline Procedures such that AIO's now have some discretion with respect to handling prior offence cases. The AIO's must send a request to the Senate Vice- Chair. Once approved, they can meet with the student, recommend a finding and determine a penalty for prior offence cases.

The joint AIO/SDC meeting occurred on June 5<sup>th</sup>, 2017. Training for the AIO's occurred on November 8<sup>th</sup>, 2016. Training for the upcoming academic year is scheduled for early October, and will include members of the Senate Discipline Committee, the focus being our overall approach to deciding on appropriate penalties for academic offences.

### **3. Number of Students with Proven Allegations ratified between July 1, 2016 and June 30, 2017**

Total number of students with proven allegations ratified: 401\*

*\* Refers to cases transferred for ratification of assessment and penalty and cases transferred for ratification of assessment only (determination of penalty by SDC).*

There are cases where an allegation of an academic offence is submitted by an instructor and the AIO determines there is no *prima facie* case, or determines after meeting with the student that the allegation is not proven. Between July 1, 2016 and June 30, 2017 there were 40 students facing allegations where AIOs made such determinations. The standard of proof is the "balance of probabilities". When an allegation has been "proven", this means that the AIO has determined that the alleged academic offence is more likely than not to have been committed by the student.

#### 4. Distribution of Students with Proven and Ratified Allegations by Faculty

The chart describes the total number of students with proven and ratified allegations broken down by Faculty. The numbers relate to classes that are part of a specific Faculty and may not be the Faculty of the instructor or the student.

Faculty / Unit	Proven Allegations	Percentage of Total	Proven Allegations	Percentage of Total
	2015-2016(%)	2015-2016 (%)	2016-2017(%)	2016-2017 (%)
Agriculture	5	1.5	4	1.00
Architecture and Planning	14	4.4	3	<1%
Arts and Social Sciences	81	25.6	62	15.4
College of Continuing Education	0	0	11	2.7
College of Sustainability	0	0	4	<1%
Computer Science	24	7.6	51	12.7
Dentistry	3	<1%	0	0
Engineering	17	5.3	17	4.2
Grad Studies	4	1.2	1	<1%
Health Professions	14	4.4	12	2.9
Law	0	0	5	1.2
Management	61	19.3	77	19.2
Medicine	1	<1%	0	0
Science	55	17.4	120	29.9
University of King's College (Arts and Social Sciences only)	37	11.7	34	8.4
<b>Total</b>	<b>316</b>	<b>100%</b>	<b>401</b>	<b>100%</b>

#### 5. Students with Allegations Referred to the SDC (received by Senate between July 1, 2016 and June 30, 2017)

Students with Allegations referred to the SDC because:

- a) Student had a prior academic offence on record: 21
- b) Determination of penalty only (assessment accepted): 4

c) AIO requested matter to be referred to the SDC for another reason: 14

d) Student had a code of conduct offence: 4

## 6. Distribution of Students with Proven and Ratified Allegations by Level of Class

Level of Class	Proven Allegations	
	2015-2016	2016-2017
First year	115	229
Second year	57	70
Third year	109	49
Fourth year	16	19
Fifth year	4	16
Sixth year & Above	13	9
Thesis	0	0
Other	2	9
<b>Total</b>	<b>316</b>	<b>401</b>

## 7. Distribution of Students with Proven and Ratified Allegations by Level of Class by Faculty

Faculty	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year	Other	Total
Agriculture	1	1	1	0	0	0	1	4
Architecture & Planning	3	0	0	0	0	0	0	3
Arts & Social Sciences	38	17	7	0	0	0	0	62
College of Continuing Education	0	0	0	0	0	4	7	11
College of Sustainability	4	0	0	0	0	0	0	4
Computer Science	36	4	6	1	3	1	0	51
Dentistry	0	0	0	0	0	0	0	0
Engineering	4	0	9	3	0	1	0	17
Graduate Studies	0	0	0	0	0	1	0	1
Health Professions	0	4	0	7	1	0	0	12
Law	1	4	0	0	0	0	0	5
Management	32	17	10	4	12	1	1	77
Medicine	0	0	0	0	0	0	0	0
Science	88	12	16	3	0	1	0	120
King's College	22	11	0	1	0	0	0	34
<b>Total</b>	<b>229</b>	<b>70</b>	<b>49</b>	<b>19</b>	<b>16</b>	<b>9</b>	<b>9</b>	<b>401</b>

## 8. Number of different allegations

The number of specific allegations is greater than the number of matters ratified, as there can be more than one allegation names by the AIO and accepted by the student.

