

# Faculty Discipline Process

## 2011-2012 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, 2011 to June 30, 2012.

### 1. Membership

The following Deans or delegates served as AIOs between July 1, 2011 and June 30, 2012:

|                        |                                      |
|------------------------|--------------------------------------|
| Susan Guppy            | Faculty of Architecture and Planning |
| Richard Kroeker        | Faculty of Architecture and Planning |
| Gary Kynoch            | Faculty of Arts and Social Sciences  |
| Robert Summerby-Murray | Faculty of Arts and Social Sciences  |
| Donna Rogers           | Faculty of Arts and Social Sciences  |
| Denis Riordan          | Faculty of Computer Science          |
| Christian Blouin       | Faculty of Computer Science          |
| Swapan Dasgupta        | Faculty of Science                   |
| Daniel Labrie          | Faculty of Science (Physics)         |
| Ronald Bannerman       | Faculty of Dentistry                 |
| Stephen Kuzak          | Faculty of Engineering               |
| Dieter Pelzer          | Faculty of Graduate Studies          |
| Anita Unruh            | Faculty of Health Professions        |
| Erna Snelgrove-Clarke  | Faculty of Health Professions        |
| Peggy Cunningham       | Faculty of Management                |
| Gregory Hebb           | Faculty of Management                |
| Vivian Howard          | Faculty of Management                |
| Kim Brooks             | Faculty of Law                       |
| Preston Smith          | Faculty of Medicine                  |
| Simon Kow              | University of King's College         |
| Jean Jobb              | University of King's College         |
| Stephen Kimber         | 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

timeframe 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).

The AIOs meet as a group throughout the year to discuss relevant issues and to participate in training. On October 25, 2011 an AIO training session took place on the subject of appropriate penalties for different offences. The AIOs also met as a group with the SDC to discuss policy issues and training requirements. This joint AIO / SDC meeting occurred on May 16th, 2012.

### 3. Number of Students with Proven Allegations ratified between July 1, 2011 and June 30, 2012

Total number of students with proven allegations ratified: 231\*

\* 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, 2011 and June 30, 2012 there were 34 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 |
|---------------------------|--------------------|---------------------|--------------------|---------------------|
|                           | 2010-2011          | 2010-2011 (%)       | 2011-2012          | 2011-2012 (%)       |
| Architecture and Planning | 0                  | 0                   | 1                  | 1                   |
| Arts and Social Sciences  | 72                 | 38.0                | 58                 | 25                  |
| Computer Science          | 8                  | 4.0                 | 8                  | 4                   |
| Dentistry                 | 1                  | 0.5                 | 3                  | 1                   |
| Engineering               | 4                  | 2.1                 | 24                 | 10                  |
| Grad Studies              | 3                  | 1.6                 | 1                  | 1                   |

|  |            |             |            |             |
|--|------------|-------------|------------|-------------|
| Health Professions   | 8          | 4.0         | 10         | 4           |
| Law  | 4          | 2.1         | 2          | 1           |
| Management   | 50         | 26.2        | 41         | 17          |
| Medicine   | 2          | 1.1         | 0          | 0           |
| Science  | 29         | 15.2        | 62         | 27          |
| University of King's College (Arts and Social Sciences only) | 10         | 5.2         | 21         | 9           |
| <b>Total</b>   | <b>191</b> | <b>100%</b> | <b>231</b> | <b>100%</b> |

**5. Distribution of Students with Proven and Ratified Allegations per Full Class Equivalents by Faculty**

The chart describes the number of students with proven and ratified allegations per 1000 full class equivalents broken down by Faculty.

