

# BOARD OF GOVERNORS

The material contained in this document is the Agenda for the next meeting of the Board of Governors.

**Tuesday, March 15, 2016**

**Alan A. Borger Sr. Executive Conference Room  
E1-270 Engineering Information and Technology Complex  
4:00 p.m.**

## OPEN SESSION

Please call regrets to: 474-6165 no later than 9:00 a.m. the day of the meeting.

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**OFFICE OF THE UNIVERSITY SECRETARY**



UNIVERSITY  
OF MANITOBA

# **BOARD OF GOVERNORS OPEN SESSION AGENDA**

Alan A. Borger Sr. Executive Conference Room (E1-270 EITC)

Tuesday, March 15, 2016

Page 1 of 2

	<b><u>Presenter</u></b>	<b><u>Page</u></b>	<b><u>Est. Time</u></b>
1. <b>ANNOUNCEMENTS</b>	Chair		4:00 p.m.
<b><u>FOR ACTION</u></b>			
2. <b>APPROVAL OF THE AGENDA</b>	Chair	2	4:05 p.m.
3. <b>MINUTES (Open Session)</b>			
3.1 Approval of the Minutes of the January 26, 2016 OPEN Session as circulated or amended	Chair	4	4:05 p.m.
3.2 Business Arising - none	Chair		
4. <b>UNANIMOUS CONSENT AGENDA</b>	Chair		4:10 p.m.
<i>If any member of the Board wants to ask a question, discuss or oppose an item that is marked for the consent agenda, the member can have an item removed from the consent agenda by contacting the Secretary of the Board prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the motion to approve or receive, by unanimous consent, the items listed.</i>			
<b><u>4.1 For Approval from Senate</u></b>			
4.1.1 Report of the Senate Committee on Awards Part A (Dec. 7)	President	11	(consent)
4.1.2 Report of the Senate Committee on Awards Part B (Dec. 7)	President	21	(consent)
<b><u>4.2 For Approval from Finance, Administration, and Human Resources</u></b>			
4.2.1 Amendment 70-16-01 for UM Pension (1970)	R. Zegalski	34	(consent)
4.2.2 Amendment 93-16-01 for UM Pension (1993)	R. Zegalski	38	(consent)
5. <b>FROM FINANCE, ADMINISTRATION, &amp; HUMAN RESOURCES</b>			
5.1 Residence Room and Meal Plan Rates	R. Zegalski	41	4:15 p.m.
5.2 Sustainability Strategy	R. Zegalski	54	4:25 p.m.
6. <b>FROM SENATE</b>			
6.1 Suspension of Admission to MA in Icelandic Studies and MSc in Textile Sciences	President	99	4:35 p.m.
<b><u>FOR INFORMATION</u></b>			
7. Report from the President	President	105	4:45 p.m.

# **BOARD OF GOVERNORS OPEN SESSION AGENDA**

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Page 2 of 2

		<b><u>Presenter</u></b>	<b><u>Page</u></b>	<b><u>Est. Time</u></b>
8.	<b>FROM FINANCE, ADMINISTRATION, &amp; HUMAN RESOURCES</b>			
8.1	Financial Results and Annual Projection for	R. Zegalski	115	4:55 p.m.
9.	<b>FROM SENATE</b>			
9.1	Admission Targets 2016	President	123	5:00 p.m.
9.2	University Discipline Committee Report	President	128	5:10 p.m.

**MOTION TO MOVE TO CLOSED AND CONFIDENTIAL SESSION**



UNIVERSITY  
OF MANITOBA

**Minutes of the  
OPEN Session of the Board of Governors  
January 26 2016**

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Present: P. Bovey, Chair  
J. Leclerc, Secretary

J. Anderson D. Barnard A. Berg T. Bock S. Connelly M. Forsen  
N. Halden R. Khatkar J. Kopp R. Kunzman T. Millington B. Passey  
H. Reichert M. Robertson R. Sherbo A. Sych-Yereniuk R. Vamos

Regrets: H. Sector J. Taylor R. Zegalski

Absent: K. Mann

Assessors Present: T. Kucera B. Stone

Officials Present: S. Foster D. Jayas J. Kearsey J. Keselman P. Kochan

Guests: L. McKinley

**1. ANNOUNCEMENTS**

The Chair welcomed Terry Sargeant back to the Board of Governors. She explained that Mr. Sargeant, appointed by government, had previously served as a Board member from 2001 to 2010, and was Chair from 2007 to 2010.

The Chair reminded members of the Board of the upcoming Board of Governors Retreat on January 29 & 30, 2016. She noted that there will be dinner and a keynote address on the Friday evening and then a full day of sessions on Saturday. She added that all sessions will be held in Marshall McLuhan Hall, 2<sup>nd</sup> floor University Centre.

**FOR ACTION**

**2. APPROVAL OF THE AGENDA**

It was moved by Ms. Reichert and seconded by Mr. Bock:  
**THAT the agenda for the January 26, 2016 meeting be approved as circulated.**

**CARRIED**

3. **MINUTES (Open) Session**

- 3.1 Approval of the Minutes of the November 24, 2015 Open Session as circulated or amended

It was moved by Ms. Sych-Yereniuk and seconded by Mr. Robertson:

**THAT the minutes of the November 24, 2015 Open session be approved as circulated.**

**CARRIED**

- 3.2 Business Arising - none

4. **UNANIMOUS CONSENT AGENDA**

The Chair asked whether any member had concern with any of the items on the Unanimous Consent Agenda. No items were identified for removal.

It was moved by Mr. Sherbo and seconded by Dr. Halden:

**THAT the Board of Governors approve six new offers, five amended offers, and the withdrawal of five offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated November 10, 2015].**

**THAT the Board of Governors approve one new offer and one amended offer, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated November 10, 2015].**

**CARRIED**

The Board received the following for information:

*The President's Report*

*Proposal for a Bachelor of Midwifery*

*Report of the Senate Committee on Awards – Part A [dated October 19, 2015]*

*Report of the Senate Committee on Awards – Part B [dated October 19, 2015]*

*Budget and Planning Book*

**FOR ACTION**

5. **FROM FINANCE, ADMINISTRATION, AND HUMAN RESOURCES**

- 5.1 Restructuring University of Manitoba Student Union (UMSU) Fees

Dr. Halden stated that this matter had been discussed at some length by the Finance, Administration, and Human Resources Committee (FAHR). He commented that UMSU had clearly undertaken a significant survey of their membership and had determined the priorities

they wished to fund. Mr. Kopp explained that the proposal is the culmination of many months of public consultations by UMSU. He added that the goal of the UMSU executive was to go above and beyond what can normally be accomplished within their one year mandate by making a longer term investment in the student body. He stated that the four priorities indicated in the proposal were Indigenous Achievement, Undergraduate Research and Innovation, Childcare Initiatives, and the improvement of space in University Centre.

Mr. Sherbo commented that, as a Board member, he would be more comfortable in the future to see more direct student engagement rather than a voluntary survey as consultation on proposed changes to UMSU fees. Ms. Bovey commended Mr. Kopp on his work in arriving at this proposal. Dr. Barnard echoed the Chair’s comments, adding that it was encouraging to know the leadership on UMSU is looking at these issues and wanting to invest in these areas of priority for the University. He stated that he appreciates the leadership and the alignment with the University’s priorities.

It was moved by Mr. Kopp and seconded by Dr. Halden:

**THAT the Board of Governors approve that beginning in the 2016/2017 academic year the fees collected by UMSU be defined as follows:**

**Mr. Kopp proposed an amendment to include in the motion the existing UMSU Reallocation Fee of \$0.75 per year, which had been omitted in error. Dr. Halden seconded the amended motion.**

FEE	FALL	WINTER
Union Operation	\$27.35	\$27.35
Scholarships & Bursaries	\$10.50	\$10.50
Endowment and Capital Development	\$45.00	\$45.00
CFS Inc. & CFS Services Inc.	\$4.38	\$4.38
CFS-Manitoba Inc.	\$2.92	\$2.92
UMFM	\$2.50	\$2.50
The Manitoban	\$6.00	\$6.00
UMREG	\$1.25	\$1.25
World University Service of Canada	\$1.25	\$1.25
World Wise	\$0.25	\$0.25
Engineers Without Borders – U of M Chapter	\$0.13	\$0.12
Faculty Associations	n/a*	n/a*
Service Groups	\$2.20	\$2.20

Transit Pass	\$130.00	\$130.00
Health Insurance Plan	\$148.00	\$98.67
Dental Insurance Plan	\$144.00	\$96.00
UMSU Re-Allocation Fee	\$0.75	n/a

*\*as determined by the faculty associations*

**That by August 1st of each year, the fees collected by UMSU calculated for the previous calendar year as follows:**

FEE	INDEXATION
Union Operations	Manitoba CPI
Scholarships & Bursaries	Manitoba CPI
Endowment and Capital Development	Manitoba CPI
CFS Inc. & CFS-Services Inc.	Canada CPI
CFS-Manitoba Inc.	Canada CPI
UMFM	Manitoba CPI
The Manitoban	Manitoba CPI
UMREG	Manitoba CPI
World University Service of Canada	Manitoba CPI
World Wise	Manitoba CPI
Engineers Without Borders – UofM Chapter	Manitoba CPI
Faculty Association	Manitoba CPI
Service Groups	Manitoba CPI
Transit Pass	None
Health Insurance Plan	None
Dental Insurance Plan	None
UMSU Re-Allocation Fee	Manitoba CPI

**CARRIED**

## 5.2 Spending Policy Change: University Investment Trust

Mr. Kochan stated that this change represents a re-wording of how investment income is disbursed. Mr. Kochan explained that the change is intended to preserve intergenerational equity by balancing spending. He noted that overspending disadvantages future beneficiaries and underspending disadvantages current beneficiaries.

Mr. McKinley noted that the current spending policy was not spending as much as the proposed policy would spend. He added that this policy will be well-received by donors as it will result in an increase of approximately 9.0% more in disbursements. He noted that investment returns have been 11.5% which is very good; however the University cannot expect such good returns to continue. He said the proposed figure would strike a good balance. Mr. McKinley informed the Board that the University Investment Trust Committee has long-standing members who are comfortable and confident with the proposed policy.

It was moved by Dr. Halden and seconded by Mr. Reichert:  
**THAT the Board of Governors Approve new UIT Spending Policy, effective fiscal 2016/2017, as follows:**

**The University Investment Trust (UIT) will make available for spending an amount of 4.25% of the average of the four (4) preceding year's market value, calculated on the basis of a rolling 48-month period. In addition, the Trust Investment Committee can recommend a change to the amount in any one year, with a floor set at 3.50% of the preceding 4-year period, and a ceiling of 5.00% of the preceding 4-year period. This change would only arise in circumstances where the net real rate of return of the fund had deteriorated or improved to the extent an adjustment to the rate of spending is warranted. This would depend on the net real return of the UIT over the past 5, 10 and 15 year periods; current investment market conditions; the outlook of future investment markets; and assessing the effect of such an adjustment on current and future beneficiaries of the fund. Any one-year adjustment to the spending rate would have to be recommended by the Trust Investment Committee, and approved by the University's Board of Governors.**

Dr. Barnard stated that there have been additional conversations between himself, Paul Kochan, Lance McKinley, and Chancellor Sexter which lead him to propose an amendment to the motion. He explained that the intent is to adopt this policy for 2016 -2017 only, while committing to review it again for 2017-2018. He added that an updated policy will be considered by the Finance, Administration, & Human Resources Committee and the Board of Governors for review and approval.

It was moved by Dr. Barnard and seconded by Ms. Reichert:  
**THAT the Board of Governors approve a new UIT Spending Policy for the 2016-2017 Fiscal year as follows:**



The University Investment Trust (UIT) will make available for spending an amount of 4.25% of the average of the four (4) preceding year's market value, calculated on the basis of a rolling 48-month period. In addition, the Trust Investment Committee can recommend a change to the amount in any one year, with a floor set at 3.50% of the preceding 4-year period, and a ceiling of 5.00% of the preceding 4-year period. This change would only arise in circumstances where the net real rate of return of the fund had deteriorated or improved to the extent an adjustment to the rate of spending is warranted. This would depend on the net real return of the UIT over the past 5, 10 and 15 year periods; current investment market conditions; the outlook of future investment markets; and assessing the effect of such an adjustment on current and future beneficiaries of the fund. Any one-year adjustment to the spending rate would have to be recommended by the Trust Investment Committee and approved by the Board of Governors.

This approval is for the 2016-2017 year only, with the understanding that further discussions about the UIT, the spending policy, and related issues will be considered by the Trust and Investment Committee and the Finance, Administration and Human Resources Committee prior to a recommendation for a Spending Policy for 2017-2018 is brought forward for approval to the Board of Governors.

**CARRIED**

**FOR INFORMATION**

7. Report from the President

Dr. Barnard remarked that the enrolment figures for this term show a continuation of the pattern of the last several years in that there was a slight drop from the fall term enrolment but an increase from the previous year.

Dr. Barnard informed the Board that the Visionary (re)Generation process is close to coming back to the Board for approval. He also stated that the Front and Centre campaign has been very well-received. He added that it is exceptionally gratifying to see the response from people who want to be involved with the University.

Mr. Kearsey added that there will be a series of announcements of donations between now and June which will tell the story about the impact of donation and of the campaign. He added that members of the Board of Governors will be invited to these announcements with as much notice as possible and stated that it would be beneficial to see that members of the Board are in attendance to support the campaign. Mr. Kearsey offered his congratulations and appreciation to Mr. Kopp and UMSU for their leadership in supporting the campaign.

Ms. Bovey thanked the President for his report and commended Mr. Kearsy and his team for their hard work on the campaign. She also thanked all those who had donated to the campaign. Mr. Kearsy noted his appreciation of the incredible cooperation from people across the university. Dr. Barnard echoed Mr. Kearsy's remarks, commenting that members of the campaign team are really going above and beyond and giving of their time in support of the University.

**9. FROM FINANCE, ADMINISTRATION, & HUMAN RESOURCES**

**9.1 Budget and Planning Book**

Mr. Kochan explained that the document provided comprehensive detailed information about finance, planning, and operations at the University of Manitoba. He stated that the document includes all the background information needed as the Board considers the budget in the upcoming month. Mr. Kochan explained that the preparation of the document was a collaborative effort with the Office of the Provost and the Office of the Vice-President (Administration).

Mr. Bock left the meeting.

Mr. Kochan stated that there had been positive feedback about the document from the government.

The Chair thanked Mr. Kochan and commended his team on their hard work.

**MOTION TO MOVE TO CLOSED AND CONFIDENTIAL**

It was moved by Mr. Sargeant and seconded by Dr. Barnard:  
**THAT the meeting move into Closed and Confidential Session.**

**CARRIED**

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Chair

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University Secretary



**AGENDA ITEM:** Report of the Senate Committee on Awards – Part A  
[dated December 7, 2015]

**RECOMMENDED RESOLUTION:**

THAT the Board of Governors approve six new offers, six amended offers, and the withdrawal of nine offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated December 7, 2015].

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

At its meeting on December 7, 2015, the Senate Committee on Awards approved six new offers, six amended offers, and the withdrawal of nine offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated December 7, 2015].

**RESOURCE REQUIREMENTS:**

The awards will be funded from the sources identified in the Report.

**IMPLICATIONS:**

N/A

**ALTERNATIVES:**

N/A

**CONSULTATION:**

These award decisions meet the published guidelines for awards, as approved by Senate. They were reported to Senate for information on February 3, 2016.



## **REPORT OF THE SENATE COMMITTEE ON AWARDS – PART A**

### **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 7, 2015 the Senate Committee on Awards approved six new offers, six amended offers, and the withdrawal of nine awards as set out in Appendix A of the *Report of the Senate Committee on Awards – Part A* (dated December 7, 2015).

### **Recommendations**

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve six new offers, six amended offers, and the withdrawal of nine awards as set out in Appendix A (dated December 7, 2015). 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 7, 2015**

**1. NEW OFFERS**

**Coach Bill Robinson Most Improved Player Award**

Dr. Wayne Anderson has established an endowment fund with an initial gift of \$15,000 at the University of Manitoba in 2015. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the award is to annually recognize the Most Improved Player returning to the Bison Men's Hockey team. Each year, beginning in the 2017-2018 year, the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is eligible to compete in Canadian Interuniversity Sport (CIS) and is a member of the Bison Men's Hockey team;
- (2) is enrolled full-time, as defined by CIS regulations, in any faculty, college or school at the University of Manitoba;
- (3) is enrolled in a minimum of 9 credit hours in each of the terms of competition;
- (4) has achieved a minimum degree grade point average of 2.0;
- (5) is considered the most improved player from the previous season by the Head Coach of the Bison Men's Hockey team and the Athletic Director.

The Athletic Director (or designate) will name the selection committee for this award, which will include the Head Coach of the Bison Men's Hockey team (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.

The terms of this award will be reviewed annually against the Canadian Interuniversity Sport (CIS) criteria governing "Athletic Financial Awards Policy" (also referred to as "Athletics Scholarships Policy"), currently numbered C50.10 in the CIS Operations Manual.

**Dr. Kenneth Clark Travel Award in Nursing**

Dr. Kenneth Clark established an endowment fund at the University of Manitoba, with an initial gift of \$25,000 in 2015. The purpose of the fund is to provide travel awards for nursing graduate students. Each year, beginning in 2017-2018, the available annual income from the fund will be used to offer one or more travel awards to graduate students who:

- (1) are enrolled full-time or part-time in the Faculty of Graduate Studies, in any Master's or doctoral program delivered by the College of Nursing;
- (2) have achieved a minimum grade point average of 3.5 based on at least 12 credit hours of study at the Master's or doctoral level;
- (3) will be attending a professional conference to present the results of their graduate work (poster or oral presentation);
- (4) have, in the opinion of the selection committee, demonstrated scholarship based on the submitted abstract and proposed knowledge dissemination.

Candidates will be required to submit an application which includes: (a) a brief statement of their research (maximum 500 words), (b) a copy of the abstract submitted to the conference, (c) a brief statement indicating what they hope to achieve through attendance at the conference (maximum 250 words), and (d) a letter of support from their graduate advisor.

Preference in selection will be given to full-time students.

The selection committee will have the discretion to determine the number and value of awards based on the funds available.

Recipients will be required to submit receipts for travel, registration, hotel and food expenses (based on current University of Manitoba *per diem* rates). Expenses will be reimbursed up to the value of the award offered. Release of funds will be contingent upon travel pre-approval from the Dean of the College of Nursing (or designate).

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the College of Nursing Curriculum Governance and Quality Assurance Committee: Graduate Program, to convene the selection committee for this award.

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. Kenneth Clark Travel Award in Plant Science**

Dr. Kenneth Clark established an endowment fund at the University of Manitoba, with an initial gift of \$25,000 in 2015. The purpose of the fund is to provide travel awards for graduate students in the Department of Plant Science. Each year, beginning in 2017-2018, the available annual income from the fund will be used to offer one or more travel awards to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies and have completed at least one year of an M.Sc. or Ph.D. program delivered in the Department of Plant Science;
- (2) have achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study;
- (3) will be attending a scientific meeting in a plant science related area and will be presenting the results of their research at the meeting (poster or oral presentation);
- (4) have, in the opinion of the selection committee, demonstrated research ability based on the submitted abstract and the proposed research results to be presented at the meeting.

Applications are available from the Department of Plant Science and must be submitted to the Associate Head of the Department of Plant Science by the advertised deadline.

Award selection will be based on the following (in order of importance):

- (i) academic performance;
- (ii) comments from letters of recommendation;
- (iii) the quality of the abstract submitted and proposed research results to be presented;
- (iv) the potential value of the meeting to the student's development.

Recipients will submit receipts for travel, registration, hotel and food expenses (based on current University of Manitoba *per diem* rates). Expenses will be reimbursed up to the value of the award offered. Funding must be used within the 12-month period following the date of the award offer. Recipients graduating within the 12-month period following the date of the award offer must use the funding no later than six months from the date of convocation.

Recipients may not hold more than one travel award offered through the Department of Plant Science within the same calendar year.

If there are no suitable candidates in any given year, at the discretion of the selection committee, any unspent revenue may be held over to offer the award the following year.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Department of Plant Science Graduate Studies Committee (or designate) to convene the selection committee for this award.

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.

### **Miriam Ferns Crawford Bursary**

In honour of Miriam Ferns Crawford, her sister Audrey Hubbard established an endowment fund at the University of Manitoba with a gift of \$25,000 in 2015. The purpose of the fund is to support ambitious students in the field of social work who require financial assistance. Each year, beginning in 2017-2018, the available annual income from the fund will be used to offer one renewable bursary to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in at least their second year of study in the Faculty of Social Work 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 award is renewable for up to three years provided the student continues to meet the established criteria.

The Dean of the Faculty of Social Work (or designate) will name the selection committee for this award.

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.

### **Renate Eigenbrod Bursary**

In memory of Dr. Renate Eigenbrod [M.A./81, Ph.D./00], her children Judith and Felix Eigenbrod established an endowment fund at the University of Manitoba with a gift of \$80,000 in 2015. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the bursary is to provide financial support to graduate students in Native Studies. Each year, beginning in 2017-2018, the available annual interest from the fund will be used to offer one bursary to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in either:
  - (i) the first, second, or third year of a Master's program in Native Studies, or
  - (ii) the first, second, third, fourth, or fifth year of a doctoral program in Native Studies;
- (2) has achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

The bursary is renewable for up to four years, provided the student continues to meet the criteria as outlined above. If in any given year, the recipient does not qualify for renewal, a new student will be selected based on the criteria above.

The Head of the Department of Native Studies (or designate) shall name the selection committee for this award.

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.



## **Roos Prize for Best Publication in Population Health**

An endowment fund was established at the University of Manitoba in 2010, to offer the Roos Prize for Research in Population Health. The prize was created to honour the pioneering work of Drs. Leslie and Noralou Roos in the use of administrative data for research, their extensive publication and knowledge sharing reputations, and their role in the creation of the Manitoba Centre for Health Policy (MCHP). The purpose of the prize is to recognize excellence in sharing research findings by rewarding high quality publications. Each year, beginning in 2015-2016, the available annual interest from the fund will be used to offer one or more prizes to students who:

- (1) were enrolled full-time or part-time in the Faculty of Graduate Studies in any Master's or doctoral program at the University of Manitoba within the two calendar years immediately preceding the date of award selection;
- (2) have achieved a grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study;
- (3) in the past two calendar years, have published (or have had accepted in a peer reviewed journal) a paper of excellent quality (as determined by the selection committee), which incorporates research results that used the Population Health Research Data Repository housed and maintained by the Manitoba Centre for Health Policy.

Eligible students will be required to submit a copy of the publication to the Director of the Manitoba Centre for Health Policy, who will set the deadline date for applications each year. Candidates may submit one publication each year.

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

In the event that there are no eligible candidates in a given year, the prizes will not be offered. Should this occur, the selection committee will have the discretion to offer an additional prize the following year, or to redirect the unspent revenue to the capital fund.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) and the Dean of the College of Medicine (or designate) will ask the Director of the Manitoba Centre for Health Policy to name the selection committee for this award.

Should the Manitoba Centre for Health Policy cease to exist, administration of the award will revert to the Department of Community Health Sciences in the College of Medicine.

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**

### **99.1 Groove FM Jazz Awards**

The following amendments have been made to the terms of reference for the 99.1 Groove FM Jazz Awards:

- The name of the award was changed to: *99.1 Fresh Radio Jazz Awards*.
- The opening paragraph was revised to:  
*99.1 Fresh Radio (formerly 99.1 Groove FM Jazz Radio) has made a contribution of \$40,000 to establish an endowment fund in support of Jazz awards in the Marcel A. Desautels Faculty of Music. The annual interest will be used to offer four separate awards.*
- All references to the name "99.1 Groove FM" have been changed to the name "99.1 Fresh Radio".

- The standard Board of Governors statement was added.