<b>Allegation</b>	<b>Number of Allegations</b>
a) Plagiarism	222
b) Unauthorized Collaboration	143
c) Cheating on exam/test	20
d) Self- plagiarism	5
e) Aiding in commission of academic offence	12
f) Falsification of data	4
g) Submitted work for credit when not sole author	3
h) Attempting to gain an unfair advantage by way of irregular procedures or behavior	4
<b>Total number of allegations:</b>	<b>413</b>

## 9. Penalties

<b>Penalty</b>	<b>2015-2016</b>	<b>2016-2017</b>
Writing Centre requirement	176	223
Writing Centre recommendation	0	7
“0” on the assignment / exam	186	242
Reduction of grade for assignment / exam	25	23
Reduction of final class grade / capped grade for class	36	125
Resubmit assignment	13	41
Grade of “0” on portion of assignment/ exam	3	9
Warning; reprimand only <sup>2</sup>	17	14
Grade for exam/assignment capped	38	52
Notation on transcript	23	21
"F" in class	4	0
Grade capped for course	4	0
Failure of Course	11	12
"F" on assignment / exam	7	10
Deduction toward final numerical grade	5	0
Letter of apology to Professor	1	0
Academic Integrity Module Requirement	5	30

One-on-one sessions /tutorials with the writing centre	2	26
Extra tutorials to be taken within course	0	1
Rewrite assignment/exam	2	2
Recomplete plagiarized submission	0	1
Recompletion of final draft under test conditions	0	1
Tutorial on APA style/format	2	2
Opportunity to resubmit MSc thesis for examination	1	0
Opportunity to pass course on certain conditions	1	0
Must complete the FGS “mygradskills” on-line module	1	0
Must download lecture notes and study them	1	0
Failure of thesis	1	1
Seek assistance to learn about resources available through an academic advisor	1	0
Final grade decreased by one grade increment	1	0
Provide self-citations and write a report	1	0
Final numerical grade cannot be less than 50%	1	0
Final grade calculated as per course syllabus	1	0
Penalty dependent on selected marking scheme for the course with 2 options	0	7
Grading scheme 1 will be used to calculate final numerical grade	0	1
Directed to review portion of course material relating to ethical report writing, proper citation & reference techniques	0	1
Term paper marked as though no plagiarism has occurred	1	0
<b>Total of Proven Allegations Ratified in the Year</b>	<b>571</b>	<b>401</b>

Penalties recommended by Academic Integrity Officers are summarized in the table above. The number of penalties is greater than the number of matters ratified, as there can be more than one penalty recommended by the AIO and accepted by the student. For example, one student might experience both failure of the class and a notation on the transcript. In addition, all proven and ratified allegations are recorded in the confidential discipline database maintained by the University

Secretariat. Any subsequent allegation against an individual listed in the database would result in the allegation being automatically referred to the Senate Discipline Committee, except in the case of a common allegation, as specified above. Following is a brief explanation of some of the penalties.

**Notation:**

A notation of Senate disciplinary action for an academic offence can be placed on a student's transcript for up to five years. Commonly, a notation is between six months and one year. A notation of two or more years is generally applied only in the case of a second or subsequent offence.

**Writing Centre requirement:**

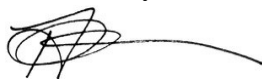
If the offence involves incorrect citation, the student may be required to attend one of the writing workshops or seminars presented by the Dalhousie Writing Centre.

**Warning; reprimand only:** An AIO may determine that a student has committed an academic offence, but that a warning and no penalty is appropriate.

I would like to thank all of the Academic Integrity Officers, Faculty and support staff who worked diligently over the past year to ensure the success of the Faculty Discipline Process. Dealing with students who are suspected of having committed an academic offense is a challenging task. The cases are at times complex and time consuming. Looking back on the past year, I am confident that those tasked with upholding standards of academic integrity at Dalhousie are making every effort to be fair and reasonable with students, while at the same time impressing upon students that academic offenses are serious. This is not always an easy balance to maintain.

I would especially like to thank Ms. Kara Miller (Coordinator, Discipline & Appeals) and Mr. Bob Mann (Manager, Discipline & Appeals) for their continued work supporting the Faculty Discipline Process.

Submitted by :



Tanya Packer, Vice-Chair (Student Affairs)  
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