| Faculty/Unit                  | Full Class Equivalents (FCE) | Proven Allegations per 1000 FCE | Full Class Equivalents (FCE) | Proven Allegations Per 1000 FCE |
|-------------------------------|------------------------------|---------------------------------|------------------------------|---------------------------------|
|                               | Dec 1/10                     | 2010-2011                       | Dec 1/11                     | 2011-2012                       |
| Architecture and Planning     | 1376                         | 0                               | 1480.80                      | 0.6                             |
| Arts and Social Sciences      | 15021.5                      | 4.8                             | 14738.80                     | 3.9                             |
| Computer Science              | 1153.5                       | 6.9                             | 1424.50                      | 5.6                             |
| Dentistry                     | 1821.3                       | 0.5                             | 1823.70                      | 1.6                             |
| Engineering                   | 5478                         | 0.7                             | 5471.80                      | 4.3                             |
| Graduate Studies              | n/a                          | n/a                             | n/a                          | n/a                             |
| Health Professions            | 9132.2                       | 0.9                             | 9917.30                      | 1.0                             |
| Law                           | 2746.4                       | 1.5                             | 2616.20                      | 0.7                             |
| Management                    | 6172.8                       | 8.1                             | 6263.20                      | 6.5                             |
| Medicine                      | 4199                         | 0.5                             | 4651.50                      | 0                               |
| Science                       | 15960.5                      | 1.9                             | 16780.50                     | 3.6                             |
| Sustainability                | 0                            | 0                               | 861.50                       | 0                               |
| NSAC                          | n/a                          | n/a                             | n/a                          | n/a                             |
| University of King's College* | 2003                         | 5.0                             | 2278.50                      | 9.2                             |
| <b>Totals</b>                 | <b>63910.7</b>               |                                 | <b>68308.30</b>              |                                 |

\*Arts and Social Sciences Only: excludes Journalism

6. **Students with Allegations Referred to the SDC** (received by Senate between July 1, 2011 and June 30, 2012)

Students with Allegations referred to the SDC because:

- a) Student had a prior academic offence on record: 8
- b) Determination of penalty only (assessment accepted): 6
- c) AIO requested matter to be referred to the SDC for another reason: 11

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

| Level of Class | Proven Allegations |            |
|----------------|--------------------|------------|
|                | 2010-2011          | 2011-2012  |
| First year     | 87                 | 114        |
| Second year    | 53                 | 44         |
| Third year     | 21                 | 40         |
| Fourth year    | 5                  | 20         |
| Fifth year     | 12                 | 3          |
| Sixth year     | 13                 | 10         |
| <b>Total</b>   | <b>191</b>         | <b>231</b> |

8. **Distribution of Students with Proven and Ratified Allegations per Full Class Equivalents by Level of Class \***

| Level of Course | Full Class Equivalents (FCE) | Proven Allegations Per 1000 FCE | Full Class Equivalents (FCE) | Proven Allegations Per 1000 FCE |
|-----------------|------------------------------|---------------------------------|------------------------------|---------------------------------|
|                 | Dec 1/10                     | 2010-2011                       | Dec 1/11                     | 2011-2012                       |
| First year      | 22019.1                      | 3.9                             | 22903.30                     | 4.9                             |
| Second year     | 18945.4                      | 2.8                             | 19411.8                      | 2.2                             |
| Third year      | 12488.2                      | 1.7                             | 13205                        | 3.0                             |
| Fourth year     | 6194.5                       | 0.8                             | 6724.10                      | 2.9                             |