### **Dr. Henry Duckworth, 10<sup>th</sup> Chancellor – Emergency Loan Fund**

The following amendments have been made to the terms of reference for the Dr. Henry Duckworth, 10th Chancellor – Emergency Loan Fund:

- The name of the award was changed to: *Dr. Henry Duckworth, 10th Chancellor – Emergency Fund.*
- The opening paragraph was revised to:  
*The endowment will be used to provide funds to students who require immediate financial assistance, to address needs related to their studies and/or living expenses, while they are pursuing post-secondary education at the University of Manitoba. The available annual income, plus any unspent revenue from the fund will be used to provide emergency funding of varying amounts to students who:*
- The following paragraphs were added:
  - *In establishing this non-repayable emergency assistance, the donor hopes to impart the notion of “paying it forward.” During the interview, the Director will share the donor’s wishes that should future circumstances allow, recipients will look for opportunities to provide support and/or encouragement to others in need.*
  - *Wherever possible, future modifications to the terms of reference for this award, if required, will be made in consultation with the Duckworth family (or family designate).*

### **Duncan J. Jessiman, Q.C. Prize for Corporations I**

The following amendments have been made to the terms of reference for the Duncan J. Jessiman, Q.C. Prize for Corporations I:

- The opening paragraph was revised to:  
*In recognition of the professional and public services of Mr. Duncan J. Jessiman, Q.C., the family of the late Mr. Harry Klein established an endowment fund at the University of Manitoba in 1987. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the prize is to reward the academic excellence of law students pursuing studies in Corporations I. Each year, the available annual income from the fund will be used to offer one prize to an undergraduate student who:*
- The following paragraph was added:  
*If in any academic year there is more than one section of the course offered, the selection committee shall have the option to equally divide the available annual income from the fund to one student in each section of the course who has met the above criteria. In the event of a tie, the prize shall be awarded to the student with the highest standing calculated in the compulsory and elective subjects the tied students have in common.*
- The following paragraphs were removed:
  - *From this fund a prize will be available annually, effective following the spring series of examinations in 1987, to a student who has shown excellent performance in Corporations I (currently numbered 45.269).*
  - *The selection committee will be named by, and will include, the Dean of the Faculty of Law. Within the money available and in comparison with other subject prizes in Law, the committee will determine the value of this prize.*

- The selection committee was revised to:  
*The Dean of the Faculty of Law (or designate) will name the selection committee for this award.*
- The standard Board of Governors statement was added.

### **Perth Services Ltd. Award**

The following amendments have been made to the terms of reference for the Perth Services Ltd. Award:

- The opening paragraph was revised to:  
*Perth Services Ltd. has established a trust fund at the University of Manitoba to recognize Bison Student Athletes in their academic and athletic pursuits. Each year, beginning in the 1986-87 academic year, the available annual income from the fund will be used to offer one scholarship, with a maximum value of \$2,000, to the undergraduate student who:*
- The selection criteria was revised to:
  - (1) *is eligible to compete in Canadian Interuniversity Sport (CIS) and are members of any Bison team;*
  - (2) *is enrolled full-time, as defined by CIS regulations, in any faculty or school at the University of Manitoba;*
  - (3) *is enrolled in a minimum of 9 credit hours in the term of competition;*
  - (4) *has completed at least one year of study at the University of Manitoba;*
  - (5) *has achieved a minimum sessional grade point average of 3.0;*
  - (6) *has demonstrated, to the satisfaction of the Athletic Director and the Coach of the sport in which the student has participated, outstanding athletic performance and the potential for continued performance.*
- Preference in selection was changed from students on a Bison Volleyball team to students on a Bison Football team.
- The following paragraphs were added:
  - *If, in any year, the available annual income from the fund exceeds \$2,000, two awards of equal value will be offered to two undergraduate students who have met all of the above criteria.*
  - *The terms of this award will be reviewed annually against the Canadian Interuniversity Sport (CIS) criteria governing "University Academic Scholarships with an Athletic Component", currently numbered C50.10 in the CIS Operations Manual.*
- The following paragraphs were removed:
  - *(Note: These terms accord with the report of October 14, 1980, to Senate concerning Athletic Awards which asserts):*
  - *"The University should encourage potential donors to make such awards through the University" essentially so that support to athletes would not be by-passed with no control over the program. They are patterned on the terms approved by Senate on July 7, 1982, that athletic awards from funds placed in the University's keeping both by the Province of Manitoba and by private donors must be reviewed by the Athletic Director as to Athletic performance and potential and by the Awards Office as to study load and grade-point average.)*
  - *(The terms of this award are to be reviewed annually against the Canadian Interuniversity Sport (CIS) criteria governing "University Academic Scholarships with an Athletic Component", currently numbered C.5 in the CIS Operations Manual.).*

- The standard Board of Governors statement was added.

#### **Robert T. Ross Post Graduate Medical Education Scholarship**

The following amendments have been made to the terms of reference for the Robert T. Ross Post Graduate Medical Education Scholarship:

- All references to the term “Faculty” have been replaced with the term “College”.
- The following paragraphs have been added after the selection criteria:

*If there are no applicants completing a rotation at the National Hospital in any given year, applicants completing rotations at Canadian medical schools and their affiliated hospitals may be considered. In those years, a maximum amount of \$4,000 may be awarded to one resident for a two month rotation, or alternatively, \$2,000 to each of one or two residents doing one month rotations.*

*Rotations must involve patient care activities with associated clinical responsibilities by the resident with a report by supervisors evaluating performance.*

#### **Dutkevich Memorial Trust Graduate Scholarship in Pathology**

The following amendments have been made to the terms of reference for the Dutkevich Memorial Trust Graduate Scholarship in Pathology:

- The name of the award has been changed to: *Dutkevich Memorial Trust Graduate Prize in Pathology.*
- The first criterion has been changed to:  
*(1) were enrolled full-time in the Faculty of Graduate Studies, in the M.Sc. program delivered by the Department of Pathology in the College of Medicine, in the year in which the award was tenable;*
- The standard Board of Governors statement was added.

### **3. WITHDRAWALS**

At the request of St. Paul’s College, the following awards are to be withdrawn from the university’s awards program:

**Father Christopher Keenan, sj, Entrance Scholarship**  
**Father Christopher M. Keenan, sj, Scholarship in Religion**  
**Father Deryck Hanshell, sj, Scholarship in Catholic Studies**  
**Father Edwin G. MacCormac, sj, Prize in Philosophy**  
**Father Gerald Sheridan, sj, Memorial Entrance Scholarship** (award #14768, 14773)  
**Father Gerald Sheridan, sj, Memorial Entrance Scholarship** (award #14775)  
**Father Gerald Sheridan, sj, Memorial Scholarship in Economics**  
**Father John C. Hanley, sj, Memorial Entrance Scholarship**  
**Father Lawrence Braceland, sj, Memorial Entrance Scholarship**



**AGENDA ITEM:** Report of the Senate Committee on Awards – Part B  
[dated December 7, 2015]

**RECOMMENDED RESOLUTION:**

**THAT the Board of Governors approve three new offers and one amended offer, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated December 7, 2015].**

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

- At its meeting on December 7, 2015, the Senate Committee on Awards approved three new offers and one amended offer that appear to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated December 7, 2015].
- The Dr. Harry Dodge Morse Scholarship would be offered to postgraduate residents in the Urology program, College of Medicine. Dean Postl has provided a letter of support.
- The Lafarge Engineering Access Program (ENGAP) Scholarship would be offered to Indigenous undergraduate students in the Bachelor of Science in Engineering (Civil) program. Dean Beddoes, Faculty of Engineering, has provided a letter of support.
- The Lount Bursary for Indigenous Students would be offered to Indigenous undergraduate students in the Bachelor of Environmental Design program, Faculty of Architecture, and to Indigenous graduate students in the Master of Architecture program, Faculty of Graduate Studies. Letters of support from Dean Beddoes, Interim Dean, Faculty of Architecture, and Ms. Lastra, Director, Financial Aid and Awards, are included with the Report.
- The Manitoba Lotteries Corporation Lloyd LeVan Hall Memorial Scholarship, which is to be renamed as the “Manitoba Liquor and Lotteries Lloyd LeVan Hall Memorial Scholarship,” is offered to Indigenous undergraduate students in the Bachelor of Commerce (Honours) program, I.H. Asper School of Business.

**RESOURCE REQUIREMENTS:**

The awards would be funded from the sources identified in the Report.

**IMPLICATIONS:**

All of these awards would support the recruitment and retention of Indigenous undergraduate and graduate students, in the various programs noted above.

**CONSULTATION:**

These award offers were approved by Senate at its meeting on February 3, 2016.



## **REPORT OF THE SENATE COMMITTEE ON AWARDS – PART B**

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)

### **Observation**

At its meeting of December 7, 2015, the Senate Committee on Awards reviewed three new offers and one amended offer that appear to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated December 7, 2015).

### **Recommendation**

The Senate Committee on Awards recommends that Senate and the Board of Governors approve three new offers and one amended offer, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated December 7, 2015). This award decision complies with the published guidelines of November 3, 1999, and is reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin  
Chair, Senate Committee on Awards

## SENATE COMMITTEE ON AWARDS

### Appendix A December 7, 2015

#### 1. NEW OFFERS

##### **Dr. Harry Dodge Morse Scholarship**

In honour of Dr. Harry Dodge Morse, The Honourable Peter Morse established an endowment fund at the University of Manitoba with a gift of \$40,000 in 2015. The purpose of the scholarship is to recognize students entering postgraduate studies in Urology. Each year, beginning in 2017-2018, the available annual income from the fund will be used to offer one scholarship to a student who:

- (1) is Indigenous (Status, Non-Status, Métis, Inuit);
- (2) has completed the requirements for the Doctor of Medicine (M.D.) degree, in the College of Medicine at the University of Manitoba;
- (3) has been ranked the highest in the selection process for admission to the postgraduate program in Urology;
- (4) enrolls full-time, in the next academic session, as a Urology Resident in the Postgraduate Medical Education (PGME) program, in the College of Medicine at the University of Manitoba.

The ranking for criterion (2) will be based on the advice of the Undergraduate Clerkship Leader of Urology and the Program Director of the Urology Residency Program.

If there are no students who meet all of the criteria, the award may be offered to a student who otherwise meets criteria (2) through (4).

The Dean of the College of Medicine (or designate) will name the selection committee for this scholarship, which will include the Undergraduate Clerkship Leader of Urology (or designate) and the Postgraduate Program Director of the Urology Residency Program (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.

(Attachment I)

##### **Lafarge Engineering Access Program (ENGAP) Scholarship**

Lafarge established an endowment fund at the University of Manitoba in 2015 with a gift of \$125,000. The purpose of the fund is to provide scholarships to Indigenous undergraduate students pursuing studies in Civil Engineering through the Engineering Access Program (ENGAP) in the Faculty of Engineering. Each year, beginning in 2017-2018, the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is a member of ENGAP;
- (2) is enrolled full-time (minimum 80% course load) in the second, third or fourth year of study in the Bachelor of Science in Engineering (Civil) degree program;
- (3) has achieved a minimum degree grade point average of 3.0;
- (4) has demonstrated volunteerism and community service.

Candidates will be required to submit an application that includes a statement (maximum 500 words) and one letter of reference, both indicating how they meet criterion (4).

In any given year, if there is no student who meets all of the criteria, the award may be offered to a student enrolled in a minimum of six credit hours in the Internationally Educated Engineers Qualification (IEEQ) – Post Baccalaureate Diploma Engineering Program, and is in good standing as determined by the Director of the IEEQ Program.



Each year, the scholarship recipient will be offered a work placement with Lafarge.

The selection committee will be the Scholarships, Bursaries, and Awards Committee of the Faculty of Engineering and will include the Director of the ENGAP (or designate), a representative from Lafarge, and (if necessary) the Director of the IEEQ Program (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.

(Attachment II)

### **Lount Bursary for Indigenous Students**

The Graham C. Lount Family Foundation Inc. has established an endowment fund at the University of Manitoba. The Manitoba Scholarship and Bursary Initiative have made contributions to this fund. The purpose of the fund is to support Indigenous students at the University of Manitoba. Beginning in the 2016-2017 academic year, the available annual income from the fund will be used to offer one or more bursaries to students who:

- (1) are Indigenous (Status, Non-Status, Métis, Inuit);
- (2) are enrolled either:
  - (a) full-time (minimum 60% course load) in any year of the Bachelor of Environmental Design program in the Faculty of Architecture at the University of Manitoba; or
  - (b) full-time in the Master of Architecture program in the Faculty of Graduate Studies at the University of Manitoba;
- (3) have achieved either:
  - (a) as an undergraduate student, a minimum degree grade point average of 2.5; or
  - (b) as a graduate student, a minimum grade point average of 3.0 in the previous 60 credit hours (or equivalent) of study;
- (4) have demonstrated financial need on the standard University of Manitoba bursary application form.

If in any year there are no applicants who meet the 4 criteria above, the bursary will be awarded to one or more students who are enrolled full-time in either the Master of City Planning, Master of Interior Design, or the Master of Landscape Architecture programs in the Faculty of Graduate Studies at the University of Manitoba provided that they meet criteria (1), (3) (b), and (4). If there are still no students who have met these criteria, the bursary will be awarded to one or more students who are enrolled full-time (minimum 60% course load for undergraduate students) in any faculty or school at the University of Manitoba provided that they meet criteria (1), (3), and (4).

The preference of the donor is that bursaries be valued at \$5,000 each. However, the selection committee will have the discretion to determine the number and value of individual bursaries, depending on the level of financial need demonstrated by applicants and the annual income from the fund that is available. Students are eligible to receive this bursary more than once as long as they meet the criteria.

The selection committee will be named by the Dean of the Faculty of Architecture (or designate). In the event that there are no recipients from the Faculty of Architecture, the selection committee will be named by the Director of Financial Aid and Awards (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.

(Attachment III)

## 2. AMENDMENTS

### **Manitoba Lotteries Corporation Lloyd LeVan Hall Memorial Scholarship**

The following amendments have been made to the terms of reference for the Manitoba Lotteries Corporation Lloyd LeVan Hall Memorial Scholarship:

- The title of the award was changed to: *Manitoba Liquor & Lotteries Lloyd LeVan Hall Memorial Scholarship*.
- All references to the name "The Manitoba Lotteries Corporation" have been replaced with the name "The Manitoba Liquor & Lotteries Corporation".
- All references to the term "Aboriginal" were replaced with the term "Indigenous".
- The annual application deadline of November 1<sup>st</sup> was removed.

(Attachment IV)

November 17, 2015

Dr. Philip Hultin  
 Chair, Senate Committee on Awards  
 c/o Mandy Laing,  
 Awards Establishment/Selection Coordinator  
 420 University Centre  
 University of Manitoba

**RE: Dr. Harry Dodge Morse Scholarship**

Dear Dr. Hultin,

The College of Medicine supports the establishment of the Dr. Harry Dodge Morse Scholarship.

In the Fall Term of 2014, the College's self-declared Indigenous student population in the Postgraduate Medical Education (PGME) program was 2.0% of total PGME enrolment, compared to the University of Manitoba Indigenous student population average of 7.3%.

Indigenous student enrolment data for the past five years in the PGME program in the College of Medicine is provided for context in the table below.

Year (Fall Term)	Number of Aboriginal Students	Total Students	% Aboriginal Students
2014	13	640	2.0
2013	9	648	1.4
2012	7	605	1.2
2011	6	582	1.0
2010	8	489	1.6

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships and awards for Indigenous students contributes to this commitment. This scholarship will provide the College of Medicine the opportunity to recruit, support and retain under-represented students at the University of Manitoba and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,



Brian Postl, MD  
 Dean of Medicine, Dean & Vice-Provost (Health Sciences)  
 University of Manitoba



UNIVERSITY OF MANITOBA | Faculty of Engineering  
Office of the Dean

E2-290 Engineering Building  
Winnipeg, Manitoba  
Canada R3T 5V6  
Telephone 204-474-9809  
Fax 204-275-3773

November 20, 2015

Dr. Philip Hultin  
Chair, Senate Committee on Awards  
c/o Mandy Laing,  
Awards Establishment/Selection Coordinator  
420 University Centre  
University of Manitoba

Dear Dr. Hultin:

**RE: Lafarge Engineering Access Program (ENGAP) Scholarship**

The Faculty of Engineering supports the establishment of the Lafarge Engineering Access Program (ENGAP) Scholarship.

In the Fall Term of 2014, the Faculty's self-declared Indigenous student population was 5.6% of total enrolment, compared to the University of Manitoba Indigenous student population average of 7.3%.

Indigenous student enrolment data for the past five years in the Faculty of Engineering is provided for context in the table below.

Year (Fall Term)	Number of Indigenous Students	Total Students	% Indigenous Students
2014	92	1,653	5.6
2013	84	1,644	5.1
2012	81	1,479	5.4
2011	77	1,309	5.9
2010	72	1,259	5.7

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships and awards for Indigenous students contributes to this commitment. This bursary will provide the Faculty of Engineering the opportunity to recruit, support and retain Indigenous students at the University of Manitoba and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

A handwritten signature in black ink that reads "J. Beddoes". The signature is written in a cursive style with a prominent initial "J" and a long, sweeping underline.

Dr. Jonathan Beddoes, Ph.D., P.Eng.  
Professor and Dean



UNIVERSITY  
OF MANITOBA

Faculty of Architecture

Architecture  
City Planning  
Environmental Design  
Interior Design  
Landscape Architecture

Office of the Dean  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 474-6433  
Fax (204) 474-7532

November 26, 2015

Dr. Philip Hultin  
Chair, Senate Committee on Awards  
c/o Tyler Kroeker, Awards Establishment/Selection Coordinator  
422 University Centre  
University of Manitoba

**RE: Lount Bursary for Indigenous Students**

Dear Dr. Hultin,

The Faculty of Architecture supports the establishment of the Lount Bursary for Indigenous Students.

With respect to graduate students, the Office of Institutional Analysis can confirm that each year, beginning in the 2011-2012 academic year, the percentage of self-declared Canadian Indigenous students at the graduate level in the Faculty of Architecture at the University of Manitoba has been less than the Fall 2015 University of Manitoba Indigenous student population average of 7.3%.<sup>1</sup> Because the low enrolment statistics for self-declared Canadian Indigenous students at the graduate level in the Faculty of Architecture have the potential to identify individual students, the University has chosen not to make these numbers publicly available in this document in order to ensure that student privacy is maintained.


With respect to undergraduate students, in the Fall Term of 2015, the Faculty of Architecture's self-declared Indigenous undergraduate student population was 6.9% of undergraduate enrolment, compared to the University of Manitoba Indigenous student population average of 7.3%. Indigenous student enrolment data for the past five years in the Faculty of Architecture is provided for context in the table below.

Year (Fall Term)	Number of Undergraduate Indigenous Students in the Faculty of Architecture	Total Undergraduate Students in the Faculty of Architecture	% Indigenous Students
2015	21	303	6.9%
2014	15	283	5.3%
2013	14	303	4.6%
2012	14	308	4.5%
2011	14	306	4.6%

<sup>1</sup> The University of Manitoba's Office of Institutional Analysis, *Canadian Indigenous Students by Faculty/College/School*, cited November 25, 2015.

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships, and awards for Indigenous students contributes to this commitment. This bursary will provide the Faculty of Architecture the opportunity to recruit, support, and retain Indigenous students at the University of Manitoba and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

A handwritten signature in black ink that reads "J. Beddoes". The signature is written in a cursive style with a small horizontal line at the end.

Dr. Jonathan Beddoes  
Interim Dean, Faculty of Architecture

JB/pa



UNIVERSITY  
OF MANITOBA

Enrolment Services

Financial Aid & Awards  
422 University Centre  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 474-9531  
Fax (204) 474-7543  
awards@umanitoba.ca

November 26, 2015

Dr. Philip Hultin  
Chair, Senate Committee on Awards  
c/o Tyler Kroeker, Awards Establishment/Selection Coordinator  
422 University Centre  
University of Manitoba

**RE: Lount Bursary for Indigenous Students**

Dear Dr. Hultin,

The Financial Aid and Awards office supports the establishment of the Lount Bursary for Indigenous Students.

In the Fall Term of 2015, the University of Manitoba's Indigenous undergraduate student population was 7.8% of total enrolment, compared to Manitoba's Indigenous population in 2011 of 16.7%.<sup>1</sup>

Undergraduate Indigenous student enrolment data for the past five years at the University of Manitoba is provided for context in the table below.<sup>2</sup>

Year (Fall Term)	Number of Indigenous Undergraduate Students at the University of Manitoba	Total Undergraduate Students at the University of Manitoba	% Indigenous Students
2015	1,974	25,460	7.8%
2014	1,997	25,298	7.9%
2013	1,973	25,363	7.8%
2012	1,930	24,996	7.7%
2011	1,876	24,347	7.7%

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships and awards for Indigenous students contributes to this commitment. This bursary will provide the opportunity to recruit, support, and retain Indigenous students at the University of Manitoba and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

Jane Lastra, Director  
Financial Aid and Awards

**STUDENT  
AFFAIRS**

creating opportunities for student success

<sup>1</sup> Statistics Canada. *Aboriginal Peoples in Canada: First Nations (Excl. Inuit), National Household Survey, 2011*, Catalogue no. 99-011-X2011001. Cited November 26, 2015 on Employment and Social Development Canada website: [http://well-being.esdc.gc.ca/misme-jowb/\\_3ndic.lt.4r@-eng.jsp?iid=36](http://well-being.esdc.gc.ca/misme-jowb/_3ndic.lt.4r@-eng.jsp?iid=36)

<sup>2</sup> The University of Manitoba's Office of Institutional Analysis. *Aboriginal Peoples in Canada: First Nations (Excl. Inuit), National Household Survey, 2011*. Cited November 26, 2015. [umanitoba.ca/student](http://umanitoba.ca/student)





UNIVERSITY  
OF MANITOBA

Asper School of Business

November 16, 2015

Dr. Philip Hultin  
Chair, Senate Committee on Awards  
c/o Tyler Kroeker, Awards Establishment/Selection Coordinator  
422 University Centre  
University of Manitoba

Michael Benarroch, PhD  
Dean and CA Manitoba Chair in Business Leadership  
314 Drake Centre  
181 Freedman Crescent  
Winnipeg, Manitoba  
Canada R3T 5V4  
Telephone 204-474-9712  
Fax 204-474-7928  
Email: Dean\_AasperSchool@UManitoba.ca

**RE: Manitoba Lotteries Corporation Lloyd LeVan Hall Memorial Scholarship**

Dear Dr. Hultin,

The I.H. Asper School of Business supports the amendment of the Manitoba Lotteries Corporation Lloyd LeVan Hall Memorial Scholarship.

In the Fall Term of 2014, the I.H. Asper School of Business' self-declared Indigenous student population was 3.6% of total enrolment, compared to the University of Manitoba Indigenous student population average of 7.2%.

Indigenous student enrolment data for the past five years in the I.H. Asper School of Business is provided for context in the table below.<sup>1</sup>

Year (Fall Term)	Number of Indigenous Students in the I.H. Asper School of Business	Total Students in the I.H. Asper School of Business	% Indigenous Students
2014	63	1753	3.6%
2013	55	1752	3.1%
2012	59	1742	3.4%
2011	62	1698	3.7%
2010	62	1604	3.9%

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships, and awards for Indigenous students contributes to this commitment. This scholarship will provide the I.H. Asper School of Business the opportunity to recruit, support, and retain Indigenous students at the University of Manitoba and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

Michael Benarroch

<sup>1</sup> The University of Manitoba's Office of Institutional Analysis. Cited November 16, 2015





**AGENDA ITEM:** Amendment 70/16/01 for The University of Manitoba Pension Plan (1970)

**RECOMMENDED RESOLUTION:**

Recommendation to approve Amendment 70/16/01 which amends the Plan as requested by the Office of the Superintendent – Pension Commission of Manitoba. This is essentially a housekeeping amendment.

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

Eckler Ltd., the actuarial firm for the Pension Plan, drafted Amendment 70/16/01 which amends certain provisions as requested by the Office of the Superintendent – Pension Commission of Manitoba (the "OSPC"). The Plan was previously amended by Amendment 70/11/02 to comply with the amended Pension Benefits Act and Regulations effective May 31, 2010. The OSPC requested additional wording changes after reviewing Amendment 70/11/02.

This Amendment was reviewed by management and is being recommended for approval by management.

**RESOURCE REQUIREMENTS:**

None. There is no change to the funding of the Pension Plan due to this Amendment.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

Offering a competitive pension plan to employees is essential to meet the recruitment and retention objectives for the University.

**IMPLICATIONS:**

The Pension Benefits Act includes language to ensure that consolidated plan documents are kept up-to-date. If more than four amendments are made the Superintendent may require that a consolidated Plan document be prepared, certified, and filed.

**ALTERNATIVES:**

None



**RESOLUTION OF THE BOARD OF GOVERNORS OF  
THE UNIVERSITY OF MANITOBA**

**AMENDMENT 70/16/01**

**WHEREAS** The University of Manitoba (hereinafter referred to as the "University") established a pension plan entitled "The University of Manitoba Pension Plan (1970)" (hereinafter referred to as the "Plan") effective September 1, 1970,

**AND WHEREAS** it is desired to amend the Plan to comply with the Manitoba Pension Benefits Act and Regulations,

**AND WHEREAS** Paragraph 13.1 permits the University to amend the Plan,

**NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED THAT  
EFFECTIVE May 31, 2010:**

1. Paragraph 8.5 (Mandatory Survivor Pension) is hereby deleted in its entirety and replaced by:

"If, at retirement, a Member has an Eligible Spouse, the Member shall, except as provided in Paragraph 8.6, elect a form of pension which continues to the surviving Spouse after the death of the Member, at a level of at least 60% of the pension that was payable to the Member."

2. Paragraph 9.3 (Benefit on Death After Eligible for a Supplementary Pension) is hereby deleted in its entirety and replaced as follows:

**"9.3 Benefits on Death after Eligible for a Supplementary Pension**

- (a) In the event of the death of an Active Member who is eligible to retire under Article 6, there shall be payable an amount equal to
  - (i) his or her Employee Contribution Account, plus
  - (ii) his or her University Contribution Account, plus
  - (iii) the Actuarial Equivalent of the Supplementary Pension, if any, payable to the Member in accordance with Article 8 had the Member elected to commence his or her pension at the date of death, plus
  - (iv) his or her Additional Voluntary Contribution Account, if any.
- (b) The aforesaid amount shall be payable in a cash lump sum except that, if the recipient is the Member's surviving Eligible Spouse, the benefit shall at the option of said Spouse, be paid out either:

- (i) by way of a lump sum transfer to either
  - (a) the Spouse's Locked-In Retirement Account or Life Income Fund provided that the lump sum transferred shall be administered in the same manner as pension benefit credits transferred as a deferred life annuity under The Pension Benefits Act;
  - (b) the Registered Pension Plan of which the Spouse is a member provided such a transfer is permitted by the terms of that plan, or
- (ii) by way of an annuity payable to the Spouse. The Spouse may elect an immediate life annuity or a deferred annuity for life starting before the end of the year in which the Spouse attains age 71. Such life annuity shall be provided by an Insurer selected by the University, or by the Spouse if he or she prefers, and may be guaranteed for any period up to 15 years.

Notwithstanding the foregoing, a cash payment to the surviving spouse may be required in accordance with Section 10.4.

- (c) Interest shall be calculated on the amount of the death benefit for the period from date of death to date of settlement at the rate then currently prescribed in accordance with Paragraph 7.4.
- (d) In the event of the death of any other Member who has retired, the amounts payable, if any, shall be in accordance with the form of the Retirement Benefit selected by such Member."

**I HEREBY CERTIFY** that the above is a true copy of a resolution of the Board of Governors of the University of Manitoba passed at a meeting duly held and constituted at Winnipeg on the \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_
   
Date

\_\_\_\_\_
   
Signature



**AGENDA ITEM:** Amendment 93/16/01 for The University of Manitoba Pension Plan (1993)

**RECOMMENDED RESOLUTION:**

Recommendation to approve Amendment 93/16/01 which amends the Plan to reflect the intended calculation of the **Money Purchase Maximum Contribution Limit** when it is used to determine the **Maximum Annual Defined Benefit Pension** after 2014 in respect of **Credited Service** earned prior to 2015. This is essentially a housekeeping amendment.

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

Eckler Ltd., the actuarial firm for the Pension Plan, drafted Amendment 93/16/01 which amends certain provisions of the recently adopted Consolidated Plan Document. It was discovered that the wording of the definition of the Money Purchase Maximum Contribution Limit did not reflect the intended calculation when it is used to determine the Maximum Annual Defined Benefit Pension after 2014 in respect of Credited Service earned prior to 2015. Amendment 93/16/01 corrects the wording to reflect the intended calculation.

This Amendment was reviewed by the Pension Committee and is being recommended for approval by this Committee.

**RESOURCE REQUIREMENTS:**

None. There is no change to the funding of the Pension Plan due to this Amendment.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

Offering a competitive pension plan to employees is essential to meet the recruitment and retention objectives for the University.

**IMPLICATIONS:**

The Pension Benefits Act includes language to ensure that consolidated plan documents are kept up-to-date. If more than four amendments are made the Superintendent may require that a consolidated Plan document be prepared, certified, and filed.

**ALTERNATIVES:**

None



**RESOLUTION OF THE BOARD OF GOVERNORS OF  
THE UNIVERSITY OF MANITOBA**

**AMENDMENT 93/16/01**

**WHEREAS** The University of Manitoba (hereinafter referred to as the "University") established a pension plan entitled "The University of Manitoba Pension Plan (1993)" (hereinafter referred to as the "Plan") effective January 1, 1993;

**AND WHEREAS** it is desired to amend the Plan to reflect the intended calculation of the **Money Purchase Maximum Contribution Limit** when it is used to determine the **Maximum Annual Defined Benefit Pension** after 2014 in respect of **Credited Service** earned prior to 2015;

**AND WHEREAS** Paragraph 13.1 permits the University to amend the Plan;

**NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED THAT EFFECTIVE JANUARY 1, 2015:**

Paragraph 1.34 (Money Purchase Maximum Contribution Limit) shall be amended by replacing the phrase "the Money Purchase Maximum Contribution Limit for the preceding year" in subparagraph (1)(ii) by "the amount determined under this paragraph (a) for the preceding year".

**I HEREBY CERTIFY** that the preceding is a true copy of a resolution of the Board of Governors of the University of Manitoba passed at a meeting duly held and constituted at Winnipeg on the \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature





**AGENDA ITEM:** 2016–2017 Residence Room and Meal Plan Rates

**RECOMMENDED RESOLUTION:**

**That the Board of Governors approves:**

**A) Residence room rates for 2016-17 of:**

- Pembina Hall Residence- \$6,806
- Arthur Mauro Residence- \$7,278
- Mary Speechly Hall Residence- \$5,198 (single); \$3,320 (double)
- University College Residence- \$5,294 (single); \$3,382 (double)
- Extended Stay- \$100

**B) Meal plan rates for 2016-17 of:**

- 10 Meals per Week plus \$500 FoodBucks - \$4,806
- 15 Meals per Week plus \$500 FoodBucks - \$5,176
- 7-Day Unlimited plus \$125 FoodBucks - \$5,330
- Super Saver Membership - \$2,310 FoodBucks
- Premium Membership - \$2,940 FoodBucks

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

There are four University-operated student residence facilities on campus offering a variety of room and meal plan options. The current student demographic in residences is 57% international / 43% domestic, and 65% of all resident students are first year students.

**Pembina Hall Residence:**

- Year built: 2011
- 358 beds
- Semi-suite style residence with private washroom
- Three **mandatory** meal plan options<sup>1</sup>

**Arthur V. Mauro Residence:**

- Year built: 2003
- 318 beds
- Upper years only
- Two bedroom suite-style residence with shared kitchen area and washroom
- Optional meal plans available

**Mary Speechly Hall:**

- Year built: 1964
- 240 beds
- Dormitory-style residence with double or single rooms; communal washrooms
- Three **mandatory** meal plan options <sup>1</sup>

**University College Residence:**

- Year built: 1964
- 256 beds
- Dormitory-style residence with double or single rooms; communal washrooms
- Two **mandatory** declining balance meal plan options <sup>2</sup>

<sup>1</sup> **Mandatory Meal Plan Options** –10 meals per week plus \$500 FoodBucks (declining balance), 15 meals per week plus \$500 FoodBucks (declining balance), and 7-day all-you-care-to-eat meals plus \$125 FoodBucks (declining balance).

<sup>2</sup> **Declining Balance Meal Plans** – Super Saver - \$2,310 (plus taxes) and Premium - \$2,940 (no tax) can be used at any University Food Services outlet. \$150 may be used at UMSU-operated Degrees or Hub Restaurants.

**A. Proposed 2016-17 Room Rates:****Recommendation:**

1. The **Pembina Hall Residence** room rate would increase from \$6,604 to \$6,806. This plan would be sold for \$3,403 per term.
2. The **Arthur V. Mauro Residence** room rate would increase from \$6,962 to \$7,278. This plan would be sold for \$3,639 per term.
3. The **Mary Speechly Hall** single room rate would increase \$4,856 to \$5,198; and the double room rate would increase from \$3,102 to \$3,320. These plans would be sold for \$2,599 and \$1,660 respectively per term.
4. The **University College** single room rate would increase \$4,856 to \$5,294; and the double room rate would increase from \$3,102 to \$3,382. These plans would be sold for \$2,647 and \$1,691 respectively per term.
5. An **Extended Stay** fee would be applied only to those students staying over the holiday break. The fee would increase from \$95 to \$100.

**Rationale:**

Last year's submission called for a 5% increase across-the-board to room rates with the expectation that it will take about five years of similar increases before Student Residences are at a point of being self-sustaining, including necessary capital reinvestment. As we enter year two of this five-year plan, this remains our goal, however, we are proposing a change in the distribution of room rate increases from 5% across the board to a more varied increase. This approach reflects a careful consideration to equitability, scheduled capital reinvestment, and the concern that a more substantial increase to Pembina Hall and Arthur Mauro room rates may ultimately dissuade students from choosing to live on campus – especially if the decision is driven solely by cost – which could result in higher vacancy rates. This, in conjunction with the fact that more new purpose-built student-housing choices are becoming available in and around the University, makes us vulnerable to the off-campus housing market competition in a way we have not experienced in recent history. We are therefore only proposing a 3% increase to Pembina Hall and a 4.5% increase to Arthur Mauro. Our older dorm style buildings – Mary Speechly and University College – which require more significant capital reinvestment, yet remain competitively priced, we are proposing a 7% and 9% increase respectively. We would also like to adopt a per term pricing model for the 2016-17 year as this is how fees are collected at this and most other U15 institutions. As such, the pricing shown in the submission is listed by its annual cost for comparison purposes.

These room rate increases will allow us to continue to focus on improving the quality of the residence facilities by reinvesting in building infrastructure, renovating and creating new spaces and refreshing furniture and equipment. Most of these capital improvements are necessary for the maintenance of University College and Mary Speechly (our two oldest residences). One of the major investments in University College planned to start in the summer of 2016 is the replacement of the windows in University College. This project would span 4 years and is estimated to cost \$750,000 per phase. In Mary Speechly, projects include door and bathroom upgrades as well as a new community kitchen space. These projects are estimated at \$400,000 and include a \$150,000 International student support initiative grant towards the new community kitchen space. The increases to Arthur Mauro and Pembina Hall room rates reflect increased utilities costs, general operating expenses, minor upgrades as well as continued mortgage payments on Arthur Mauro and Pembina Hall Residences. Table 6 shows a detailed financial projection.

Tables 3 & 4 compares our current room rates with other Canadian university residence offerings and even with the proposed increases, our rates remain below the national average for single dorm rooms and well below the average for double dorm rooms.

Directly comparing on-campus and off-campus rates can be challenging especially because accommodation styles differ so greatly. However, Table 5 attempts to show both off and on-campus housing rates as comparably as possible, expressed in a monthly rent cost per student (including basic utilities, furniture and excluding meals). The table shows that while the semi-suite style and dorm-style accommodations offered in Pembina Hall, Mary Speechly and University College are unique to on-campus living, the proposed rates in these categories still offer competitive overall monthly living costs for students. The suite-style rate proposed for Arthur Mauro, which is being compared to an off-campus two-bedroom apartment, is above the average market rate but still remains at the national average rate among competing and other U15 residences offering accommodations in this category. In addition, we would suggest that comparing overall student housing costs requires the consideration of value-added matters such as convenience/lack of transportation costs, all utilities, flexible lease terms, in-house residence

security presence and a student support and development infrastructure. These are significant differences that ultimately define residence living, and clearly distinguish it from living off campus.

We are also seeking Board approval for a \$100 extended stay fee for students staying over the 2016 holiday break. This fee extends student contracts for 12 days during the holiday break. Only students who declare their intent to stay (almost exclusively International students) are required to pay this fee. The fee does not include meals and is intended to cover the costs associated with 24-hour residence security and a minimal provision of caretaking during this period. We trialed this fee for the 2015 holiday break with success in terms of being able to easily identify those students staying over the break and being able to provide a base service based on need. This year we are partnered with the UMSU group Segue or "Red Frogs" to provide regular shuttle service to grocery stores over the break for International students staying in residence. This, in addition to the improved community kitchen space in Mary Speechly, will help address student access to food during the break.

## **B. Proposed 2016-17 Meal Plan Rate Increases:**

### **Recommendation:**

#### **1. Mary Speechly Hall and Pembina Hall Residence Mandatory Meal Plan Options**

- 10 Meals per Week plus \$500 FoodBucks would increase from \$4,665 to \$4,806. This plan would be sold for \$2,403 per term.
- 15 Meals per Week plus \$500 FoodBucks would increase from \$5,025 to \$5,176. This plan would be sold for \$2,588 per term.
- 7-Day Unlimited plus \$125 FoodBucks would increase from \$5,175 to \$5,330. This plan would be sold for \$2,665 per term.

#### **2. University College Residence Declining Balance Meal Plan Options**

- Super Saver Membership (declining balance FoodBucks) would increase from \$2,200 (plus taxes) to \$2,310 (plus taxes). This plan would be sold for \$1,155 (plus taxes) per term.
- Premium Membership (declining balance FoodBucks) would increase from \$2,800 (no tax) to \$2,940 (no tax). This plan would be sold for \$1,470 (no tax) per term.

#### **3. Arthur V. Mauro Residence- Optional Meal Plans Available**

### **Rationale:**

National food cost increases between October 2014 and October 2015 were 4.1% according to Statistics Canada. However these numbers are affected by the individual "basket", with meat averaging a 9.5% increase and both fresh fruit and vegetables are averaging a 13.0% and 13.9% increase respectively. While eggs had remained a predictable 2.1% increase year over year, we are currently seeing a large spike in pricing. This volatile trend is becoming the new "normal".

With respect to the declining balance plans (University College), there has been no increase in six years while corresponding retail prices have risen. In particular, without some inflationary adjustment to the non-taxable plan, we are assuming more risk of falling below the non-taxable threshold as determined by the Canada Revenue Agency as each year passes without an adjustment.

Items deemed "sustainable, specialty, and/or healthy food options" are in high demand and we continue to spend more on these products to meet stakeholder expectations. Paper is also a nature of expense that has been dramatically affected by moving to more sustainable packaging. Industry standard for paper as a line item is approximately 2.0% of total budget. Last fiscal year actual was 3.1%; this increase is directly attributable to more sustainable packaging choices.

The University of Winnipeg (U of W) starts Mandatory Declining Balance Plans at a higher cost than comparable plans at the University of Manitoba. The U of W meal plans are also priced by term or session. We would like to adopt a per term pricing model for the 2016-17 year. As such, the pricing shown in the submission is listed by its annual cost for comparison purposes. For reference purposes, the three non-taxable declining balance meal plans available at the U of W carry per-term prices ranging from \$1725 per term to \$2575.

**Rate Summary**

	<b>Current Rate</b>	<b>Proposed Rate</b>	<b>Change</b>
<b>Room Rates</b>			
PHR	\$6,604	\$6,806	3%
AVM	\$6,962	\$7,278	4.5%
MSH - Single	\$4,856	\$5,198	7%
MSH - Double	\$3,102	\$3,320	7%
UCR - Single	\$4,856	\$5,294	9%
UCR - Double	\$3,102	\$3,382	9%
Extended Stay	\$95	\$100	5.3%
<b>Meal Plan Rates</b>			
<b>PHR/MSH</b>			
10 meals per week plus \$500 FB	\$4,665	\$4,806	3%
15 meals per week plus \$500 FB	\$5,025	\$5,176	3%
7-day unlimited plus \$125 FB	\$5,175	\$5,330	3%
<b>UCR</b>			
Super Saver	\$2,200	\$2,310	5%
Premium	\$2,800	\$2,940	5%

**RESOURCE REQUIREMENTS:**

N/A

## **CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

Student Residences continues to work towards Building Community and providing our students with improved accommodation facilities, dining services and support programs that will create an outstanding living and learning environment. This includes providing residence students with opportunities for engagement with community both internal and external to the University.

## **IMPLICATIONS:**

Students Residences' mission is to provide quality on-campus accommodations in a safe, supportive, engaging and community-rich environment that promotes the personal, cultural, and social growth of our students, while enhancing the likelihood of their success.

## **ALTERNATIVES:**

1. Lower Proposed Increases- this option would not cover operating cost increases in 2016-17 and would not allow for any capital investment into the properties.
2. Higher Proposed Increases may result in vacancies dependent on student reaction.

## **CONSULTATION:**

The following have been consulted on the contents of this submission: Resident Student Councils; UMSU; Director of Student Residences; General Manager of U of M Dining Services; Physical Plant; Director of Accounting, Ancillary Services; Director of Ancillary Services; and the Comptroller.



### Board of Governors Submission

**Routing to the Board of Governors:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Tom Hay</u>	<u>Feb 8, 2016</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>P. Alton</u>	<u>Feb 9, 2016</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>D. B...</u>	<u>Feb 10, 2016</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>FAHR</u>	<u>March 1, 2016</u>
<input type="checkbox"/>	<input type="checkbox"/>		

**Submission prepared by:**

Barry Stone, Director of Student Residences  
Andrea Edmunds, Director of Ancillary Services

**Submission approved by:**

**Attachments**

- Table 1 - 2015/16 Winnipeg Rental Market Information*
- Table 2 - 2015/16 Semi-Suite/Suite with Private Washroom Comparisons in Canada*
- Table 3 - 2015/16 Single Room Comparisons in Canada*
- Table 4 - 2015/16 Double Room Comparisons in Canada*
- Table 5 - 2015/16 Off-Campus vs. Student Residences Cost of Living Comparison*
- Table 6 - Ancillary Services Business Plan for Student Residences*

**Table 1**

**2015/16 Winnipeg Rental Market Information**

	<b>April 2014 Vacancy rate for Winnipeg (%)</b>	<b>April 2015 Vacancy rate for Winnipeg (%)</b>
<b>Bachelor</b>	1.8	1.7
<b>1 bedroom</b>	1.9	2.4
<b>2 bedroom</b>	2.3	2.3
<b>3 bedroom</b>	1.4	1.8

	<b>April 2014 Room Rent Rate for Winnipeg (\$)</b>	<b>April 2015 Room Rent Rate for Winnipeg (\$)</b>	<b>Difference in %</b>
<b>Bachelor</b>	559	584	4.5
<b>1 bedroom</b>	751	785	4.5
<b>2 bedroom</b>	969	1033	6.6
<b>3 bedroom</b>	1135	1205	6.2



Table 2

**2015/16 Semi-Suite/Suite w/Private Washrooms  
Comparisons in Canada**

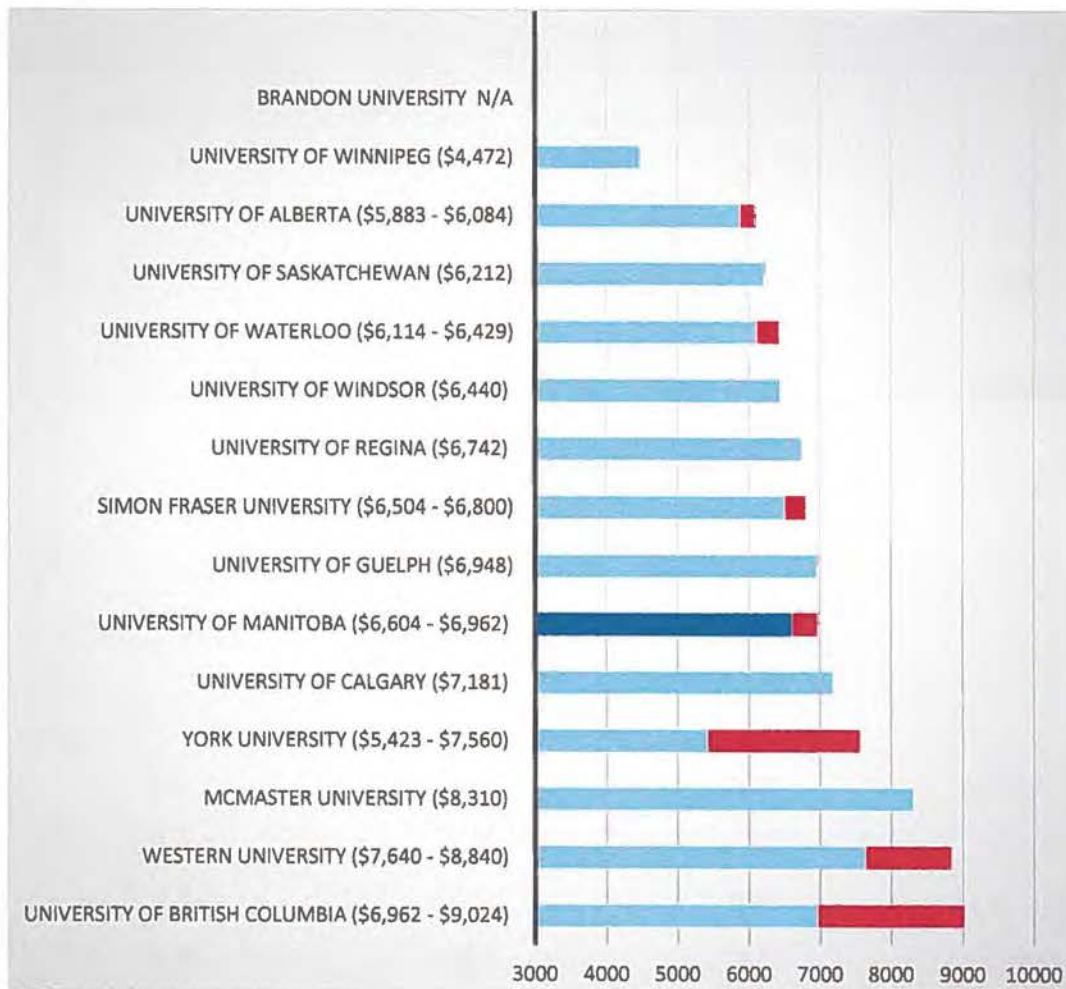
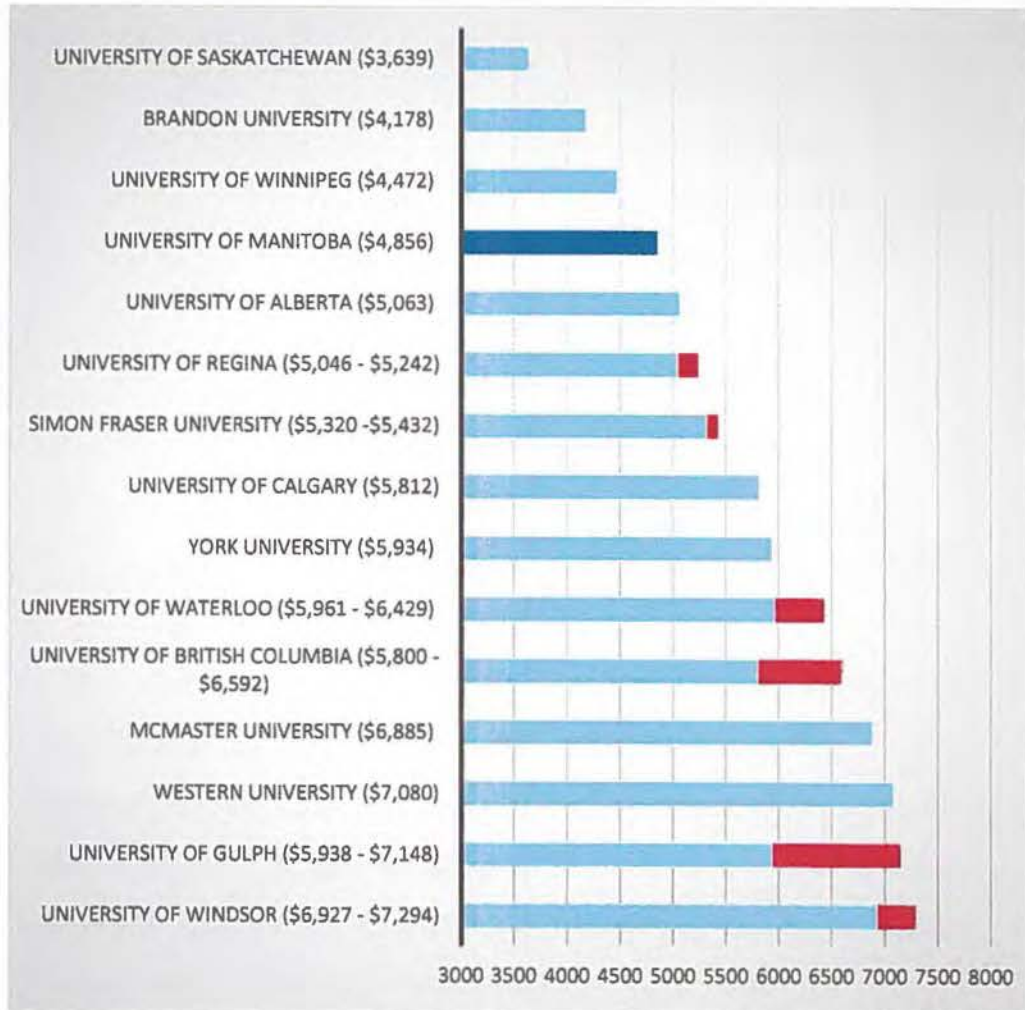


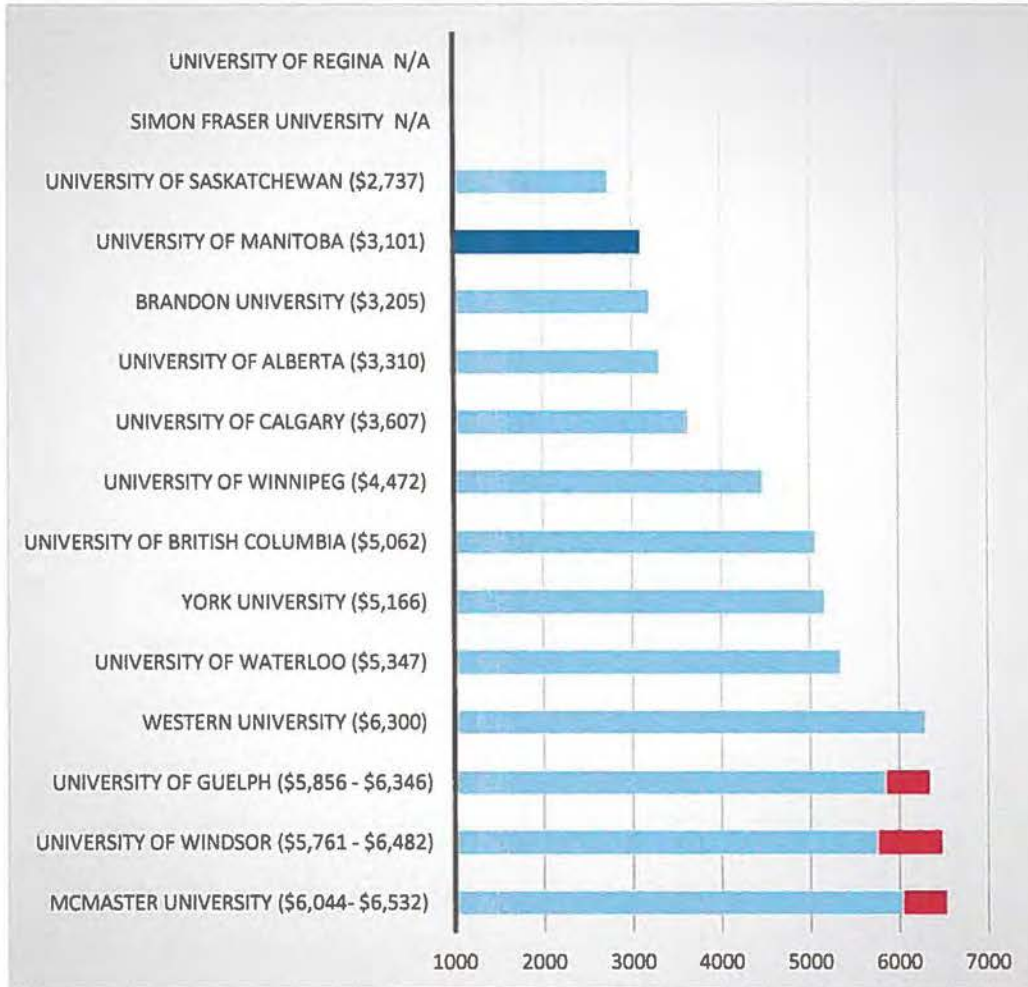
Table 3

### 2015/16 Single Room Comparisons in Canada



**Table 4**

**2015/16 Double Room Comparisons in Canada**



**Table 5**  
**2015/16 Off-Campus vs. Student Residences**  
**Cost of Living Comparison (per person)**

<b>Off- campus Unit Type</b>	<b>On- campus Comparable unit type</b>	<b>*Min Monthly Rate Off Campus (\$)</b>	<b>*Max Monthly Rate Off Campus (\$)</b>	<b>*Average Monthly Rates Off Campus (\$)</b>	<b>University Residence Monthly Rates (\$)</b>
<b>Bachelor</b>	Semi-suite (PHR)	672	1008	823	825
<b>1 BR Apartment</b>	N/A	789	1276	1,049	N/A
<b>2 BR Apartment</b>	Suite Style (AVM)	478	840	643	870
<b>3 or more BR Apartment</b>	Dormitory Style (UC/MSH)	363	885	504	387-607

\*Based on a 12 month lease. Includes all utilities (Internet, cable, hydro) and furniture allowance. Off-campus rates are based on surveyed properties within an 8 km radius from campus.