*Fifth and sixth years are not available.*

**9. Distribution of Students with Proven and Ratified Allegations by Level of Class by Faculty**

| <b>Faculty</b>          | <b>1<sup>st</sup> Year</b> | <b>2<sup>nd</sup> Year</b> | <b>3<sup>rd</sup> Year</b> | <b>4<sup>th</sup> Year</b> | <b>5<sup>th</sup> Year</b> | <b>6<sup>th</sup> Year</b> | <b>Total</b> |
|-------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--------------|
| Architecture & Planning | 0                          | 0                          | 1                          | 0                          | 0                          | 0                          | <b>1</b>     |
| Arts & Social Sciences  | 29                         | 16                         | 7                          | 6                          | 0                          | 0                          | <b>58</b>    |
| Computer Science        | 6                          | 0                          | 0                          | 0                          | 0                          | 2                          | <b>8</b>     |
| Dentistry               | 0                          | 0                          | 0                          | 2                          | 0                          | 1                          | <b>3</b>     |
| Engineering             | 1                          | 5                          | 10                         | 8                          | 0                          | 0                          | <b>24</b>    |
| Graduate Studies        | 0                          | 0                          | 0                          | 0                          | 0                          | 1                          | <b>1</b>     |
| Health Professions      | 1                          | 1                          | 4                          | 0                          | 0                          | 4                          | <b>10</b>    |
| Law                     | 1                          | 1                          | 0                          | 0                          | 0                          | 0                          | <b>2</b>     |
| Management              | 13                         | 11                         | 10                         | 4                          | 2                          | 1                          | <b>41</b>    |
| Medicine                | 0                          | 0                          | 0                          | 0                          | 0                          | 0                          | <b>0</b>     |
| Science                 | 48                         | 8                          | 4                          | 0                          | 1                          | 1                          | <b>62</b>    |
| King's College          | 15                         | 2                          | 4                          | 0                          | 0                          | 0                          | <b>21</b>    |
| <b>Total</b>            | <b>114</b>                 | <b>44</b>                  | <b>40</b>                  | <b>20</b>                  | <b>3</b>                   | <b>10</b>                  | <b>231</b>   |

**10. Types of Proven and Ratified 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.

- a) Academic Fraud: 2
- b) Aiding in the commission of an academic offence: 7
- c) Cheating on exam / test: 17
- d) Copying / Cheating on assignment: 1
- e) Fabrication of information: 1
- f) Misrepresentation: 1
- g) Other Irregularities ( discipline): 2
- h) Plagiarism: 136
- i) Self- Plagiarism: 1
- j) Submitted work for credit when not the sole author: 1
- k) Unauthorized collaboration : 55
- l) Use of unauthorized materials : 11

## 11. Penalties

Penalties recommended by Academic Integrity Officers are summarized below. 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 no penalty and only a warning is appropriate. For example, there may be a number of mitigating factors. However, even when this might occur, the fact that an academic offence has been proven regarding the student will be recorded on the Senate disciplinary case database.

| Penalty   | 2009-2010  | 2010-2011  | 2011-2012  |
|---|------------|------------|------------|
| "F" in class  | 6          | 6          | 2          |
| "F" on assignment / exam  | 9          | 10         | 11         |
| "0" on the assignment / exam  | 45         | 69         | 117        |
| Attend sessions with a Student Services Study Skills Coach                | 0          | 0          | 0          |
| Grade for exam capped   | 0          | 0          | 16         |
| Integrity Statement requirement   | 1          | 0          | 0          |
| Notation on transcript  | 7          | 7          | 11         |
| Other Penalty <sup>1</sup>  | 0          | 0          | 0          |
| Permitted to write class supplemental if all Faculty requirements are met | 0          | 0          | 0          |
| Reduction of final class grade / capped grade for class                   | 17         | 18         | 38         |
| Reduction of grade for assignment / exam                                  | 39         | 43         | 44         |
| Resubmit assignment   | 17         | 26         | 15         |
| Rewrite exam  | 2          | 0          | 0          |
| Special assignment on integrity   | 10         | 6          | 5          |
| Time management training requirement                                      | 0          | 0          | 0          |
| Warning; reprimand only <sup>2</sup>                                      | 10         | 11         | 14         |
| Website tutorial  | 6          | 0          | 5          |
| Write a Letter of Apology to Professor                                    | 0          | 0          | 0          |
| Write an essay to explain wrong doing; what led to the error              | 0          | 0          | 4          |
| Writing Centre requirement  | 100        | 77         | 71         |
| <b>Total of Proven Allegations Ratified in the Year</b>                   | <b>134</b> | <b>191</b> | <b>231</b> |

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 (Acting Coordinator) and Mr. Bob Mann (Manager, Discipline & Appeals) for their work supporting the Faculty Discipline Process.

Submitted by :

A handwritten signature in black ink that reads "Alan Pinder". The signature is written in a cursive style with a large initial 'A' and a long, sweeping underline.

Alan Pinder, Vice-Chair (Student Affairs)  
/klm