**Table 6**

**Ancillary Services Business Plan for Student Residences**

	Actual 2014	Actual 2015	Projection 2016	Projection 2017	Projection 2018	Projection 2019	Projection 2020	Projection 2021
<b>Room revenues</b>	6,343,711	6,502,428	6,760,400	7,098,420	7,453,341	7,826,008	8,217,308	8,422,741
<b>Other income</b>	1,761,890	1,504,575	1,669,600	1,119,688	1,771,279	1,824,417	1,879,150	1,935,524
	<b>8,105,600</b>	<b>8,007,003</b>	<b>8,430,000</b>	<b>8,218,108</b>	<b>9,224,620</b>	<b>9,650,425</b>	<b>10,096,458</b>	<b>10,358,265</b>
<b>Salaries and benefits</b>	1,752,692	1,682,360	1,745,938	1,784,646	1,834,961	1,894,797	1,956,667	2,014,048
<b>Repairs and maintenance</b>	255,277	487,373	355,500	362,610	369,862	377,259	384,805	392,501
<b>Utilities</b>	951,005	1,016,091	1,066,760	1,120,098	1,142,500	1,165,350	1,188,657	1,212,430
<b>Other operating</b>	1,546,583	1,861,001	1,758,900	1,794,078	1,829,960	1,866,559	1,903,890	1,941,968
<b>Debt servicing</b>	3,374,079	3,378,902	3,395,030	3,395,030	3,394,888	3,395,001	3,394,942	3,395,168
	<b>7,879,636</b>	<b>8,425,727</b>	<b>8,322,128</b>	<b>8,456,462</b>	<b>8,572,170</b>	<b>8,698,966</b>	<b>8,828,961</b>	<b>8,956,115</b>
<b>Residence Contribution (loss)</b>	225,964	(418,724)	107,872	(238,354)	652,449	951,459	1,267,497	1,402,150
<b>Capital requirements</b>	4,937,435	133,152	461,882	1,150,000	850,000	1,100,000	1,050,000	1,100,000
<b>Total Residence (loss)</b>	<b>(4,711,471)</b>	<b>(551,876)</b>	<b>(354,010)</b>	<b>(1,388,354)</b>	<b>(197,551)</b>	<b>(148,541)</b>	<b>217,497</b>	<b>302,150</b>
<b>Annual room rate increase</b>	5.1%	2.5%	5.0%	5.0%	5.0%	5.0%	5.0%	2.5%

Room rate Increase 5% annually to 2020, other Income increase 3% annually, except for a reduction for the 2017 Canada Summer Games  
 Salaries increase 2017 1.5% 2018 2%, 20% benefits and 1.215 H&E levy, and 3% annually thereafter  
 Taxable Benefits 5% (2016-2020) and 2.5% (2021-2025) annually equivalent to increase in room rates  
 All other expenses including administrative fees increase 2% annually  
 Utilities increase 5% for 2017 and 2% annually thereafter  
 Debt Servicing - As per treasury schedules amortization: AVM to 2028; PH to 2040  
 Capital Requirements based on adjusted VFA Bldg. Asset Base Assessments



**AGENDA ITEM:** Sustainability Strategy 2016-2018

**RECOMMENDED RESOLUTION:**

That the Board of Governors approve the Sustainability Strategy 2016-18

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

Attached for approval is *Sustainability Strategy 2016-2018* (Attachment 1). This document builds on results of the Sustainability Tracking, Assessment and Rating System (STARS) benchmarking exercise presented to the Board on November 24, 2015 and incorporates feedback received at that meeting as well as through a community engagement process. The input of the University's Sustainability Committee, made up of students, faculty and administrative staff, was central to the preparation of this document. The Strategy is aligned with and supports both *Taking Our Place: University of Manitoba Strategic Plan 2015-2020* and the proposed *Visionary (re)Generation Master plan*.

The Strategy succeeds and replaces the University's first sustainability strategy (*Sustainability at the University of Manitoba: A Strategic Vision for Action*) endorsed by the Board in 2012. That strategy was intended as a living document, with review and renewal after 3 years. The new Strategy benefits from 3 years of dedicated focus on (and resourcing of) sustainability by the University – an inheritance created by the 2012 strategy. It is more focused, is grounded on baseline data, and is a generation beyond the previous strategy (Attachment 2).

*Sustainability Strategy 2016-2018* maintains the direction established by the University's sustainability policy with a focus on leadership, integration of sustainability into all areas of endeavor and participation of the University community. The Strategy focuses on actions to be accomplished in the next 3 years but also suggests medium and longer-term actions that would continue progress.

**RESOURCE REQUIREMENTS:**

The 46 priority actions to be completed in 2016-2018 include items that can be accomplished through baseline staff resources (20 items; reflecting the level of integration and support for sustainability achieved to date) or are currently funded (11 items; totaling an estimated \$229,500-\$254,500). Resources are required to support unfunded actions (15 items; totaling \$450,000 to \$965,000) (see list in Attachment 3).

Two significant projects (accessibility audit - \$150,000-\$350,000 and exploring partnerships for building energy reduction projects & delivery methods - \$50,000-\$200,000) make up the majority of the unfunded Strategy resource request. The former is central to advancing social sustainability and for compliance with the *Accessibility for Manitobans Act*. The latter is key to action on climate change and is intended to drive cost savings.

These estimates are order-of-magnitude, and the range indicated relates to a range of delivery methods that could be selected, including very optimistic use of internal resources. Partnerships (including internal partnerships with Faculties), grants and partnerships will be pursued to manage/minimize costs without diminishing quality.

This investment will:

1. Advance work underway to 'get our house in order' by formalizing our (often good) practices (e.g. integrated pest management) or enabling transparent reporting (e.g. greenhouse gas emission inventory); and/or
2. Serve as a precursor to cost savings/enable cost avoidance (e.g. waste prevention plan; water use assessment; building energy reduction); and/or
3. Enable efficient and impactful action to advance social and environmental sustainability (e.g. accessibility audit; food strategy; biodiversity assessment)

Project scoping and design will ensure favourable investment appraisals at the project level. Major/strategic items such as sub-plans coming back to the Board of Governors for considerations and approval (see 'Implications' below).

#### **CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

*Sustainability Strategy 2016-2018* Aligns with University mission, vision and values (particularly innovation, accountability and sustainability) and supports the priorities established in *Taking Our Place: The University of Manitoba Strategic Plan (2015-2020)* in the following ways:

- I. Inspiring Minds through Innovative & Quality Teaching
  - Peer education and building occupant engagement campaigns will engage the University in informal and non-formal sustainability education that fosters sustainable behaviors and life skills.
- II. Driving Discovery and Insight through Excellence in Research, Scholarly Work & Other Creative Activities
  - A *Sustainable Research in Action* program will foster academic/administrative-operational partnerships and use the campus as a sustainability living lab to promote applied student research.
- III. Creating Pathways to Indigenous Achievement
  - Indigenous communities' perspectives and input will inform the design and implementation of actions in the Strategy; Indigenous people will participate in shaping how the plan is implemented and have access to the opportunities created through the Strategy's actions.
- IV. Building Community that Creates an Outstanding Learning and Working Environment
  - The Strategy concentrates on engaging all members of the community in energy and water conservation, greenhouse gas emissions reduction, prevention of waste and increased personal wellness. As well, it includes an emphasis on safe and healthy work and learning environments and on responsible purchasing of goods and services we use in our environments.
  - Forward looking actions including managing stormwater and investigating means of reducing urban heat island effects will ensure an outstanding learning and working environment as our climate changes in the coming decades.

V. Forging Connections to Foster High Impact Community Engagement

- The actions presented in the Strategy are the product of an extensive community engagement process. Consultation and engagement will continue on a project-by-project basis as the Strategy is implemented.
- The *Sustainability Research in Action* program can grow to extend beyond campus to support student action on community sustainability challenges.
- A partnership approach could accelerate progress in many areas (for example, energy efficiency and demand reduction). Industry, government, alumni and donor relationships will be cultivated.
- Formalizing the University's community engagement framework is identified as a priority action.
- The Strategy includes actions to develop baseline measures for noise and light pollution, helping to ensure the University performs as a good neighbour.

**IMPLICATIONS:**

*Sustainability Strategy 2016-2018* will guide the prioritization and implementation of sustainable development projects for the next 3 years and provide guidance for actions beyond a 3-year horizon. In order to ensure continued progress, the Strategy will undergo comprehensive review in 2018.

In the coming years, the following items identified in the Strategy may be brought to the Board of Governors for information or approval, in accordance with University governance policies:

- Green Building Policy or Strategy
- Waste Prevention Strategy
- Sustainable Transportation Plan
- Food Strategy
- Conservation & Biodiversity Plan
- Climate Change Action Plan
- Any other items that result in the development of a policy intended to guide or change institutional practice

The Strategy and the actions contained therein will maintain University compliance with the *Sustainable Development Act Regulation 4/2004*, and fulfill commitments made by the University under the *College and University Presidents' Climate Change Statement of Action for Canada* and the Talloires Declaration.

With full implementation of actions in the Strategy, the University will maintain a position of leadership on sustainable development and could achieve a Gold Rating under the Sustainability Tracking, Assessment and Rating System (STARS) (version 2.0), improving on our current Silver Rating and demonstrating leadership on a national/global level. The targets proposed for energy and emission reduction are generally in line with those advocated through the Paris Agreement and with federal/provincial targets and achievable through actions suggested in the plan (building energy reduction, alternative fuels, organic waste management, sustainable transportation).



**ALTERNATIVES:**

N/A

**CONSULTATION:**

The Strategy is the result of extensive stakeholder and community engagement. In preparing the Strategy, the Office of Sustainability has incorporated input from:



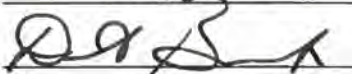
- Indigenous Achievement (November 20, 2015)
- Board of Governors (November 24, 2015)
- Student Affairs Professional Development Workshop (November 26, 2015)
- Indigenous Students' Centre (December 7, 2015)
- Middle Managers Group (December 9, 2015)
- Ancillary Services Management Team (December 17, 2015)
- Senior Management Group (following meeting of January 12, 2016)
- Associate Deans (Undergraduate) (January 12, 2016)
- Associate Deans (Graduate) (January 21, 2016)
- University of Manitoba Graduate Students Association Council (January 27, 2016)
- University of Manitoba Students' Union Council (January 28, 2016)
- University's Sustainability Committee (May 19, June 15, September 22, and December 15, 2015)
- Students & Staff (Open houses January 19, 20 & 27, 2016; 5-week online window for feedback)

Additionally, substantial feedback from the Visionary (re)Generation planning process, particularly the Energy & Sustainability Performance Management Working Group (which includes Manitoba Hydro and the City of Winnipeg) supported Strategy drafting.



Board of Governors Submission

Routing to the Board of Governors:

Reviewed	Recommended	By	Date
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		FEB 9, 2016
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Feb 9 / 16
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Feb 12, 2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FAHR	March 1, 2016
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: The Office of Sustainability, IAN HALL

Submission approved by: \_\_\_\_\_

*This must be the President, a Vice-President, or the University Secretary.*

Attachments

Please list any related material attached. Ideally attachments for any given submission will not exceed ten (10) pages.

1. Sustainability Strategy 2016-2018
2. Key Differences: Sustainability at the University of Manitoba: A Vision for Action (2012) vs. Sustainability Strategy 2016-2018
3. Timeline and Order-of-Magnitude Cost Estimates

# SUSTAINABILITY STRATEGY

2016-2018

DRAFT  
2.2



# ACKNOWLEDGEMENT

The University of Manitoba campuses are located on original lands of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

The University of Manitoba is committed to a renewed relationship and dialogue with First Nations, Métis, and Inuit peoples based on the principles of mutual trust, respect, and reciprocity. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

The University of Manitoba is committed to ensuring that First Nations, Métis and Inuit knowledge, cultures and traditions are embraced and reflected in the pursuit of its mission.



The University of Manitoba's Fort Garry Campus and the historic Red River.

# EXECUTIVE SUMMARY

The University of Manitoba is committed to being a sustainable development leader. Our teaching and research contributes to global knowledge of sustainability and the actions and decisions we make build a healthy, inclusive community that respects the Earth.

The University's Sustainability Policy outlines a commitment to leadership, integrated sustainability planning and a participatory approach. The University's first Sustainability Strategy, created in 2012, drove action across the University community. Progress was recognized by the achievement of a Manitoba Excellence in Sustainability Award in 2014 and a Sustainability Tracking, Assessment and Rating System (STARS) Silver rating from the Association for the Advancement of Sustainability in Higher Education in 2015.

The strategy presented here focuses on the next 3 years with inclusion of longer-term activities to continue momentum and imagine the path forward. The vision and overall direction of the strategy remain consistent with that set in 2012, and its goals have been updated to be reflective of the University's strategic priorities as stated in *Taking Our Place Strategic Plan 2015-2020*.

The strategy identifies 70 actions related to resource conservation and efficiency, transportation and accessibility, ecology and environment, land use, climate and campus life that touch on all aspects of University programs, operations and community. A robust set of performance indicators is also included to enable impacts and overall progress to be tracked.

Collectively, these actions will create new opportunities for students, deliver social benefits for our community, affirm and maintain our position as a school and an employer of choice, and contribute to the sustainable financial management of the University. If fully implemented, the strategy will result in a Gold rating under the STARS 2.0 system.

Achieving the University's sustainability vision will require involvement and commitment from all members of our community. Partnerships with the community, the private sector, governments and other universities and colleges will be essential to growing and sharing knowledge that supports efficient progress and also for the University of Manitoba to share our experience, innovation and leadership with others.

## SUSTAINABILITY BIG MOVES

Sustainability Strategy 2016-2018 includes eight big moves that will drive integration of sustainability into new areas or substantially broaden the reach of current initiatives.

- Sustainability Research in Action Program: An applied research opportunity that establishes the campus as a living lab for the study and advancement of sustainable development and could grow to support community research placements.
- Green Office Program: Participants can select actions and approaches that advance office sustainability goals related to waste, energy, water, transportation and kitchens.
- Sustainable Transportation Plan: A plan to enhance and promote the range of infrastructure and services available to support healthy, safe and sustainable mobility options for our community.
- Organic Waste Management: Exploring ways to safely and affordably use organic waste as a resource will support greenhouse gas emission reduction, waste reduction and nutrient management.
- Visionary (re)Generation Fort Garry Campus Master Plan: This new plan will be a framework for the University's largest campus to develop into a connected, transformative, sustainable, destination community.
- Indigenous Design and Planning Principles: Developed through community dialogue led by the University's Indigenous communities, during The Visionary (re)Generation planning process these principles will support Indigenization and promote understanding, inclusion and reconciliation.
- Advancing the Strategic Research Plan: The research themes and signature areas in this 5-year plan represent significant contributions to global sustainability.
- Green Operations & Maintenance: Renewing policy around green buildings will support the creation of learning and work environments that foster wellness, productivity and that meet the needs of the community today and tomorrow

# MESSAGE FROM THE PRESIDENT AND VICE-CHANCELLOR

I am pleased to introduce the University of Manitoba's Sustainability Strategy 2016-2018. This Strategy will further activate the University's commitment to being a leader in sustainable development and to delivering world-class teaching, learning, and research while respecting and regenerating the planet.

Working together, our community has successfully advanced sustainability in a number of key areas over the last three years: energy demand reduction and energy efficiency continue to improve, our grounds management team is using integrated pest management to reduce the need for pesticides, and sustainable transportation options have increased. Sustainability is integrated into new areas such as orientation and office programs, and a range of priority initiatives are underway to support social sustainability in areas of Indigenous achievement, mental health and active living. As well, the University's Strategic Research Plan, completed in 2015, includes a range of themes and signature research areas that will continue our contribution to building global sustainability knowledge.

Looking ahead, the actions in Sustainability Strategy 2016-2018 will see the creation of new opportunities to deliver social benefits for our community, affirm and maintain our position as a school and an employer of choice, and contribute to the sustainable financial management of the University. These actions will provide both short and long-term benefits to the University and its endeavour.

I would like to thank University community members for the collaboration, creativity, and dedication that has carried us this far, and to empower you – as trailblazers and visionaries – to be part of the next steps we take together.

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





# MESSAGE FROM THE SUSTAINABILITY COMMITTEE CHAIRPERSON

Since 2011, the University of Manitoba's Sustainability Committee has worked to transform the University of Manitoba into a more ecologically, socially and economically sustainable place in which to learn, work and play. We have provided advice and guidance to the University, and particularly to the Office of Sustainability, in support of a wide range of exciting sustainability initiatives.

The work of the Sustainability Office and all the students, staff and faculty that have helped them in the last couple of years cannot be overstated. That effort has got the University community where we are now, which includes a prestigious institutional rating of Silver from the Association for the Advancement of Sustainability in Higher Education (AASHE) and a commendation for being a "top performer" in several areas in the AASHE annual review of 2015.

The Sustainability Committee envisions the University's sustainability plan as a living document, to be reviewed and renewed regularly. As the successor to Sustainability at the University of Manitoba: A Vision for Action (2012), the Sustainability Strategy 2016-2018 is a critical step in realizing UofM's sustainability vision and in addressing some of the most pressing issues we face as an institution, as a community and as a society. Sustainability Strategy 2016-2018 sets out an ambitious agenda for the integration of sustainable development into all University activities.

Every member of the Sustainability Committee looks to the future with great optimism in terms of continuing achievement on sustainable development at the University, while taking on new and pressing sustainability challenges.

In this, we act to fulfill the responsibilities of institutions of higher learning to create, maintain and share knowledge for national wellbeing and to develop and advance sustainability locally.

Dr. John Sinclair  
Chairperson, University of Manitoba Sustainability Committee



# CONTENTS

<b>Acknowledgements</b>	<b>2</b>
<b>Executive Summary</b>	<b>4</b>
<b>Message from the University President &amp; Vice Chancellor</b>	<b>6</b>
<b>Message from the University Sustainability Committee Chairperson</b>	<b>7</b>
<b>Vision</b>	<b>10</b>
<b>Introduction</b>	<b>12</b>
<b>Engagement</b>	<b>14</b>
<b>Leadership through Integrated Sustainability Planning</b>	<b>16</b>
<b>Goals, Strategies and Performance Measures</b>	<b>18</b>
1. Resource Conservation and Efficiency	22
2. Transportation and Accessibility	24
3. Ecology and Environment	26
4. Land Use	28
5. Climate	30
6. Campus Life	32
<b>Moving Forward</b>	<b>34</b>
<b>References</b>	<b>36</b>



The UMSU garden grows healthy food, social connections, and education opportunities.



## OUR PERSPECTIVE ON SUSTAINABILITY

The University views sustainability as having three interrelated and mutually supportive dimensions: environmental, social, and economic. Planning to address these dimensions of sustainability will protect the long-term resiliency of the University in terms of its programs, people and its physical resources.

Social sustainability includes the preservation and strengthening of cultural identities; the decreasing of social inequities; the empowerment of marginalized groups; and an emphasis on collaborative, participatory, and inclusive decision-making processes. There is also a particular commitment to social sustainability that builds and expands an Indigenous presence and visibility at the University that will result in improved access, recruitment, retention, and completion for First Nations, Inuit and Métis learners. The University is dedicated to becoming a place where all Indigenous students have a home.

Economic sustainability necessitates making economic decisions that reflect environmental and social effects, and requires prudence and care in creating efficiencies and locating new revenue streams to ensure that resources continue to be available to pursue the University's overall mission. Overall, the University wishes to ensure that its present actions do not decrease the chances for future generations to achieve levels of well-being that are at least as great as those achieved now.

Environmental sustainability includes maintaining and increasing ecological functions, ensuring that natural resources and ecosystems are not utilized beyond their regenerative capacities, transitioning from non-renewable to renewable natural resources and energy, and preserving and enhancing biodiversity. The way we design the built environment has implications for the long-term reduction of greenhouse gas emissions. For example, designing a more walkable dense urban environment can reduce car dependency and allow for more land dedicated to the natural systems that both human and non-human species rely on.

# INTRODUCTION

## CONTEXT

Welcome to the University of Manitoba's Sustainability Strategy. This is the second sustainability strategy for the University, and it builds from the vision established in Sustainability at the University of Manitoba: A Strategic Vision for Action, developed in 2012. Like its predecessor, Sustainability Strategy 2016-2018 offers a shared vision for sustainability—a vision for the community, from the community. Through dialogue and consultations across the University including the Visionary (re)Generation initiative the University of Manitoba community has put forward a picture of the place we want for today and for tomorrow.

The vision for leadership and integration of sustainable development into all University activities is an ambitious one, but we are primed for success: we have a caring, committed, creative and connected community and have recently confirmed sustainability as a core value and integrated it into Taking Our Place, our strategic plan. These factors and others have given us a proven capacity for achievement, evidenced by the progress made over the last 3 years.

## PURPOSE

This is the first renewal of the University's inaugural sustainability plan. It is also the first of two anticipated renewals that will support achieving the ambitious goals of Taking Our Place, the University's overall strategic plan (which extends until 2020). Taking Our Place confirms sustainability as a core value of the University, along with related values of accountability, respect, equity and inclusion. Achieving the University's strategic priorities of inspiring minds, driving discovery and insight, creating pathways, building community and forging connections will require that we:

- Efficiently and effectively steward our human, natural and physical resources to meet future needs – planning for the seventh generation and beyond
- Prevent waste, conserve and enhance our environment to provide opportunities for future generations to create, innovate and succeed
- Ensure community participation in support of shared responsibility and understanding, reconciliation and collaboration
- Acknowledge our global responsibility and promote equitable and integrated solutions to social, environmental and economic challenges

Priority actions (2016-2018) are intended for action within horizon of this strategy.

Medium term actions are next steps and may be advanced before 2018 as resources permit.

Long term actions serve to guide direction, signal intention, and provide inspiration.

## GOVERNANCE & ACCOUNTABILITY

Together, the Sustainability Committee and the Office of Sustainability are responsible for the sustainability strategy's development and implementation. Guided by the University's Sustainability Policy and Procedure, the Vice President (Administration) and Vice President (Academic) & Provost established the Sustainability Committee in 2011. This committee is charged with responsibility to:

- Develop a University of Manitoba Sustainability Action Plan identifying recommended sustainability goals, initiatives, actions and target dates to support the Sustainability Policy
- Assist the Office of Sustainability to educate the University community and to communicate and promote implementation of the sustainability policy action plan

The Committee was integral to the development of the first sustainability strategy and provided leadership on both form and content of this Strategy. As a multi-stakeholder, inter-disciplinary group, the Committee contributes valuable stakeholder analysis and strategic intelligence to the work that the Office of Sustainability does.

The Vice President (Administration) and Provost & Vice President (Academic), and the Associate Vice-President (Administration) as their delegate, are the executive officers responsible for the University of Manitoba's Sustainability Policy and for progress achieved through the Plan.

Through the Office of Sustainability, the University of Manitoba reports on its progress in addressing ecological, economic and social sustainability through regular reports to government, to its peers (Sustainability Tracking, Assessment and Rating System — STARS, updated at least every 3 years), and to internal and external communities (Annual Reports).

The University's Sustainability Strategy is intended to be a living document, with updates to strategies made as new information and opportunities present themselves. Although vision and goals are intended to remain fixed within the strategy's horizon, innovation, partnerships and feedback loops will determine, to some extent, the specific order and structure of strategies applied. For this reason, endorsement of the Strategy in principle by the University's Board of Governors will be sought.

At the conclusion of this planning interval (2018), a thorough review of sustainability vision and goals as well as strategic actions will be undertaken, as contemplated with the University's sustainability vision was first developed.

# ENGAGEMENT

## STAKEHOLDER ENGAGEMENT

The Sustainability Strategy benefited from teachings, ideas and advice from many members of the University community over a ten month period, including:

- The student, faculty and administrative representatives of the University of Manitoba Sustainability Committee, who guided the overall structure of the plan and were instrumental to aligning goals with the University's overall sustainability vision
- Members of the President's Executive Team
- The Campus Planning and Design Committee
- Members of the University's Indigenous community
- Visionary (re)Generation working groups, consultant team, and all of the students, staff and neighbours who provided input to the campus master planning project
- More than fifty program managers, faculty members and student leaders engaged by the Office of Sustainability during the Sustainability Tracking, Assessment and Rating System (STARS) benchmarking exercise
- Students and staff who participated in open houses
- Indigenous Achievement
- Board of Governors
- Student Affairs Professional Development Workshop
- Middle Managers Group
- Ancillary Services Management Team
- Senior Management Group
- Associate Deans (Undergraduate)
- Associate Deans (Graduate)
- University of Manitoba Graduate Students Association Council
- University of Manitoba Students' Union Council

## COMMUNITY ENGAGEMENT

In addition to students and staff at the University, this strategy has benefited from community input received through visitor feedback, including those who participate in sustainability events like the International Winter Cycling Congress (2014) and annual Bike to Work Day activities. Formal engagement structures like the Neighbourhood Network coordinated by the University's Campus Planning Office provide further feedback. Additional input and feedback on drafts was provided by members of the Manitoba Sustainability Coordinators Network and the Canadian Alliance of College and University Sustainability Professionals.

In concert with the University's priority to connect with community, raising awareness of sustainability opportunities and challenges and seeking advice and collaboration from the community will continue through the activities of the Office of Sustainability and other University units. In addition to future events and working groups, social media will continue to be a platform for engagement. The conversation about University of Manitoba sustainability is ongoing at SustainableUofM (Facebook), SustainableUofM (Twitter) and um\_sustainability (Instagram).

Hands-on engagement of the University community will be supported through interactive programs such as a Green Office initiative and Sustainability Research in Action living lab program. The former will support green champions to take action on integrating University sustainability directions into their work; the latter will provide students with applied research opportunities that contribute to campus and community sustainability. The Sustainability Research in Action program will benefit from further integration of sustainable development education into course and research offerings and from the University's highly-utilized co-curricular volunteer program.





The University community played a critical role in generating, testing, and prioritizing sustainability actions.

## PARTNERSHIPS

The University has benefited from partnerships with industry, utility providers, government, community and peer institutions. In support of innovation, leadership and the University's global mission, the role of partnerships will only increase going forward. In particular, a partnership approach will be critical in areas such as:

- Continuing to reduce demand and promote efficient use of energy
- Decarbonizing the University's energy profile
- Enhancing sustainable transportation for commuters, visitors and business travelers
- Increasing the resiliency of infrastructure in the face of a changing climate
- Growing access to world class sustainability education opportunities
- Staying on the leading edge of research for sustainable development

# LEADERSHIP THROUGH INTEGRATED SUSTAINABILITY PLANNING

In Taking Our Place: University of Manitoba Strategic Plan 2015-2020 the University identifies five strategic priorities. Action on these priorities is essential for us to achieve our vision of an institution that is able to deliver excellence in teaching and research; is student-focused, responsive, transformative; that continues to support Indigenous achievement and is an employer of choice. The Sustainability Strategy has been carefully integrated with these five priorities.

## **INSPIRING MINDS THROUGH INNOVATIVE AND QUALITY TEACHING**

The University of Manitoba has a proud history of education and research excellence in many sustainability-related fields including environmental studies, environmental science, agriculture, community health and engineering. Teaching sustainable development theory, method and action is critical to addressing current and future global challenges. Today, approximately 7% of all courses offered at the University are sustainability-focused or related. The University offers a variety of sustainability-focused immersive experience learning opportunities including the Churchill Travel Study Course (12 days) and a wide range of Service Learning programs.

The Sustainability Strategy builds on these strengths with actions related to resource conservation and efficiency that create informal and non-formal learning opportunities; foster collaboration and increase applied learning opportunities on campus.

## **DRIVING DISCOVERY AND INSIGHT THROUGH EXCELLENCE IN RESEARCH, SCHOLARLY WORK AND OTHER CREATIVE ACTIVITIES**

The University's contribution to local and global knowledge is furthered by an impressive record of impactful research on sustainability questions. Achievement in these areas is in keeping with 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. The Strategic Research Plan supporting Taking Our Place brings a strong focus to sustainability research in a diverse range of fields.

The Sustainability Strategy includes a creation of a Sustainability Research in Action program that treats campus as a living lab. This program will foster partnerships between operations staff/programs and academic programs to study sustainability performance and support innovation and learning.

## **CREATING PATHWAYS TO INDIGENOUS ACHIEVEMENT**

Sustainable development requires participation and achievement opportunities for all. Incorporating Indigenous perspectives into our learning, discovery and engagement processes will help transform the lives of both Indigenous and non-Indigenous peoples and communities and make Manitoba and Canada a better place to live. An inclusive and supportive learning environment will foster the development of the next generation of Indigenous leaders and promote social and cultural sustainability.

Listening and dialogue with Indigenous communities and Indigenous planning and design principles will support actions in the Strategy. Projects related to Indigenous Achievement and Indigenization will be encouraged through the Sustainability Research in Action program.

## **BUILDING COMMUNITY THAT CREATES AN OUTSTANDING LEARNING AND WORKING ENVIRONMENT**

Exceptional academic and scholarly work benefits from a safe, diverse, connected, healthy and inclusive environment. The University is working to create a learning and work environment that meets the needs of the University's future, recognizes Indigenous cultures of Manitoba, integrates with surrounding communities and supports environment and resource sustainability.

Goals and actions in the Sustainability Strategy emphasize ensuring that safe, healthy and sustainable spaces, food and transportation options are available to all community members. Accounting for a changing climate will enhance the resiliency of our place.

## **FORGING CONNECTIONS TO FOSTER HIGH-IMPACT COMMUNITY ENGAGEMENT**

Connections fostered through partnerships, engagement and openness are central to fulfilling the University's mission. Working with alumni, external partners and communities adjacent to our campuses offers opportunities to advance sustainability initiatives on and off campus for the benefit of all Manitobans. Community-based applied learning opportunities for students are key to implementing, testing and innovating in the field of sustainable development.

The Sustainability Strategy sets a direction to grow community research partnership opportunities and to enhance physical connections to the community through sustainable transportation networks.

# GOALS, STRATEGIES & PERFORMANCE MEASURES





Members of the University of Manitoba community pledge their support for sustainability during Orientation Days 2015/16.

Working together, we can achieve our sustainability vision.

## BASELINE SUSTAINABILITY METRICS

Key performance indicators for sustainable development are listed below. This group of measures reflects University of Manitoba strategic priorities and top-line performance in key areas. Substantial additional performance assessment was completed in 2015 and is planned to be done triennially through the Association for the Advancement of Sustainability in Higher Education's Sustainability Tracking, Assessment and Rating System (STARS) that includes over seventy indicators.

The Sustainability Strategy plans on the basis of what we know. The University will work to develop baseline information for the indicators identified as new or needing further development (shown in grey text).

Operational Metric	2014-15	Annual Trend (vs. prior year)	Trend vs. Baseline	Baseline Year
Energy demand (kWh) <sup>1</sup>	333,412,799	5% ↓	5% ↓	2013/14
Energy use intensity (kWh/gsf) <sup>1</sup>	49.79	1% ↑	1% ↓	2013/14
Renewable energy (% of total) <sup>1</sup>	32	1% ↑	1% ↑	2013/14
Energy use per weighted campus user** (kWh)	13,351	5% ↓	5% ↓	2013/14
Potable water use (ML)	726.3	4% ↑	42% ↑	2001/02
Potable water use intensity (L/gsf)	123.6	4% ↑	16% ↑	2001/02
Potable water use per weighted campus user** (L)	29,085	4% ↑	8% ↑	2001/02
Total waste generated (t)	2,145	1% ↑	1% ↓	2008/09
Waste to landfill (t)	1,688	4% ↑	15% ↑	2008/09
Waste diverted from landfill (%)	27	3% ↓	15% ↓	2008/09
Waste to landfill per weighted campus user** (kg)	67.6	3% ↑	3% ↓	2008/09
Drive-alone rate (% of total)	35*	Not assessed	No change	2012/13
University vehicle fleet composition (% that is zero or low emission)	6.0	No change	No change	2013/14
Campus walkability (accessibility, user experience)	TBD	N/A (new measure)	N/A (new measure)	2015/16
Rainwater management (post vs. pre-development runoff; capture/reuse)	TBD	N/A (new measure)	N/A (new measure)	2015/16

Operational Metric	2014-15	Annual Trend (vs. prior year)	Trend vs. Baseline	Baseline Year
Ecology and land management (% of grounds certified organic or protected; % of grounds with indigenous or adaptive species)	TBD	N/A (new measure)	N/A (new measure)	2015/16
Pesticides applied to core campus grounds (L)	0	No change	260 ↓	2008/09
Construction materials (% of total that is local, certified, recycled/reclaimed)	TBD	N/A (new measure)	N/A (new measure)	2015/16
Procurement (% of purchases in key categories that are 3 <sup>rd</sup> -party certified)	TBD	N/A (new measure)	N/A (new measure)	2015/16
Classroom utilization rate (% of available time)	46	N/A (new measure)	N/A (new measure)	2014/15
Green buildings (gsf meeting standard, % of total)	84,700 or 2%	No change	No change	2013/14
Scope 1 and 2 greenhouse gas emissions (t CO <sub>2e</sub> )	TBD	113,944.6*	No change	2013/14
Emission intensity (kg CO <sub>2e</sub> /gsf)	TBD	19.4*	N/A (new measure)	2013/14
Greenhouse gas emissions per weighted campus user** (t)	TBD	4.57	No change	2013/14
Local/sustainable food purchases (% of total spent)	21	N/A	4% ↑	2012/13
Implementation of Mental Health Strategy	In progress	Strategy created	N/A	2013/14
Self-reported mental health (survey results; % of students reporting feeling hopeless)	Not assessed	47% (no trend to be calculated)	No change (no trend to be calculated)	2013/14
Active gym memberships (student) (count)	12,801	60% ↑	60% ↑	2013/14
Active gym memberships (student) (% of headcount)	43%	N/A (new measure)	N/A (new measure)	2014/15
Active gym memberships (staff) (count)	1,075	4% ↑	4% ↑	2013/14
Active gym memberships (staff) (% of headcount)	10%	N/A (new measure)	N/A (new measure)	2014/15
Sustainability education opportunities (% of course offerings that are focused or related to sustainability)	7%	No change	No change	2013/14
Research for sustainability (% of researchers engaged in sustainability research)	20	N/A (new measure)	New measure	2014/15
Sustainability certification (STARS rating)	Silver	N/A (assessed tri-annually)	Bronze (estimated)	2012/13
Investments (formal responsible investment strategy in place)	No	No change	No change	2014/15

<sup>1</sup> Energy consumption data for heating was normalized using a weather normalization factor based on the Heating Degree Days for each year.

\*Estimate that may be revised pending further research/data verification

\*\*The "weighted campus user" formula accounts for residential and distance education students and is based on a standard formula developed by the Association for the Advancement of Sustainability in Higher Education (AASHE).

# 1. RESOURCE CONSERVATION AND EFFICIENCY

## Background

Over the last 25 years, the University of Manitoba has worked to introduce new green practices to many aspects of building design and operations in an effort to reduce demand for resources. A long-term commitment to optimizing efficiency, promoting demand reduction and prioritizing maintenance activities has resulted in some impressive results. Nonetheless, there remain significant opportunities to formalize current practices and to strengthen or broaden integrated planning.

## Vision Statement

Reduce campus-wide resource demands through reduction (including both demand reduction and efficiency measures), reuse and recycling programs and strategies.

## Key goals and objectives

1. Reduce energy consumption (kWh/m<sup>2</sup>) by 5% each year
2. Increase use of renewable energy for buildings to 80% by 2040
3. Reduce water consumption by 10% in the next 3 years
4. Reduce waste to landfill and diversify reuse and recycling options.
5. Reduce demands for virgin resources required for University operations
6. Reduce construction resource needs and consumption impacts
7. Establish, implement and maintain minimum sustainability specifications for goods and services

## Strategies

### Priority actions for 2016-2018:

1. Develop & implement a University green building policy/strategy (for construction and operations); support with renewed standard specifications:
  - Energy performance standards for all new construction projects
  - Water conservation and efficiency standards for all new construction projects
  - Building-level renewable energy generation feasibility in all new construction projects
2. Develop/implement building occupant engagement campaign.
3. Pilot occupancy-driven energy management systems (in partnership with Faculty of Engineering).
4. Explore partnerships for building energy reduction projects and delivery models.
5. Complete a biogas/biomass energy feasibility study.
6. Research business case for on-campus, in-vessel compost system and other organic waste management solutions.
7. Develop a waste prevention strategy, including access to drinking (tap) water.
8. Establish sustainable purchasing tracking program to include: electronics, cleaning products, office paper, inclusive/local products and life cycle cost analysis and sustainable business partners.
9. Develop and implement a baseline data capture and tracking strategy for third party sustainability certifications of purchased goods and services.



10. Develop building-level metering strategy.
11. Develop building-level metering strategy for energy intensive spaces, in keeping with a green lab approach.
12. Portfolio-wide water use assessment to identify water saving opportunities.

**Medium-term actions:**

1. Solar photovoltaic/solar thermal feasibility study and project identification.
2. Establish sustainable purchasing tracking program for construction, renovation & demolition projects, making use of existing Leadership in Energy and Environmental Design (LEED) tracking tools.
3. Establish and implement tracking method for laboratory hazardous materials, as part of a green lab approach.

**Long-term actions:**

1. Develop coordinated tracking for light bulbs, oil, paint, solvents.
2. Establish a program and implement heat island reduction strategies (green roofs, shading).

**Accountability**

- Energy- and water-related strategies will be managed by Physical Plant (Architectural & Engineering Services) with support from Campus Planning Office, Office of Sustainability and utility, industry and government partners.
- Consumption and waste reduction strategies will be managed by Physical Plant (Waste Prevention Office & Environmental

Health and Safety Office) with support municipal/industry partners.

- Development strategies, including space optimization work, will be managed by Campus Planning Office.
- Procurement strategies will be managed by Purchasing Services.

**Community Engagement Highlights**

- Developing healthier, more comfortable buildings and spaces that foster productivity will require understanding occupants’ needs and goals – dialogue and feedback loops will be part of the process.
- Occupant engagement will support waste reduction and energy/water efficiency initiatives.
- Conversations with suppliers and buyers will guide procurement initiatives to ensure solutions are practical, user-friendly and reflect market realities while supporting transformation.

**Monitoring and follow-up procedures:**

- Annual reporting on key performance indicators will guide implementation of the plan. Indicators include:
  1. Total building energy use
  2. Total potable water use
  3. Waste production and diversion
  4. Purchasing reports relating to third-party sustainability certifications, reclaimed/recycled content
- Continuous monitoring of market transformation opportunities will be important; stimulating/supporting the development and availability of new offerings for sustainable energy, waste management and construction products will influence the University’s success in this area.

## 2. TRANSPORTATION AND ACCESSIBILITY

### Background

The University is striving to be a destination and to be connected to the community, goals that will rely on an effective transportation system. Observations of current transportation behavior at the University reveal the impact of a longstanding commitment to supporting sustainable options, with growing number of community members choosing to bus, bike and walk. Continuing work to address gaps in policy and infrastructure will broaden available transportation options, address seasonal challenges and seek to improve overall system efficiency; Visionary (re)Generation will set direction on many aspects of this work.

Although today the University's vehicle fleet only includes a handful of hybrid or electric vehicles, fleet renewal planning will seek to integrate appropriate clean vehicle technology.

### Vision Statement

Sustainable transportation options are prioritized and available for all University community members; negative impacts from transportation are continuously reduced.

### Key goals and objectives

1. Reduce drive alone rate by 5% in next 5 years
2. 15% decrease in carbon intensity of average passenger trip from baseline
3. Increase share of zero-emissions, low-emitting, and fuel efficient vehicles in fleet and among commuters, move 10% of fleet to low or zero emission vehicles in next 5 years
4. Increase campus walkability

### Strategies

#### Priority actions for 2016-2018:

1. Establish and implement a regular campus transportation demand survey.
2. Develop a sustainable transportation strategy with community involvement; including actions designed to reduce single occupant vehicle travel demand. Such as support for active transportation, carpooling and virtual/tele services.
3. Implement bike parking strategy.
4. Partner with student groups/users to develop a bike share/bike library program.
5. Implement campus car share program.
6. Expand carpool parking options.
7. Implement electric vehicle charging/parking program.
8. Establish and implement a regular campus walkability and accessibility survey/audit.
9. Research provision of a transportation allowance program for staff to support mode choice and sustainable lifestyle options.

#### Medium-term actions:

1. Initiate fleet life-cycle cost analysis requirement with Physical Plant/Administration-managed fleet; expand to all University vehicles in future phase.

#### Long-term actions:

1. Develop carbon intensity visualization/planning tools to support personal decision-making.



In May of each year, the University of Manitoba participates in the Commuter Challenge, a weeklong sustainable transportation challenge. Staff from the UMSU bike shop offer free community workshops aimed at building capacity.

## Accountability

- Sustainable transportation and walkability strategies will be managed by Office of Sustainability and coordinated with Campus Planning Office and Physical Plant (Architectural & Engineering Services).
- Vehicle parking strategies will be managed by Parking Services and coordinated with Human Resources.
- Development strategies, including space optimization work, will be managed by Campus Planning Office.

### Community engagement highlights:

- Continued dialogue with the City of Winnipeg and community stakeholders will ensure walking and cycling routes seamlessly connect through University lands and connect to destinations valued by the community.
- Collaborative planning with Winnipeg Transit will help optimize public transit services, including Handi-Transit and rapid transit options.

- Outreach efforts and capacity building initiatives such as Commuter Challenge and student orientation activities will be critical to supporting community members to try sustainable ways of moving.

### Monitoring and follow-up procedures:

- Annual reporting on key performance indicators will continue and in some cases be expanded:
  1. Drive alone rate
  2. University fleet composition and fuel use
  3. Greenhouse gas emissions associated with transportation
- An important monitoring tool will be a regular (bi-annual) transportation survey.



The University's natural areas are managed without the use of pesticides.

### 3. ECOLOGY AND ENVIRONMENT

#### Background

The natural environment is the basis for our society and economy, and the University's values of respect, accountability and sustainability are manifested in our relationship with the environment that is home to our campuses and the places we conduct our teaching, learning and work.

#### Vision Statement

Through monitoring, planning and integration of best practices continuously reduce ecological and environmental harm resulting from University activities; work to rehabilitate and restore natural systems.

#### Key Goals and Objectives

1. Plan for biodiversity; prevent, manage, or remediate damage to natural habitats and sensitive areas
2. Maintain air quality through emissions management
3. Enhance the University's pest management strategy
4. Gear land management practices to increasing diversity, growing carbon sequestration, reducing irrigation water demand and responding to climate
5. Reduce noise pollution on surrounding community
6. Reduce light pollution

## Strategies

### Priority actions for 2016-2018:

1. Establish parking lot development standards and implementation plan.
2. Formalize integrated pest management practices.
3. Propose appropriate formal protection/management status for select areas of ecological significance, in concert with Visionary (re)Generation campus master plan.
4. Establish vegetation and tree baseline data.
5. Establish baseline biodiversity information.
6. Develop conservation & biodiversity plan and zone(s) with community involvement.

### Medium-term action:

1. Implement energy conservation plan to reduce airborne pollutants.
2. Develop urban forestry strategy, including planting strategy.
3. Construction noise reduction programs.
4. Assess core campus for compliance with Leadership in Energy and Environmental Design (LEED)- referenced lighting standards.

### Long-term actions:

1. Electric vehicle fleet roll-out, including deliveries, etc.
2. Installation of noise barriers in high-traffic and exposed areas.
3. Develop a light pollution metric with specific target for lumens/ exterior fixture angles, etc.

## Accountability

- Development strategies will be managed by Campus Planning Office.
- Biodiversity assessment and planning will be managed by Office of Sustainability and coordinated with Campus Planning Office.
- Land management (including pest management) policy development will be led by the Office of Sustainability in collaboration with Physical Plant (Operations).
- Parking lot lighting and noise strategies will be managed by Campus Planning Office, in coordination with Physical Plant and Parking Services.

### Community engagement highlights:

- Biodiversity assessment is an opportunity to engage University researchers, faculty and students, as well as interested external community members.
- Community input on light and noise pollution reduction strategies will be requested.
- Education and awareness about sustainable grounds management practices will enhance their acceptance and have a multiplier effect as the community exports practices to their own yards, balconies and organizations.

### Monitoring and follow-up procedures:

- Several performance indicators in this area require baselines assessments to be completed before regular reporting can occur.
- Annual reports will track progress of this assessment process as well as specific actions supporting Ecology and Environment goals.

## 4. LAND USE

### Background

All of the University's campuses are located in Treaty One lands and in the traditional territories of the Anishinaabe, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation. Acknowledging this and working on reconciliation will require listening to and collaborating with Indigenous peoples in every step of our sustainable land use journey.

The Fort Garry Campus Master Plan and Bannatyne Campus Master Plan guide land use planning for the University's two largest urban campuses, and each includes an emphasis on land development that is efficient, orderly, respects landscape and seeks to create optimal conditions for human development. With these new plans and the relatively recent establishment of a Campus Planning Office, it is possible to assess the sustainability performance of University lands through measures such as rainwater flows, heat island effect and space optimization.

### Vision Statement

Ensure that University lands are planned, developed and used in an integrated and sustainable way that respects the ecology, history and inheritance.

### Key goals and objectives

1. Reduce or make use of storm water runoff
2. Implement space management plan to improve fit-to-function, rationalize footprint, improve adjacencies, maximize opportunities for resource sharing build only when it makes sense
3. Limit heat island effect through measures such high-albedo materials, greenspace, shaded hardscape and roofs
4. Promote development and planning process that are aligned with campus master plans and support University priorities

### Strategies

#### Priority actions for 2016-2018:

1. Once finalized, support implementation of the University's Fort Garry Campus Master Plan including proposed Indigenous Design and planning principles.
2. Establish baseline rainwater data.
3. Define space management strategy and desired outcomes. Set short, medium, and long-term targets to achieve those goals.
4. Regularly report on implementation of campus master plans.

#### Medium-term actions:

1. Develop rainwater management plan.
2. Develop and implement space standards.
3. Establish a program and implement heat island reduction strategies (green roofs, shading, cool roofs, etc.).



The University is advancing sustainability through climate responsive buildings and landscaping, such as Migizii Agamik - Bald Eagle Lodge

## Accountability

- Rainwater management actions will be managed by Campus Planning Office and coordinated with Physical Plant.
- Space management strategies will be managed by Campus Planning Office.
- Planning, land use and development strategies will be managed by Campus Planning Office.

### Community engagement highlights:

- Changes to rainwater management practices may bring opportunities for partnerships related to both design and maintenance of green infrastructure.
- User input into new space planning and booking tools will be essential to developing a system that works for our community.

### Monitoring and follow-up procedures:

- Several performance indicators in this area require baseline assessments to be completed before regular reporting can occur.
- Annual reports will track progress of this assessment process.
- Reporting on implementation of the Fort Garry Campus Master Plan and Bannatyne Campus Master Plan will provide additional details related to sustainable land use goals.



The University's largest campuses feature efficient district energy systems that can make use of recovered waste heat.

## 5. CLIMATE

### Background

The University of Manitoba's Fort Garry campus has reduced its natural gas consumption by over 39% per square foot and electricity consumption by over 35% per square foot since 1990/91 despite significant expansion. This has also dramatically reduced greenhouse gas emissions per square foot. While the University has taken action on key sources of emissions in its portfolio, we have not yet produced a comprehensive accounting of our emissions nor a comprehensive plan for action to reduce our absolute emissions. The Sustainability Strategy includes actions to address these gaps and build on past progress.

### Vision Statement

Be a responsible climate steward; take action to mitigate climate change and manage climate change risks.

### Key goals and objectives

1. Inventory and transparently report on greenhouse gas emissions produced by the University of Manitoba
2. Act to mitigate climate change by:
  - Reducing emissions from sources that are owned and controlled by the University of Manitoba (Scope 1 emissions)
  - Reducing emissions from sources within our boundary but not under our control, for example emissions associated with generation of energy purchased by the University (Scope 2 emissions)
  - Reducing emissions produced off-campus in support of University of Manitoba work (commuting, professional travel, materials, etc.) (Scope 3 emissions)
3. Ensure that the University is prepared for our changing climate



## Strategies

### Priority actions for 2016-2018:

1. Complete and publish a Scope 1 & 2 emissions inventory using the Climate Registry's General Reporting Protocol or similarly rigorous standard.
2. Complete a climate action plan, with a 5-year target of a 5% absolute emission reduction as compared to 2014 baseline.

### Medium-term actions:

1. Develop a plan for reporting on Scope 3 emissions in key areas.
2. Establish a plan and metrics for tracking campus resilience; consider integration with green building strategy.

### Long-term actions:

1. Plan for a 40% absolute emission reduction by 2040.

## Accountability

- Emission measurement and reporting will be managed by Office of Sustainability.
- Climate change vulnerability and risk management will be managed by Office of Sustainability in collaboration with Risk Management and Physical Plant (Architectural and Engineering Services).

### Community engagement highlights:

- As the most pressing sustainability issue of our time, involvement from all quarters will be required to expedite progress on climate protection. Innovative approaches, applied student research and creative partnerships will all be invited.
- Community input will be required to develop a climate change action plan and adaptation strategies; many strategies will rely on community-based or community-led action.

### Monitoring and follow-up procedures:

- An inventory will be published and regularly updated.
- Updates on key emissions drivers such as fossil fuel use and solid waste production will be included in annual sustainability reports.

## 6. CAMPUS LIFE

### Background

The University of Manitoba has a long and proud history of education and research for sustainable development. The University works to integrate the approaches we teach and the innovations we research into the day-to-day experience of campus life and the institution's operations. There are notable highlights in some areas such as curriculum, for example, where 7% of courses are sustainability-focused or related. In others, the University has an opportunity to lead by planning for sustainable wellbeing, responsible investing and safe, healthy, just and sustainable campus food systems.

### Vision Statement

The University is known as an exceptional place to learn, teach, research, work and live sustainability values.

### Key goals and objectives

1. Deliver safe, nutritious food that contributes to resilient local food systems.
2. Deliver adequate high-quality air to interior spaces
3. Improve the health and well-being of University community members
4. Increase participation in planning and learning related to sustainability
5. Advance sustainability through university-based education & research
6. Incorporate sustainability into University research, education, student experience and other learning objectives
7. Promote the University of Manitoba as a leader in the field of sustainability
8. Recognize social and environmental aspects of investing

### Strategies

#### Priority actions for 2016-2018:

1. Engage strategic research priority leads in dialogue around sustainability opportunities.
2. Review, improve and communicate current air quality management processes.
3. Develop proactive indoor air quality strategies based on Leadership in Energy and Environmental Design (LEED) or International Well Building Institute standards.
4. Establish and implement a tracking plan for green building materials and Incorporate into standard specifications.
5. Establish short-term monitoring plan for participation in sustainability initiatives (applied student research, presentations and event counts) with metrics for success.
6. Community engagement framework.
7. Establish a Sustainability Research in Action living lab program.
8. Communicate/ promote and enhance sustainability course offerings.
9. Establish collaborative campus food strategy.
10. Establish student and employee sustainability educators programs (peer-to-peer).
11. Move childcare forward at the University.
12. Develop an employee diversity strategy.
13. Develop an Indigenous employee recruitment, development, and retention strategy.

#### Medium-term actions:

1. Fully implement mental health strategy and advance an employee wellness strategy.

2. Promote/incent research on sustainable development.
3. Establish and deliver a sustainability literacy assessment.
4. Sustainable life skills education.
5. Invite dialogue with Board of Governors about opportunities to develop a responsible investment strategy.

**Long-term actions:**

1. “Greening the curriculum” – promote/support integration of sustainability into new academic areas.
2. Themed semesters/ first-year experiences.

**Accountability**

- Food system planning will be managed collaboratively by Ancillary Services, food service partners, health and wellness coordinators, Office of Sustainability, land managers and student leaders.
- Air quality strategies will be managed by Physical Plant (Architectural & Engineering Services and Environmental Health and Safety Office).
- Education-related strategies will be managed by the Office of the Vice-President (Academic) and Provost.
- Research-related strategies will be managed by the Office of the Vice-President (Research and International).
- Peer education programs will be led by the Office of Sustainability, in collaboration with Learning & Organizational Development, Student Life and student groups.
- Sustainability Research in Action programming will be led by the Office of Sustainability in collaboration with Campus

Planning Office.

- Investment-related strategies will be driven by the Trust Investment Committee.

**Community engagement highlights:**

- Campus life is a social product created by the more than 35,000 students, staff, partners and visitors that engage with the University on any given day. Changes to programs and to our culture will require ongoing listening, dialogue, and negotiation. These processes will occur through formal program reviews, engagement and outreach exercises and through the organic processes of community development.

**Monitoring and follow-up procedures:**

Annual reporting on key performance indicators for this area will include:

- Number and percentage sustainability courses available
- Responsible investment strategy (yes/no)
- Budget spent on sustainability related research; courses offered in sustainability; grants awarded for sustainability research; Number of Sustainability Research in Action opportunities created
- Availability of a range of learning opportunities such as service learning, applied research programs, peer-to-peer student programs, etc.
- Percentage of purchased food that is local, organic, and humane
- Mental health well-being of students (self-reported); number of active Recreation Services memberships
- The University’s Sustainability Tracking, Assessment and Rating System (STARS) rating (platinum, gold, silver, bronze)

# MOVING FORWARD

The implementation approach for the University of Manitoba Sustainability Strategy 2016-18 will mirror the components of the University's Sustainability Policy: leadership, integration and participation.

## **Leadership:**

- Take bold actions; apply visionary thinking.
- Spearhead initiatives with community-wide benefits.
- Listen and observe – learn from experts, stakeholders and the diverse perspectives in the community.

## **Integration:**

- Continuously improve education, research and business practices to foster human development and reduce ecological footprint.
- Respect the roles of all members of our community; share the responsibility for sustainability development.
- Use evidence to drive improvement - build monitoring and reporting into the way we operate.

## **Participation:**

- Seek partnerships to promote knowledge exchange, hasten implementation and share risks and rewards.
- Provide opportunities for all community members to engage with sustainability at the University.
- Focus on communications – awareness and knowledge are foundational to meaningful engagement and collaboration.

The primary method of tracking implementation of the Strategy will be annual Sustainability Reports prepared by the Office of Sustainability. Near the end of the planning horizon (i.e. 2018), a comprehensive performance review, by way of an updated Sustainability Tracking, Assessment and Rating System (STARS) evaluation, will be undertaken. At the same time, a full-scale review of the University's sustainability vision and direction will take place, as contemplated when the first sustainability strategy (Vision for Action) was adopted in 2012.



Coming together to address sustainability challenges is critical to achieving leadership, intergration, and participation.

# REFERENCES

1. [The University of Manitoba Sustainability Policy](#) requires integrated planning and decision making, community participation, and formalizes the University's aspiration to be a sustainability leader.
2. [The University of Manitoba Purchasing Policy](#) integrates considerations of environmental sustainability into procurement decisions.
3. [The University and College Presidents' Climate Change Statement of Action for Canada](#), signed by President David T. Barnard in 2008.
4. [The Talloires Declaration](#), of which the University is a signatory, which aims to harness the educational focus of universities to support sustainable development.
5. [Sustainability Guidelines for Local Governments, School Divisions, Universities, Colleges and Regional Health Authorities](#) (Regulation 4/2004 to the Sustainable Development Act) establishes guidelines for program evaluation and procurement.
6. [Bannatyne Campus Master Plan](#), describes a vision for a compact, vibrant, sustainable and urban live/work/learn/play campus community that emphasizes health, active living, and safety for its students and staff, and also for the broader community.
7. [Visionary Regeneration Fort Garry Campus Master Plan](#) (under development in 2015-16), establishes a vision and framework for the evolution of the entire Fort Garry campus over the next 25 years. Community engagement results and planning studies from this planning process were also used to support development of the Sustainability Strategy.





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Key Differences: *Sustainability at the University of Manitoba: A Vision for Action (2012)* vs. *Sustainability Strategy 2016-2018*

	<i>Sustainability at the University of Manitoba: A Vision for Action (2012)</i>	<i>Sustainability Strategy 2016-2018</i>
Formal sustainability program experience	<ul style="list-style-type: none"> <li>• Very limited</li> </ul>	<ul style="list-style-type: none"> <li>• More experience; 3 years with dedicated Office of Sustainability, building on previous efforts</li> </ul>
Foundation for planning/baseline	<ul style="list-style-type: none"> <li>• None/not available</li> </ul>	<ul style="list-style-type: none"> <li>• Benefits from recently completed Sustainability Tracking, Assessment and Rating System (STARS) benchmarking exercise</li> <li>• Actions are grounded in understanding of current state</li> </ul>
Comparability with other institutions	<ul style="list-style-type: none"> <li>• Not possible</li> </ul>	<ul style="list-style-type: none"> <li>• Possible, through STARS database of over 400 universities and colleges</li> </ul>
Transparency & accountability	<ul style="list-style-type: none"> <li>• Bi-annual reporting of strategy outputs</li> <li>• Living document; regular review with community input</li> </ul>	<ul style="list-style-type: none"> <li>• Document includes performance metrics (see pages 20-21) with commitment to annual reporting (outputs and outcomes)</li> <li>• Living document; regular review with community input</li> </ul>
Accountability, at action level	<ul style="list-style-type: none"> <li>• Not identified</li> </ul>	<ul style="list-style-type: none"> <li>• Leads suggested for actions in each area</li> <li>• Specific attention paid to governance and mandate</li> </ul>
Costing/cost-benefit analysis	<ul style="list-style-type: none"> <li>• Limited/not specified</li> </ul>	<ul style="list-style-type: none"> <li>• Order-of-magnitude costing developed, used for prioritization and action selection</li> </ul>
Key linkages	<ul style="list-style-type: none"> <li>• Sustainability policy</li> </ul>	<ul style="list-style-type: none"> <li>• Sustainability policy</li> <li>• Taking Our Place (see pages 16-17)</li> <li>• Visionary (re)Generation</li> <li>• Strategic Research Plan</li> </ul>
Community engagement	<ul style="list-style-type: none"> <li>• Strong role for Sustainability Committee</li> <li>• Students, staff and external partners engaged in process</li> </ul>	<ul style="list-style-type: none"> <li>• Strong role for Sustainability Committee</li> <li>• Students, staff and external partners engaged in process</li> <li>• Highlights of proposed engagement to support strategy implementation noted in each area</li> </ul>
Document organization	<ul style="list-style-type: none"> <li>• 16 areas, 75 goals</li> </ul>	<ul style="list-style-type: none"> <li>• 6 areas, 32 goals (without reduction in scope)</li> </ul>
Document length	<ul style="list-style-type: none"> <li>• 67 pages (no illustrations)</li> </ul>	<ul style="list-style-type: none"> <li>• 36 pages (with illustrations)</li> </ul>
Look and feel	<ul style="list-style-type: none"> <li>• While organized, the document has been criticized as dense and not user-friendly</li> </ul>	<ul style="list-style-type: none"> <li>• Developed with user-friendliness in mind; concise, includes illustrations and graphics reflecting a wide range of aspects of the University of Manitoba</li> </ul>

**ATTACHMENT 3 – SUSTAINABILITY STRATEGY 2016-2018 ACTIONS – ORDER-OF-MAGNITUDE COSTING**

COST ESTIMATE (\$ 000s)

ACTION	COST ESTIMATE (\$ 000s)		LEAD	EXAMPLES OF ANTICIPATED BENEFITS
	LOW	HIGH		
<b>Funded</b>				
Climate action plan	75	75	Office of Sustainability	Reputation, environmental liability management
Waste Prevention Strategy - Phase 1	25	25	Office of Sustainability	Precursor to cost savings, image
In-vessel composting feasibility	10	10	Office of Sustainability	Precursor to cost savings, research opportunity
Bike parking - Phase 2	59	59	Office of Sustainability	Offer lifestyle choice, promote health & space efficiency
Biomass feasibility	5	5	Office of Sustainability	Environmental liability management, research
Sustainability Research in Action	5	5	Office of Sustainability	Student experience, community impact
Building Occupant engagement	5	5	Office of Sustainability	Cost savings, emission reduction
Bike share/library	5	5	UMSU	Offer lifestyle options, promote health & time efficiency
EV charging	15	15	Parking Services	Meet market demand, reduce emissions
Carpool parking	0.5	0.5	Parking Services	Promote access and social connection, space efficiency
Building optimization/occupancy sensors	25	50	Physical Plant	Costs savings, emission reduction
<b>Funded Subtotal</b>	<b>229.5</b>	<b>254.5</b>		
<b>Unfunded</b>				
Baseline vegetation	25	50	Office of Sustainability	Reputation, foundation for planning, 'house in order'
Waste prevention phase 2	25	25	Office of Sustainability	Precursor to cost savings, image
Baseline biodiversity	25	25	Office of Sustainability	Reputation, foundation for planning, 'house in order'
Biodiversity/conservation plan	25	50	Office of Sustainability	Leadership, research opportunity, reputation
Baseline rainwater	25	25	Office of Sustainability	Reputation for planning, climate change risk mitigation
Campus food strategy	10	10	Office of Sustainability	Promote wellness, meet community demand
Campus transportation survey	15	15	Office of Sustainability	Foundation for planning, precursor to cost savings
Green building policy/strategy	10	10	Physical Plant	Lifecycle cost management, asset management, health
Partnerships for building energy reduction	50	200	Physical Plant	Precursor to cost savings, emission reduction
Research parking lot development standards	10	10	Parking Services/CPO	Climate change risk mitigation, user experience
Formalize integrated pest management	10	10	Physical Plant	Reputation, leadership, protect achievement
Space management strategy/standards	50	100	Campus Planning Office	Precursor to cost savings, equity, enable planning
Campus-wide water use assessment/plan	20	75	Physical Plant	Precursor to cost savings, action on reconciliation
Indoor air quality process/policy review	0	10	Physical Plant	Promote wellness, accountability
Accessibility audit	150	350	Physical Plant	Social equity and inclusion, regulatory compliance
<b>Unfunded Subtotal</b>	<b>450</b>	<b>965</b>		
<b>TOTAL</b>	<b>679.5</b>	<b>1,219.5</b>		



**AGENDA ITEM:** Approval and Implementation: Suspension of Admissions to Master of Arts in Icelandic Language and Literature, Master of Science in Textile Sciences, and Post-baccalaureate Diploma in Agrology

**RECOMMENDED RESOLUTION:**

For information only.

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

- The Board policy on Admission Targets specifies that it is the President who has authority to approve changes to, or the introduction of, admission targets following consultation and discussion with the dean or director, with Senate and with the Board of Governors, subject to the provisions of the provincial Programs of Study Regulation.
- At the February 3, 2016 meeting, Senate was informed that the President had approved requests for suspension of admissions to the Master of Arts in Icelandic Language and Literature and the Master of Science in Textile Sciences, Faculty of Graduate Studies, and to the Post-baccalaureate Diploma in Agrology (Internationally Educated Agrologists Program, IEAP), Faculty of Agricultural and Food Sciences.
- Suspension of admissions to these programs takes effect immediately and will continue until the 2016 Fall Term. Any decisions to continue the suspension of admissions to any of these programs must be raised for review by March 2016.
- The President had previously consulted with Senate and with the Board of Governors regarding the requests received from the Deans of the Faculties of Graduate Studies and Agricultural and Food Sciences, to suspend admissions to their respective programs, on the dates indicated: M.Sc. in Textile Sciences (Senate, May 13, 2015; Board, June 23, 2015); M.A. in Icelandic Language and Literature and Post-baccalaureate Diploma in Agrology (Senate, June 24, 2015; Board, June 23, 2015).

**RESOURCE REQUIREMENTS:**

N/A

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

N/A

**IMPLICATIONS:**

Suspension of admissions to the programs will not adversely affect students currently enrolled in any the M.A. in Icelandic Language and Literature, the M.Sc. in Textile Sciences, or the Post-baccalaureate Diploma in Agrology, who will be allowed to complete their programs.

**ALTERNATIVES:**

N/A

**CONSULTATION:**

The President's decision to suspend admissions to the various programs was communicated to Senate Executive (January 20, 2016) and to Senate (February 3, 2016), for information.



## Board of Governors Submission

### Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	President	December 9, 2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate Executive	January 20, 2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate	February 3, 2016
<input type="checkbox"/>	<input type="checkbox"/>		

**Submission prepared by:** Senate

**Submission approved by:** University Secretary

### Attachments

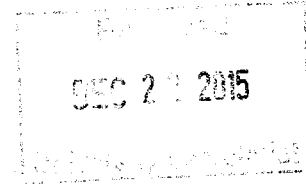
- Correspondence from Provost and Vice-President (Academic) to Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies RE: Program Suspension – M.A. in Icelandic and M.Sc. in Textile Sciences [dated December 18, 2015]
- Correspondence from Provost and Vice-President (Academic) to Dean, Faculty of Agricultural and Food Sciences RE: Program Suspension – Internationally Educated Agrologists, Post-baccalaureate Diploma Program [dated December 18, 2015]
- Correspondence from President and Vice-Chancellor to Vice-Provost (Integrated Planning and Academic Programs) RE: Suspension of Admissions in the M.Sc. in Textile Sciences, the M.A. in Icelandic, and IEAP, International Agrologists Program [dated December 9, 2015]

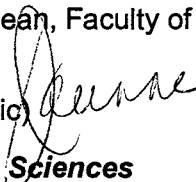


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Office of the Vice-President  
(Academic) & Provost



**Date:** December 18, 2015  
**To:** Jay Doering, Dean, Vice-Provost (Graduate Education) & Dean, Faculty of Graduate Studies  
**From:** Joanne C. Keselman, Provost and Vice-President (Academic)   
**Subject:** Program Suspension – *M.A. Icelandic and M.Sc. Textile Sciences*

Further to the attached memo from the Office of the President (December 9, 2015), I am now authorizing the immediate suspension of admissions to the M.A. Icelandic and M.Sc. Textile Sciences programs, until the Fall 2016 term. Senate will be notified of this decision at its meeting in February, 2016. Any decision to continue this suspension should be raised for review no later than March, 2016.

Note that any decision about the future closure of the above mentioned programs, or any other academic program, will now require provincial approval. If you intend to pursue this option, please contact the Provost's Office for further details and timelines surrounding provincial approval processes.

- cc. Jeff Adams, Executive Director, Enrolment Services  
David Collins, Vice-President (Integrated Planning & Academic Programs)  
Cassandra Davidson, Undergraduate Program Analyst  
Jeff Leclerc, University Secretary  
Thelma Lussier, Executive Director, Institutional Analysis  
Neil Marnoch, Registrar  
Jeff Taylor, Dean, Faculty of Arts  
Karin Wittenberg, Faculty of Agricultural & Food Sciences

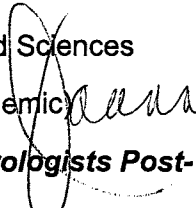


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UNIVERSITY  
OF MANITOBA

Office of the Vice-President  
(Academic) & Provost

DEC 21 2015

**Date:** December 18, 2015  
**To:** Karin Wittenberg, Dean, Faculty of Agricultural and Food Sciences  
**From:** Joanne C. Keselman, Provost and Vice-President (Academic)   
**Subject:** **Program Suspension – Internationally Educated Agriologists Post-Baccalaureate Diploma Program (IEAP)**

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Further to the attached memo from the Office of the President (December 9, 2015), I am now authorizing the immediate suspension of admissions to the IEAP, until the Fall 2016 term. Senate will be notified of this decision at its meeting in February, 2016. Any decision to continue this suspension should be raised for review no later than March, 2016.

Note that any decision about the future closure of the IEAP, or any other academic program, will now require provincial approval. If you intend to pursue this option, please contact the Provost's Office for further details and timelines surrounding provincial approval processes.

Cc. Jeff Adams, Executive Director, Enrolment Services  
Jared Cariberg, Associate Dean (Academic), Faculty of Agricultural & Food Sciences  
David Collins, Vice-President (Integrated Planning & Academic Programs)  
Cassandra Davidson, Undergraduate Program Analyst  
Jeff Leclerc, University Secretary  
Thelma Lussier, Executive Director, Institutional Analysis  
Neil Marnoch, Registrar



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OF MANITOBA

Office of the President


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December 9, 2015

**TO:** Dr. David Collins  
Vice-Provost (Integrated Planning and Academic Programs)

**FROM:** Dr. David T. Barnard, President and Vice-Chancellor

**RE:** Suspension of Admissions in the M.Sc., Textile Sciences, M.A., Icelandic and  
IEAP, International Agrologists Programs



---

Having consulted with Senate, I accept the recommendations from Dr. John (Jay) Doering, Dean of the Faculty of Graduate Studies and Vice-Provost (Graduate Education) that admission to the M.Sc. Textile Sciences and the M.A., Icelandic programs be suspended. I also accept the recommendation from Dr. Karin Wittenberg, Dean of the Faculty of Agricultural and Food Sciences, that admission to the IEAP International Agrologists program be suspended. I would ask that you proceed accordingly.

cc. Dr. Joanne Keselman, Provost and Vice-President (Academic)  
Dr. John (Jay) Doering, Dean, Faculty of Graduate Studies and Vice-Provost (Graduate Education)  
Dr. Jeffrey Taylor, Dean, Faculty of Arts  
Dr. Karin Wittenberg, Dean, Faculty of Agricultural and Food Sciences



## PRESIDENT'S REPORT: March 15, 2016

### GENERAL

The annual International Women's Day Dinner and Lecture, co-hosted by the Association of Employees Supporting Education Services (AESES) and the Office of the President, took place on March 7. At this year's event, attendees had the opportunity to hear from Debra Parkes, Associate Dean (Research and Graduate Studies) and Professor in the Faculty of Law, on the topic "Challenging inequality: Reflections on women's legal advocacy under the Canadian Charter of Rights and Freedoms".

The recipients of the 2016 annual University of Manitoba Distinguished Alumni Awards have been selected and the honorees encompass a wide range of achievement, innovation and community service. The awards recognize graduates who are outstanding in their professional and personal lives, and who have been an inspiration to fellow alumni, current students and the community. The recipients are:

- Lifetime Achievement: Edward Lyons, OC
- Professional Achievement: Emmie Leung
- Service to the University of Manitoba: The Hong Kong Alumni Association
- Community Service: Karen Beaudin, OM
- Outstanding Young Alumni: Diana Nicholson

They will be honoured in a ceremony at the Winnipeg Art Gallery on May 5.

On February 25, the University of Manitoba held the finals for its annual Three Minute Thesis (3MT) competition, at which twelve graduate students distilled their research into three minute presentations, using only one slide. Their presentations showcased the breadth, depth and excellence of the graduate student research done at the University of Manitoba. Karlee Dyck, a master's student in human nutritional sciences, captured the first-place prize for her work on fetal alcohol spectrum disorder and whether pregnant women in certain populations get enough nutrients to reduce their risk. Second place went to Anjali Bhagirath, a PhD student in Oral Biology, for her project "Mind over matter: Outsmarting the bacteria by brainwashing". Paul White, a Master's student in Biomedical Engineering, was selected by the audience as the People's Choice recipient for his work studying the relationship between Alzheimer's disease and special navigation.

The Indigenous Student Centre, the Métis University Students Association, the Access and Aboriginal Focus Programs, and the Office of Indigenous Achievement co-hosted a Louis Riel Day Celebration. Over 50 students, staff, faculty and community partners attended the festivities. Elder Norman Meade (Métis) opened the event, and for the first time, a Métis flag was flown on the flag pole outside the University Centre.

As part of the ongoing advocacy and information-sharing work undertaken by universities, the members of COPUM, (Committee of Presidents of Universities of Manitoba, currently Chaired by David Barnard) recently met with Brian Pallister, Leader of the Official Opposition, to discuss the value of a university degree, Indigenous education and university funding.

Additionally, President Barnard participated in a roundtable discussion at the invitation of The Honourable Bill Morneau, Minister of Finance, as part of the Minister's pre-budget consultations. The University of Manitoba presentation focused on how the U of M contributes to and grows the economy through research, infrastructure, Indigenous achievement, graduate student support, and work-integrated learning opportunities.

## **ACADEMIC MATTERS**

- Rayleen De Luca, psychology, was awarded Nellie Award Recipient at the Centennial Gala Celebrating 100 Years of Manitoba Women's Right to Vote on January 28, 2016. This award recognizes and honours women whose endeavors model the spirit and advance the legacy of women like Nellie McClung.
- Justice Murray Sinclair and Sarah Lugtig, law, were honored by the Manitoba Bar Association for Distinguished Service Award and the Access to Justice Award, respectively.
- Monica Cyr, human nutritional sciences graduate student, was recently awarded the Mary Guilbault Métis Bursary through the Louis Riel Institute. This is a highly competitive and prestigious award offered for Métis students. Monica was recognized for her project on Métis cultural food ways and practices.
- Amanda Macdonald, Jesse Perry, Eric Postma and Tom Epp, business graduate students, placed second overall - achieving the Asper School's highest-ever finish - at the prestigious John Molson Master of Business Administration International Case Competition; the oldest and largest case competition in the world.
- Indigo Adam-Grant, business student, received the 2015 Co-op Student of the Year award for her outstanding work as an account development manager at PepsiCo.
- A team of science students from the University of Manitoba's Autonomous Agents Lab took part in the International Robot Competition at Kintex in Seoul, Korea. The team won Best Humanoid Robot award in the International Intelligent Robot Sport competition, the most prestigious award in the competition.
- The Office of Indigenous Achievement hosted the university's second annual Indigenous Awareness Week from January 25-29, 2016. The week focused on integrating Indigenous knowledge into the learning environment.
- The Faculty of Education will host a forum for discussion on the Truth and Reconciliation Commission of Canada's "Calls to Action" and the impact of the recommendations for teacher education programs and post-secondary teaching in Manitoba. This four day symposia series will be held in March and will be co-hosted with the Manitoba Aboriginal Education Directorate.

## RESEARCH MATTERS

- On February 9, 2016 the Government of Canada awarded a new Tier 1 Canada Research Chair (CRC) in Epidemiology and Global Public Health to James Blanchard (Community Health Sciences/Centre for Global Public Health). In addition, two CRCs were renewed: Distinguished Professor David Barber (Environment and Geography/Centre for Earth Observation Science), Tier 1 chair in Arctic-System Science and Debbie Kelly (Psychology), Tier 2 chair in Comparative Cognition.

Blanchard conducts a research program that focuses on discovering how to better plan and deliver important health programs and services to the world's most poor and vulnerable. Barber's research has defined the principal causes of Arctic climate change, with regional interrogation of the inherent spatial and temporal scales of change. Kelly's research focuses on the age-related decline in our cognitive abilities, particularly the ability to remember important locations, using an avian model.

Tier 1 chairs receive \$1.4 million over seven years and Tier 2 chairs receive \$500,000 over five years. A total of \$3.3 million was awarded. There are currently 36 CRCs at the University of Manitoba.

- On February 18, 2016 the Western Grains Research Foundation (WGRF) and the University of Manitoba announced the renewal of their partnership in wheat breeding. WGRF will invest \$1.9 million over five years into Dr. Anita Brûlé-Babel's (Plant Science) winter wheat breeding program and the fusarium head blight (FHB) nursery. The winter wheat breeding program will deliver improved varieties of Canada Western General Purpose (CWGP) and Canada Western Red Winter (CWRW) wheat to producers. In addition, WGRF funds also support a coordinated Fusarium head blight screening nursery. This nursery provides services to wheat breeding programs across western Canada and provides both early and late generation testing for cultivar registration.
- The new Game Changer competition, targeting university students and post-doctoral fellows from all disciplines held its finale event on Feb. 11, 2016. Team Nixed Foods captured the grand prize of \$10,000 as well as the \$1,000 People's Choice Award along with six months of professional mentorship to transform their game-changing idea into a reality. Their strategy to reduce food waste at different stages of the food value chain from producers to the final consumers was also the people's choice award winner. The team members are: Oluwaseyi Odhigbo (Human Nutritional Sciences) Ifeanyi Nwachukwu (Human Nutritional Sciences), Zara Usman (Economics), and Oribim Kingson (Human Nutritional Sciences).

Second place prize of \$5,000 went to Team Biohack who presented their solution to early detection of Alzheimer's disease using a finger prick blood test combined with a virtual reality spatial navigation test. Team members are: Paul White (Biomedical Engineering), Ahmad Byagowi (Electrical Engineering), and Jesslyn Janssen (Biology).

Team Thrive snagged the \$2,500 third place prize, showcasing their holistic health management app titled 'Empowerment Health'. The app is designed from an Indigenous wellness perspective. Team members are: Danielle Fenn (Fine Arts), Ryan Croy (Kinesiology and Recreation Management), Kristin Flattery (Fine Arts), and Kelly Campbell (Fine Arts).

All other teams received a \$500 semi-finalist award.

Game Changer is an initiative of the Office of the Vice-President (Research and International) and was co-organized by the Stu Clark Centre for Entrepreneurship and the Technology Transfer Office.

- The International Office has begun work on developing an International Report Card for the University of Manitoba. The purpose of the International Report Card is to develop a consistent method of collecting and reporting activity relevant to the UM International Strategy. Reporting will focus on key indicators determined to give a reliable representation of the status and progress over time of the execution of UM International Strategy goals.
- Partners for Health and Development in Africa (PHDA) PHDA Chief Executive Officer, Mr. Peter Mwaura, presented a balanced budget to the PHDA Board for the 2015/16 fiscal year. Although delayed and challenging, the successful completion of the audit for the first year ending March 31 2015 by Pricewaterhouse Coopers has enabled the organization to meet current requirements of the Kenyan NGO Coordination Board. PHDA continues to grow its capacity to meet the commitments of its value proposition, which is “to deliver on its mission and comply with the rigorous requirements of funding agencies, Kenyan Government and internationally accepted best practices in financial management and organization leadership.”
- The University of Manitoba hosted one visiting delegation.

Country	Delegation	Dates	Hosting Faculty
Brazil	Dr. Leandro Tessler, UNICAMP, Presentation-Reflections on Science Without Borders and Beyond	December 9-11, 2015	Extended Education and International Office

- Eighty-two researchers, leading 95 projects were awarded funding from various sponsors totaling \$7,247,597.01. Those projects awarded more than \$25,000 are:

PI	Sponsor	Title	Awarded
Afifi, Tracie (Community Health Sciences)	CIHR	Preventing child maltreatment: Changing a child's trajectory, improving health and strengthening families	\$883,855
Akinremi, Olalekan (Soil Science)	NSERC	Influence of rates of alfalfa pellets on water retention and cation exchange capacity of a sandy and a clay soil	\$25,000
Alfa, Attahiru (Electrical and Computer Engineering)	Mitacs Inc.	Predictive models for the Manitoba bio-economy atlas	\$57,500
Bridges, Gregory (Electrical and Computer Engineering)	NSERC	Impedance controllable microwave mesh for reducing human exposure in a handheld satellite communications device	\$25,000

<b>PI</b>	<b>Sponsor</b>	<b>Title</b>	<b>Awarded</b>
Davie, James (Biochemistry and Medical Genetics)	Research Manitoba	Regulation and function of histone H3 lysine 4 trimethylation (H3K4me3) in pre-mRNA splicing	\$45,500
Doucette, Christine (Physiology & Pathophysiology)	NSERC	Unraveling the regulatory mechanisms of rhythmic insulin secretion: A physiological role for UPC2	\$140,000
Ferguson, Steven (Biological Sciences)	Kenneth M Molson Foundation	Bowhead whale habitat use, seasonal movements, historical patterns and future predictions	\$72,000
Goertzen, Andrew (Radiology)	NSERC	Applications of high speed digitizer systems in nuclear medicine imaging applications	\$25,000
Gole, Aniruddha (Electrical and Computer Engineering)	Manitoba HVDC Research Centre	Research in economic evaluation of large power systems for planning purposes using the generation operation cost as main decision variable	\$30,906
Hossain, Ekram (Electrical and Computer Engineering)	NSERC	Scanning and detection of LTE radio signals with applications to traffic monitoring systems	\$25,000
Katz, Alan (Family Medicine)	Research Manitoba	The Manitoba SPOR Primary and Integrated Health Care Innovation Network (MSN): Management and operations grant	\$500,000
Kazem Moussavi, Zahra (Electrical and Computer Engineering)	NSERC	Developing a prototype 3D printed smart mouth guard with embedded SpO2 recorder	\$25,000
Keijzer, Richard (Surgery)	Research Manitoba	miRacles for abnormal lung development in congenital diaphragmatic hernia: Defining the role of miR-200b	\$45,500
Kobasa, Darwyn (Medical Microbiology)	CIHR	Efficacy evaluation of Ebola specific equine immune globulin (EEIg) against lethal Ebola virus (Zaire) in experimental models	\$172,781
Kopotun, Kirill (Mathematics)	University of British Columbia	PIMS: Pacific Institute for the Mathematical Sciences	\$40,000

<b>PI</b>	<b>Sponsor</b>	<b>Title</b>	<b>Awarded</b>
Kordi, Behzad (Electrical and Computer Engineering)	Manitoba Hydro	An investigation of space charge profile on the flashover characteristics of fiberglass reinforced plastic (FRP) tools under DC conditions	\$25,000
Kuo, I fan (Pharmacy)	Manitoba Medical Service Foundation	Mood and anxiety disorders and psychotropic use in spousal caregivers of dementia: A population-based study	\$25,000
Lavigne, Carole (Pharmacy)	Hospital Sainte-Justine (Montreal)	Pediatric HIV infection: Exploring determinants of a functional care	\$28,000
Lavoie, Josee (Community Health Sciences)	University of Alberta	Transforming primary health care in remote Northern communities: The Circumpolar Health System Innovation Team (CirHSIT) - Project C-5: Frontline providers and community perspectives on medevac decision making	\$36,200
Levin, David (Biosystems Engineering)	Genome Canada	Fibre composite and biomatrix genomics (FiCoGEN ): Application to the ground transportation industry	\$97,870
Lix, Lisa (Community Health Sciences)	CIHR	Advancing the science of data quality for electronic health databases: Applications to chronic disease research and surveillance	\$962,920
Marrie, Ruth (Internal Medicine)	National Multiple Sclerosis Society	Multiple Sclerosis prevalence initiative	\$117,898
Mufti, Aftab (Civil Engineering)	Research Manitoba	Bridge weigh-in-motion (BWIM) phase 1	\$40,000
Pawlak, Miroslaw (Electrical and Computer Engineering)	Mitacs Inc.	PMU-based load modelling and validation methodology	\$30,000
Roos, Noralou (Community Health Sciences)	Winnipeg Foundation (The)	Treat poverty to improve health and well-being	\$190,000
Sareen, Jitender (Psychiatry)	CIHR	Defining the longitudinal course, outcomes and treatment needs of vulnerable Canadians with posttraumatic stress disorder	\$1,886,078

<b>PI</b>	<b>Sponsor</b>	<b>Title</b>	<b>Awarded</b>
Strachan, Leisha (Kinesiology and Recreation Management)	SSHRC	Cultural relevancy and positive youth development: Exploring the sport and physical activity experiences of Indigenous youth in Canada	\$51,490
Svecova, Dagmar (Civil Engineering)	Research Manitoba	Performance investigation of thermally broken concrete balconies	\$40,000
Therault, Steven (Microbiology)	CIHR	Evaluating the environmental persistence and disinfection of the Ebola virus	\$140,800
Thompson, Genevieve (Nursing)	Research Manitoba	Partnering together to improve palliative care in long-term care homes	\$100,000
Thomson, Douglas (Dean's Office - Faculty of Engineering)	Research Manitoba	Binary crack sensor for steel girders	\$40,000
Triggs-Raine, Barbara (Biochemistry and Medical Genetics)	Children's Hospital Foundation of Manitoba Inc.	Small animal imaging facility - PET-MRI imaging system	\$50,000
Triggs-Raine, Barbara (Biochemistry and Medical Genetics)	University of Alberta	Pathogenesis of, and therapeutic approaches for, hyaluronidase 2 (HYAL2) deficiency	\$75,000
Wourms, Vincent (Anesthesia)	Manitoba Medical Service Foundation	Electroencephalography Guidance of Anesthesia to Alleviate Geriatric Syndromes (ENGAGES) Study: A pragmatic, randomized clinical trial	\$30,000
Wu, Nan (Mechanical and Manufacturing Engineering)	NSERC	Fracture detection on coach frame welding joints with piezoelectric composite coating	\$25,000
Wu, Nan (Mechanical and Manufacturing Engineering)	Research Manitoba	Damage detection at welding joints on heavy ground vehicle structures	\$40,000
Xing, Mengqiu (Malcolm) (Mechanical and Manufacturing Engineering)	NSERC	Development of stabilized polymeric nanoparticles with environmental sensitivities	\$25,000

## ADMINISTRATIVE MATTERS

- Campus Planning presented the Visionary (re)Generation Master Plan vision and project overview to Mayor Bowman on February 18, 2016. He asked for ongoing periodic updates and noted the potential for this project to be a unique example of transit oriented development (TOD) in the City.
- Through a partnership with educators in the Clayton H. Riddell Faculty of Environment, Earth, and Resources, the Office of Sustainability is coordinating and or facilitating more than 20 *Sustainability Research in Action* applied student “living lab” research projects. In addition to working on a range of sustainability challenges on campus, students are also providing sustainability research assistance to the Assiniboine Park Conservancy, University of Winnipeg, Red River College, Lafarge Canada, 2017 Canada Summer Games, Manitoba Health Sciences Centre, Fort Whyte Alive and Sustainable Building Manitoba.
- CUPE Sessional - On January 8, CUPE Sessional ratified a 3-year agreement that expires August 31, 2018, containing significantly simplified provisions for Right of First Refusal.
- Key parts of the University’s infrastructure has been modernized with the completion of two projects:
  - the migration from Novell file and print services to Microsoft file and print services
  - the migration to a new network configuration allowing for private addresses with an automated network management tool

A great collaborative work between central IST, Distributed IT and Faculties. Negative impacts were small and/or resolved quickly.

## EXTERNAL MATTERS

- For the period of April 1, 2015 to February 19, 2016, the University has raised \$104,954,594 for the 2015/2016 fiscal year.
- To date, we have raised \$232,503,260 in philanthropic gifts and received a \$150 million commitment from the provincial government towards our \$500 million goal for the Front and Centre campaign.
- Significant gifts and activities in the last reporting period include:
  - Mrs. Wai Hing So Kwok made a gift of \$600,000 to establish scholarships and bursaries.
  - Prairie Improvement Network made a \$500,000 gift to establish a new graduate student award in the Faculty of Agricultural and Food Sciences.
  - Wawanesa Insurance has supported the Taché Arts Project with a gift of \$320,000.
  - The Winnipeg Rh Institute Foundation made a commitment of \$129,000 to support the Dr. John M. Bowman Memorial Rh Institute Medal, the University of Manitoba Rh Awards, and Innovation Plaza.
  - Drs. Krishnamurti and Ganga Dakshinamurti made a \$100,000 gift to establish a scholarship in human rights.



- Friesens Corporation made a gift of \$100,000, and Dr. David and Mrs. Evelyn Friesen made an additional gift of \$20,000, to support scholarships for rural students.
- Mr. Philipp R. Ens and Mrs. Ilse Krentz Ens made a \$100,000 gift to support the Taché Arts Project.
- Border Chemical Company made a \$100,000 gift to increase four awards: the Dr. Charlotte W. Ross Prize, the Mark G. Smerchanski Memorial Prize, the Mark G. and Patricia N. Smerchanski Graduate Award in Chemistry, and the Patricia N. and Mark G Smerchanski Law Entrance Scholarship.
- Upcoming events and activities include the following:
  - Visionary Conversations on Campus took place on February 3 where we posed the question "Refugees - Are We Getting It Right?" Over 160 guests attended the lecture to hear from our panelists and engage in a lively discussion. The next installment of Visionary Conversations on Campus will take place March 16 at the Robert B. Schultz Theatre. The topic will be "Bringing the Paris Climate Talks Home - With the unprecedented agreement struck in Paris, what does this mean for Canadians?"
  - The Distinguished Alumni Awards Celebration of Excellence will be held on Thursday, May 5 at the Winnipeg Art Gallery.
  - The nomination period for alumni representative to the Board of Governors will close on Friday, February 26 at 3 p.m. CST.
  - The Seniors' Alumni Learning for Life Program will begin its spring 2016 sessions on Thursday, March 10 and run until April 28. All topics and speakers have now been confirmed for spring 2016. This program is for seniors 60-plus and is open to alumni and friends of the University of Manitoba.
- The Province of Manitoba made several funding announcements in January 2016 of benefit to the U of M:
  - January 7, 2016: 2.5% increase for university operating grants and additional funding for the U of M including, but not limited to:
    - National Centre for Truth and Reconciliation (\$1 million)
    - Graduate Student Support (\$3 million)
    - Masters of Social Work in Indigenous Knowledge (\$610,000)
  - January 11, 2016: \$30 million commitment including, but not limited to:
    - Indigenous Success Fund (\$5 million)
    - Undergraduate scholarship and bursaries support (\$5 million)
    - Endowed chair in palliative care (\$2.5 million)
    - Support innovation in teaching chairs (\$2.5 million)
    - Chair in energy systems and water resources (\$1.5 million)
    - Chair in sustainable food development (\$500,000)
    - Women in engineering professorship (\$500,000)
    - WISE Kid-Netic Energy engineer-in-residence (\$500,000)
  - January 13, 2016: \$120 million commitment to infrastructure supporting:
    - The new Inter-Professional Health Education Complex at our Bannatyne campus (\$97.3 million)
    - Redevelopment of the Helen Glass Centre (\$3 million)
    - The Churchill Marine Observatory (\$9.7 million)
    - Renewal of classrooms, libraries and laboratories (\$9 million)

- On January 19, 2016, John Kearsley, Vice-President (External), met with The Honourable Kerri Irvin-Ross, Deputy Premier and Minister of Family Services, to discuss the rental housing issue at the U of M and the Southwood development; both issues of interest to the Minister in her capacity as MLA, Fort Richmond.
- Tyler MacAfee, Director, Government and Community Engagement, had a series of meetings in Ottawa on January 26, 2016 in advance of a Government Relations Officers meeting hosted by Universities Canada. Mr. MacAfee met with senior officials in the Offices of the Ministers of Finance and Infrastructure and Communities as well as Member of Parliament, Winnipeg South, Terry Duguid and the Official Opposition Critic for Western Economic Diversification to discuss U of M priorities and build a relationship with the new government.



**AGENDA ITEM:** Financial results and annual projection for the quarter ending December 31, 2015.

**RECOMMENDED RESOLUTION:**

That the Board receives for information the third quarter results and year end projection.

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

The purpose of this submission is to inform the Board of the financial results for the year-to-date as at December 31, 2015, and to provide a projection for the remainder of the fiscal year. In summary, it is projected that the financial outlook of the University will improve as compared to when the budget was set. The projection indicates that the University can expect a Net Increase in Fund Balances from Operating Activities (before unrealized gains/losses) of \$83.7M, which is a significant departure from the April 1 budgeted decrease of \$810K.

The most significant contributing factors are:

- The \$39.6M in unit carryover that was budgeted to be spent will not be spent and in fact, we estimate carryover to grow by \$10M-13M.
- Increased tuition fees of \$3.7M, due to higher than expected student enrolment.
- Increased investment revenue of \$22.4M due to realizing gains on the sale of certain investments. The increased investment income does not translate to an increase in expenses as only a portion of the investment income is spent each year.
- Increased research-related revenues of \$18.2M, primarily attributed to higher than expected non-government grants. As research projects may span multiple years, not all research-related revenue will be spent in 2015-16.
- Increased capital-related revenues of \$8.7M, related to increased investment income on Trust Capital assets and receiving \$2.1M in funding from the Province for athletic facility improvement in anticipation of the 2017 Canada Summer Games.

In addition to the above, the University had budgeted \$25M in unrealized gains on its investments, which would bring total increases in fund balances to \$24.6M. However, based on latest market conditions we anticipate significant unrealized losses of up to \$29M. The projected excess of revenue over expenses of \$83.7M less the forecasted unrealized investment losses of \$29M brings the total forecasted change in fund balances to \$54M, compared to the budgeted of \$24M.

Attached is an update on the University's financial results to the end of the third quarter (December 31, 2015) with a projection to March 31, 2016 compared to the budget. Four documents are included:

## **Appendix I – April 1 Budget to Projection Comparison Summary**

Appendix I contains information on the variances between the April 1 Budget and the March 31, 2016 projection. The following is a summary of the expected results of the 2015-16 fiscal year.

### **General Funds Annual Projection**

The University is projected to receive \$8.1M more in General Funds revenue than anticipated in the April 1 Budget. This is due in most part to receiving higher than expected tuition fees from increased student enrolment and higher grant revenue.

General Funds expenses are projected to be significantly lower than anticipated in the April 1 Budget, as faculties and units are not expected to spend any of the \$39.6M of carryover included in the budget. Further, expenses are projected to decrease an additional \$10.2M due to reduced spending in anticipation of a 4% budget reduction in 2016-17.

As a result of the above, we anticipate an Operating Fund surplus of \$13.8M which will be transferred to the Provision Fund as carryover and added to the \$39.6M of existing carryover.

### **Restricted and Endowment Funds Annual Projection**

The University is projected to receive \$39.6M more in Restricted and Endowment Funds revenue than anticipated in the April 1 Budget. In Q3 alone, the University received unexpected funding from the Bill and Melinda Gates Foundation of \$11.7M for our research-related activities in India and Kenya. Further, we expect to receive an additional \$22.4M in investment income, as \$20.2M of realized capital gains have already been received from the sale of US and Canadian equities in the Trust Fund.

Restricted Fund expenses are on track and as expected, research-related spending levels are projected to increase to coincide with the increase in research-related revenue received.

Due to poor market conditions during fiscal 2015-16, the University is expected to incur an unrealized remeasurement loss of \$29.5M on the market value our investment holdings. This is a significant departure from the budgeted gain of \$24.5M. While we have experienced unexpected realized gains from our portfolio managers selling portions of our equity portfolios during the year, due to poor market conditions our remaining holdings are projected to incur significant unrealized losses on their market value. Once the capital markets recover, we can expect to reverse these unrealized losses.

The result of the projection is expected net revenue of \$83.7M, which surpasses the expected loss of (\$810K) in the April 1 Budget. In consideration of the projected remeasurement loss, we can expect a total increase in fund balances of \$54.2M.

## **Appendix II – Financial Report:**

Appendix II reports year-to-date results against prior year, along with an annual projection compared to budget. The report is summarized by Financial Statement categories and Funds. Variances between budget and projection have been addressed in Appendix I. Variances

between current year and prior year to date are as follows:

An increase in General Funds revenue received during the quarter is the only notable variance from prior year results. The University received \$11.2M more in tuition fees as compared to the same period last year due to an enrolment increase approximately 2%, and Sports and Recreation Fees associated with Active Living Centre memberships that are now being charged as part of student tuition fees. Spending in the General Funds year-to-date is comparable to that of the prior year and reflective of the year-to-date increase in revenue.

Restricted and Endowment Funds revenue received year-to-date are \$18.3M higher than those received as at December 31 of the prior year. This is due primarily to increased donations and funding of research projects from non-government grants. Expenses for the Restricted Funds are driven by Restricted Funds revenue, which varies from year to year. As Restricted Funds revenues have increased as compared to this period in the prior year, so have Restricted Funds expenses.

**Appendix III – Inter-Fund Transfers:**

Appendix III is a comparison of year-to-date fund transfers against budget. This is a new report for 2015-16 and has been added to demonstrate transparency over the use of University resources, including fund transfers.

**Appendix IV – Fiscal Budget – April 1, 2015:**

Appendix IV represents the 2015-16 fiscal budget for all funds. The April 1 Budget remains unchanged from what was approved in May, and includes carryover of \$39.6M allocated to Materials, Supplies and Services in the General Funds. Carryover will be reallocated to the various expense categories as it is spent.

**RESOURCE REQUIREMENTS:**

None

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

Monitoring, controlling, and balancing the budget is necessary in order for the University to be able to continue its tradition of excellence. It is expected that this report will keep the Board informed of financial results and corrective actions should a balanced operating result be in question.

**IMPLICATIONS:**

N/A

**ALTERNATIVES:**

N/A



### Board of Governors Submission

**Routing to the Board of Governors:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Tom Hay</u>	<u>Jan 28, 2016</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>P Albock</u>	<u>Jan 29/16</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Q B R</u>	<u>Feb 1, 2016</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>FAHR</u>	<u>March 1, 2016</u>
<input type="checkbox"/>	<input type="checkbox"/>		

**Submission prepared by:** Gord Pasioka, Associate Comptroller

**Submission approved by:**

- Attachments**
- Appendix I – April 1 Budget to Projection Comparison Summary
  - Appendix II – Financial Report
  - Appendix III – Inter-fund Transfers
  - Appendix IV – Fiscal Budget – April 1, 2015

UNIVERSITY OF MANITOBA  
**April 1 Budget to Projection Comparison**  
**Projected for the period ended March 31, 2016**  
*(in thousands)*

	REVENUE				EXPENSES				INTER-FUND TRANSFERS				REMEASUREMENT GAINS (LOSSES)				NET INCREASE (DECREASE) IN FUND BALANCE		
	April 1 Budget	Projection March 31, 2016	Variance	Note	April 1 Budget	Projection March 31, 2016	Variance	Note	April 1 Budget	Projection March 31, 2016	Variance	Note	April 1 Budget	Projection March 31, 2016	Variance	Note	April 1 Budget	Projection March 31, 2016	Variance
<b>General Funds:</b>																			
Operating Fund	612,776	620,905	8,130	A	605,237	555,424	(49,813)	E	(7,539)	(65,481)	(57,942)	G	-	-	-		-	-	-
Provisions Fund	-	-	-		-	-	-		(55,504)	2,663	58,167	H	-	-	-		(55,504)	2,663	58,167
Expenses Funded from Future Revenues Fund	-	-	-		-	-	-		(100)	(100)	-		-	-	-		(100)	(100)	-
<b>Total General Funds</b>	<b>612,776</b>	<b>620,905</b>	<b>8,130</b>		<b>605,237</b>	<b>555,424</b>	<b>(49,813)</b>		<b>(63,143)</b>	<b>(62,918)</b>	<b>225</b>		<b>-</b>	<b>-</b>	<b>-</b>		<b>(55,604)</b>	<b>2,563</b>	<b>58,167</b>
<b>Restricted Funds:</b>																			
Research and Special Fund	150,000	168,196	18,196	B	139,000	149,661	10,661	F	(4,903)	(6,165)	(1,262)		-	-	-		6,097	12,370	6,273
Capital Fund	31,244	39,812	8,568	C	74,065	74,567	502		58,156	66,119	7,963	I	-	-	-		15,335	31,364	16,029
Staff Benefits Fund	5,496	7,960	2,464		4,074	3,737	(337)		3,000	4,830	1,830		3,000	(82)	(3,082)	L	7,422	8,971	1,550
Trust Fund	24,050	38,326	14,276	D	19,000	21,170	2,170		6,100	(6,753)	(12,853)	J	6,735	(14,703)	(21,438)	L	17,885	(4,300)	(22,185)
<b>Total Restricted Funds</b>	<b>210,790</b>	<b>254,295</b>	<b>43,505</b>		<b>236,139</b>	<b>249,135</b>	<b>12,996</b>		<b>62,353</b>	<b>58,031</b>	<b>(4,322)</b>		<b>9,735</b>	<b>(14,785)</b>	<b>(24,520)</b>		<b>46,739</b>	<b>48,406</b>	<b>1,667</b>
<b>Endowment Fund</b>	<b>17,000</b>	<b>13,088</b>	<b>(3,912)</b>		<b>-</b>	<b>-</b>	<b>-</b>		<b>790</b>	<b>4,887</b>	<b>4,097</b>	K	<b>15,715</b>	<b>(14,704)</b>	<b>(30,419)</b>	L	<b>33,505</b>	<b>3,271</b>	<b>(30,234)</b>
<b>Total Funds</b>	<b>840,566</b>	<b>888,288</b>	<b>47,722</b>		<b>841,376</b>	<b>804,559</b>	<b>(36,817)</b>		<b>-</b>	<b>-</b>	<b>-</b>		<b>25,450</b>	<b>(29,489)</b>	<b>(54,939)</b>		<b>24,640</b>	<b>54,240</b>	<b>29,600</b>

**NOTES:**

- A Projected increase in Operating revenue attributed to increased tuition fees (\$3.7M), more donations received (\$590K) and non-government grants (\$2.9M), receiving unbudgeted EAL and Federal grants (\$1.5M), and unbudgeted miscellaneous income (\$1.9M), primarily attributed to recognizing a Health Care Spending Account surplus of \$786k, GST refunds of \$714k and vendor rebates of \$253k that offset a projected decrease in non-EAL Provincial grant revenue (\$3.3M) from Manitoba Health and the WRHA.
- B Projected increase in Research revenue attributed to receiving higher than anticipated non-government grant revenue. \$11.7M of unanticipated funding from the Gates Foundation was received in Q3 alone.
- C Projected increase in Capital revenue primarily attributed to receiving higher than anticipated investment income on Trust Capital investments (\$5.3M) and funding from the Province for improving certain University athletic facilities for the 2017 Canada Summer Games (\$2.1M)
- D The University has realized significant gains on the sale of US and Canadian equities to date (\$20.2M), and is projecting the net impact of realized gains and losses, dividend and interest income on investment holdings to surpass budget by \$14.2M.
- E It is projected that none of the carryover included in the April 1 Budget will be spend in fiscal 2015-16 (\$39.6M), and an additional decrease of \$10.2M is projected.
- F Research expenses move in correlation to the amount of Research revenue received. As higher than anticipated Research revenue is projected, Research expenses are expected to increase in tandem. It should be noted that Research revenue is not necessarily spent in the year received, as research projects may span multiple fiscal years.
- G Transfers from the Operating Fund exceed budget as the unspent carryover included in the April 1 Budget (\$39.6M) and projected additional carryover of \$13.8M will be transferred back to the Provisions Fund at year-end. Further, the faculties are projecting to transfer an additional \$6.2M to the Capital Fund for unit-funded capital projects.
- H Transfers to the Provisions Fund exceed budget as the unspent carryover included in the April 1 Budget (\$39.6M) and projected additional carryover of \$13.8M will be transferred back to the Provisions Fund at year-end.
- I The Capital Fund is projected to receive \$6.2M in unbudgeted transfers for unit-funded projects.
- J At the end of Q3, unbudgeted amounts of \$6.4M and \$1.8M have been transferred from the Trust Fund to the Operating Fund and the Research and Special Fund respectively for the support of operations and research projects. An additional \$1.3M and \$.5M are expected to be transferred prior to year-end.
- K The Endowment Fund is expected to receive reallocated funds from the Trust Fund that were unbudgeted.
- L Due to poor market conditions experienced in fiscal 2015-16, it is expected that the University will incur significant unrealized losses on investment holdings.

	GENERAL FUNDS					RESTRICTED AND ENDOWMENT FUNDS					TOTAL FUNDS		
	April 1 Budget	Actuals December 31, 2015	Prior Year Actuals December 31, 2014	Projection March 31, 2016	Actuals March 31, 2015	April 1 Budget	Actuals December 31, 2015	Prior Year Actuals December 31, 2014	Projection March 31, 2016	Actuals March 31, 2015	April 1 Budget	Projection March 31, 2016	Actuals March 31, 2015
<b>Revenue:</b>													
Tuition and Related Fees	156,208	156,848	145,606	159,942	148,768						156,208	159,942	148,768
Donations	920	1,462	1,232	1,510	1,728	29,350	19,627	14,270	25,969	21,341	30,270	27,479	23,069
Non-Government Grants	1,423	3,951	1,829	4,431	3,212	46,000	59,097	48,119	61,178	56,098	47,423	65,608	59,310
Net Investment Income	4,245	3,235	3,116	4,245	4,400	21,800	32,659	32,559	44,172	51,751	26,045	48,417	56,151
Miscellaneous Income	4,472	4,897	4,922	6,463	7,271	6,146	4,559	5,651	7,026	8,875	10,618	13,489	16,146
Government Grants:													
Education and Advanced Learning	345,575	258,765	252,186	346,287	337,276	7,138	5,381	5,687	7,015	7,136	352,713	353,302	344,412
Other Province of Manitoba	24,949	15,367	13,301	21,639	20,512	43,356	38,383	37,597	48,177	48,043	68,305	69,817	68,555
Government of Canada	10,184	7,752	9,454	11,006	10,745	73,000	63,137	60,574	73,134	68,517	83,184	84,140	79,262
City of Winnipeg	-	51	51	51	51	-	-	-	-	-	-	51	51
Sales of Goods and Services	27,402	22,480	22,429	28,178	31,378	1,000	600	667	711	907	28,402	28,890	32,285
Ancillary Services	37,398	25,998	25,755	37,153	36,985						37,398	37,153	36,985
	<b>612,776</b>	<b>500,806</b>	<b>479,882</b>	<b>620,905</b>	<b>602,326</b>	<b>227,790</b>	<b>223,444</b>	<b>205,123</b>	<b>267,383</b>	<b>262,668</b>	<b>840,566</b>	<b>888,288</b>	<b>864,994</b>
<b>Expenses:</b>													
Salaries	368,769	258,105	251,687	359,918	342,967	40,000	29,138	29,689	43,068	38,938	408,769	402,986	381,905
Staff Benefits and Pay Levy	72,652	50,406	46,015	70,020	68,961	7,200	4,977	5,389	7,752	7,558	79,852	77,772	76,519
Materials, Supplies and Services	105,288	35,009	35,488	55,475	53,585	43,666	41,348	30,249	46,396	52,275	148,953	101,871	105,860
Amortization of Capital Assets						55,500	41,625	40,500	55,500	54,075	55,500	55,500	54,075
Student Assistance	9,117	10,118	9,413	14,092	12,954	37,500	32,385	30,209	41,143	38,392	46,617	55,236	51,346
Professional Consulting and Externally Contracted Services	13,296	9,613	7,651	17,234	15,009	22,129	16,051	15,976	23,740	23,306	35,424	40,974	38,315
Travel and Conferences	10,915	8,460	9,226	11,442	12,261	11,000	8,190	9,172	11,844	11,772	21,915	23,285	24,033
Utilities, Municipal Taxes, and Insurance	21,049	13,130	13,049	20,532	20,253	30	33	12	32	36	21,079	20,564	20,289
Interest						18,565	14,374	13,913	19,067	18,682	18,565	19,067	18,682
Maintenance and Repairs	4,152	4,306	4,199	6,712	7,978	550	1,048	1,107	592	579	4,702	7,304	8,557
<b>Total Expenses</b>	<b>605,238</b>	<b>389,147</b>	<b>376,728</b>	<b>555,424</b>	<b>533,968</b>	<b>236,139</b>	<b>189,169</b>	<b>176,217</b>	<b>249,135</b>	<b>245,613</b>	<b>841,376</b>	<b>804,559</b>	<b>779,581</b>
<b>Net Increase in Fund Balance from Operating Activities</b>	<b>7,538</b>	<b>111,659</b>	<b>103,154</b>	<b>65,481</b>	<b>68,358</b>	<b>(8,349)</b>	<b>34,275</b>	<b>28,906</b>	<b>18,248</b>	<b>17,055</b>	<b>(810)</b>	<b>83,729</b>	<b>85,413</b>
<b>Inter-fund Transfers</b>	<b>(63,143)</b>	<b>(33,778)</b>	<b>19,175</b>	<b>(62,918)</b>	<b>(43,860)</b>	<b>63,143</b>	<b>33,778</b>	<b>(19,175)</b>	<b>62,918</b>	<b>43,860</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Increase (Decrease) to Fund Balances from Operating Activities</b>	<b>(55,605)</b>	<b>77,881</b>	<b>122,329</b>	<b>2,563</b>	<b>24,498</b>	<b>54,794</b>	<b>68,053</b>	<b>9,731</b>	<b>81,166</b>	<b>60,915</b>	<b>(810)</b>	<b>83,729</b>	<b>85,413</b>
<b>Remeasurement Gains and (Losses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>923</b>	<b>25,450</b>	<b>(21,587)</b>	<b>5,021</b>	<b>(29,489)</b>	<b>30,630</b>	<b>25,450</b>	<b>(29,489)</b>	<b>31,553</b>
<b>Total Increase (Decrease) in Fund Balances</b>	<b>(55,605)</b>	<b>77,881</b>	<b>122,329</b>	<b>2,563</b>	<b>25,421</b>	<b>80,244</b>	<b>46,466</b>	<b>14,752</b>	<b>51,677</b>	<b>91,545</b>	<b>24,640</b>	<b>54,240</b>	<b>116,966</b>



**UNIVERSITY OF MANITOBA**  
**Inter-Fund Transfers**  
**For the period ended December 31, 2015**

**Appendix III**

	ACTUALS TO DECEMBER 31, 2015				ACTUALS TO DECEMBER 31, 2015						Total Restricted & Endowment Funds	Budget
	Operating	Provisions	Future Revenues	Total General Funds	Budget	Research and Special	Capital	Staff Benefits	Trust	Endowment		
Employee Future Benefits	-	-	-	-	-	-	-	-	-	-	-	-
Benefit Premiums Net of Employer Contributions for Staff Benefits	(2,167,143)	-	-	(2,167,143)	(4,700,000)	-	-	2,167,143	-	-	2,167,143	4,700,000
Benefit Refunds	-	-	-	-	1,700,000	-	-	-	-	-	-	(1,700,000)
Funding of Capital Asset Additions:												
Current Year Acquisitions	(12,445,283)	-	-	(12,445,283)	(25,000,000)	-	12,767,602	-	-	-	12,767,602	25,000,000
Other Funded Projects	(6,722,319)	-	-	(6,722,319)	(17,000,000)	-	6,400,000	-	-	-	6,400,000	17,000,000
Faculty and Unit Funded Projects	(4,849,896)	-	-	(4,849,896)	-	(2,634,198)	7,680,611	-	(196,517)	-	4,849,896	-
Long Term Debt Repayment												
Ancillary Services	-	-	-	-	(4,987,470)	-	3,396,565	-	-	-	3,396,565	4,987,470
Faculties	(4,553,360)	-	-	(4,553,360)	(1,542,400)	-	1,156,795	-	-	-	1,156,795	1,542,400
Unit Capital Development Assessment	(2,300,000)	-	-	(2,300,000)	(5,300,000)	-	2,300,000	-	-	-	2,300,000	5,300,000
Student Contributions for Technology	(2,600,000)	-	-	(2,600,000)	(3,033,707)	-	2,600,000	-	-	-	2,600,000	3,033,707
Other	(315,000)	-	-	(315,000)	(1,292,004)	-	315,000	-	-	-	315,000	1,292,004
Student Contribution to University Development Fund	(812,635)	-	-	(812,635)	(991,010)	-	-	-	169,362	643,272	812,635	991,010
Scholarships, Bursaries & Prizes												
Faculty and Unit Funded	(1,551,272)	-	-	(1,551,272)	(5,122,725)	(29,473)	-	-	1,578,955	1,790	1,551,272	5,122,725
Centrally Funded	(5,670,545)	-	-	(5,670,545)	(2,322,831)	-	-	-	5,670,225	320	5,670,545	2,322,831
Other Net Transfers	2,061	-	-	2,061	-	(59,172)	(2,061)	-	(3,452,531)	3,511,703	(2,061)	-
Overhead Recoveries	3,667,877	-	-	3,667,877	1,545,852	(3,667,877)	-	-	-	-	(3,667,877)	(1,545,852)
Funding of General Operating Expenses	17,227,021	(9,316,622)	-	7,910,399	4,902,918	(1,345,720)	(100,992)	-	(6,463,686)	-	(7,910,399)	(4,902,918)
Net Change in Unit Carryover	39,658,984	(39,658,984)	-	-	-	-	-	-	-	-	-	-
Funding of Research Projects	(2,568,129)	-	-	(2,568,129)	-	4,456,851	(50,000)	-	(1,838,722)	-	2,568,129	-
Transfers to Provisions: Specific Projects												
Faculty and Unit Funded	(1,660,415)	2,857,550	-	1,197,135	-	-	(1,197,135)	-	-	-	(1,197,135)	-
Centrally Funded	(786,000)	786,000	-	-	-	-	-	-	-	-	-	-
Vacation and Sick Leave Liability	-	-	-	-	-	-	-	-	-	-	-	-
Pension Liability	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Net Transfers</b>	<b>11,553,947</b>	<b>(45,332,056)</b>	<b>-</b>	<b>(33,778,109)</b>	<b>(63,143,377)</b>	<b>(3,279,590)</b>	<b>35,266,385</b>	<b>2,167,143</b>	<b>(4,532,914)</b>	<b>4,157,086</b>	<b>33,778,109</b>	<b>63,143,377</b>

	Operating	Provisions	Future Revenues	Total General Funds	Research and Special	Capital and Capital Trust	Staff Benefits	Trust	Total Restricted Funds	Endowment	Total Restricted & Endowment Funds	2016 Total All Funds
<b>REVENUE</b>												
Tuition and Related Fees	156,207,559			156,207,559					-			156,207,559
Donations	919,763			919,763	350,000	4,000,000		8,000,000	12,350,000	17,000,000	29,350,000	30,269,763
Non-Government Grants	1,422,519			1,422,519	46,000,000				46,000,000		46,000,000	47,422,519
Investment Income	4,245,000			4,245,000		3,750,000	2,000,000	16,050,000	21,800,000		21,800,000	26,045,000
Miscellaneous Income	4,471,769			4,471,769	150,000	2,500,000	3,496,000		6,146,000		6,146,000	10,617,769
Government Grants:				-					-		-	
Education and Advanced Learning	345,575,400			345,575,400		7,138,000			7,138,000		7,138,000	352,713,400
Other Province of Manitoba	24,949,488			24,949,488	33,500,000	9,856,000			43,356,000		43,356,000	68,305,488
Government of Canada	10,184,180			10,184,180	69,000,000	4,000,000			73,000,000		73,000,000	83,184,180
City of Winnipeg	-			-					-		-	-
Sales of Goods and Services	27,402,089			27,402,089	1,000,000				1,000,000		1,000,000	28,402,089
Ancillary Services	37,397,843			37,397,843					-		-	37,397,843
<b>Total Revenue</b>	612,775,610	-	-	612,775,610	150,000,000	31,244,000	5,496,000	24,050,000	210,790,000	17,000,000	227,790,000	840,565,610
<b>EXPENSES</b>	605,236,551			605,236,551	139,000,000	74,065,000	4,074,160	19,000,000	236,139,160		236,139,160	841,375,711
<b>NET REVENUE</b>	<b>7,539,059</b>	-	-	<b>7,539,059</b>	<b>11,000,000</b>	<b>(42,821,000)</b>	<b>1,421,840</b>	<b>5,050,000</b>	<b>(25,349,160)</b>	<b>17,000,000</b>	<b>(8,349,160)</b>	<b>(810,101)</b>
<b>INTERFUND TRANSFERS</b>												
Employee Future Benefits	-			-					-		-	-
Benefit Premiums Net of Employer Contributions for Staff Benefits	(4,700,000)			(4,700,000)			4,700,000		4,700,000		4,700,000	-
Benefit Refunds	1,700,000			1,700,000			(1,700,000)		(1,700,000)		(1,700,000)	-
Funding of Capital Asset Additions:				-					-		-	-
Current Year Acquisitions	(25,000,000)			(25,000,000)		25,000,000			25,000,000		25,000,000	-
Other Funded Projects	(17,000,000)			(17,000,000)		17,000,000			17,000,000		17,000,000	-
Faculty and Unit Funded Projects	-			-					-		-	-
Long Term Debt Repayment				-					-		-	-
Ancillaries	(4,987,470)			(4,987,470)		4,987,470			4,987,470		4,987,470	-
Faculties	(1,542,400)			(1,542,400)		1,542,400			1,542,400		1,542,400	-
Unit Capital Development Assessment	(5,300,000)			(5,300,000)		5,300,000			5,300,000		5,300,000	-
Student Contributions for Technology	(3,033,707)			(3,033,707)		3,033,707			3,033,707		3,033,707	-
Other	(1,292,004)			(1,292,004)		1,292,004			1,292,004		1,292,004	-
Student Contribution to University Development Fund	(991,010)			(991,010)				200,755	200,755	790,255	991,010	-
Scholarships, Bursaries & Prizes				-					-		-	-
Faculty and Unit Funded	(5,122,725)			(5,122,725)				5,122,725	5,122,725		5,122,725	-
Centrally Funded	(2,322,831)			(2,322,831)				2,322,831	2,322,831		2,322,831	-
Other Net Transfers	1,545,852			1,545,852				(1,545,852)	(1,545,852)		(1,545,852)	-
Overhead Recoveries	4,902,918			4,902,918	(4,902,918)				(4,902,918)		(4,902,918)	-
Funding of General Operating Expenses	-			-					-		-	-
Net Change in Unit Carryover	39,658,984	(39,658,984)		-					-		-	-
Funding of Research Projects	-			-					-		-	-
Transfers from (to) Provisions: Specific Projects				-					-		-	-
Faculty and Unit Funded	(2,932,166)	2,932,166		-					-		-	-
Centrally Funded	18,777,500	(18,777,500)		-					-		-	-
Vacation and Sick Leave Liability	100,000		(100,000)	-					-		-	-
Pension Liability	-			-					-		-	-
<b>Total Net Transfers</b>	<b>(7,539,059)</b>	<b>(55,504,318)</b>	<b>(100,000)</b>	<b>(63,143,377)</b>	<b>(4,902,918)</b>	<b>58,155,581</b>	<b>3,000,000</b>	<b>6,100,459</b>	<b>62,353,122</b>	<b>790,255</b>	<b>63,143,377</b>	<b>-</b>
<b>NET INCREASE (DECREASE) TO FUND BALANCE FROM OPERATING ACTIVITIES</b>	<b>-</b>	<b>(55,504,318)</b>	<b>(100,000)</b>	<b>(55,604,318)</b>	<b>6,097,082</b>	<b>15,334,581</b>	<b>4,421,840</b>	<b>11,150,459</b>	<b>37,003,962</b>	<b>17,790,255</b>	<b>54,794,217</b>	<b>(810,101)</b>
<b>REMEASUREMENT GAINS (LOSSES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000,000</b>	<b>6,735,000</b>	<b>9,735,000</b>	<b>15,715,000</b>	<b>25,450,000</b>	<b>25,450,000</b>
<b>TOTAL INCREASE (DECREASE) TO FUND BALANCE</b>	<b>-</b>	<b>(55,504,318)</b>	<b>(100,000)</b>	<b>(55,604,318)</b>	<b>6,097,082</b>	<b>15,334,581</b>	<b>7,421,840</b>	<b>17,885,459</b>	<b>46,738,962</b>	<b>33,505,255</b>	<b>80,244,217</b>	<b>24,639,899</b>

Note:

The budget as reported above is exclusive of budgeted Internal Sales and Services Income and its related expenses.

**AGENDA ITEM:** Report of the University Discipline Committee for the period of  
September 1, 2014 to August 31, 2015

**RECOMMENDED RESOLUTION:**

For information only.

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

- The annual report of the University Discipline Committee for the period September 1, 2014 to August 31, 2015 is attached. It is divided into two sections. Part 1 concerns incidents of academic dishonesty and Part 2 describes disciplinary matters involving inappropriate behavior. The Board of Governors has jurisdiction over the discipline of students.
- The information provided does not always convey the complexity of the nature of the incidents and the resulting disciplinary action.
- The overall numbers of incidents in 2014-2015 increased over the previous year, involving 2.6 percent of the student body versus 1.9 percent the previous year. The numbers remain generally consistent in most categories. Exceptions are, in Part 1, increases in reported incidents of personation, inappropriate collaboration, and plagiarism. Exceptions in Part 2 are increases in reported incidents of breach of residence hall regulations and threatening conduct and decreases in reported incidents of computer related incidents, misuse of university resources, and unprofessional conduct.
- The increased number of personation incidents reflects small increases reported by several disciplinary authorities. It does not warrant further observation in future years. The increased number of incidents of inappropriate collaboration relates to new software, in one academic unit, to detect academic dishonesty. It suggests there is a need for further education on academic dishonesty, particularly as it relates to inappropriate collaboration. The increased number of incidents of plagiarism reflects increased vigilance by several disciplinary authorities.
- The increase in breach of residence hall regulations primarily involved minor smoking/drug related incidents. Increased numbers of incidents involving threatening conduct, reported by one disciplinary authority, may relate to greater comfort, on the part of students, with reporting issues.
- The report is shared broadly in order to provide information to assist disciplinary authorities in making decisions on disciplinary matters.

**CONSULTATION:**

Senate received the report for information on February 3, 2016.





UNIVERSITY  
OF MANITOBA

Office of the President

202 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone 204-474-9345  
Fax 204-261-1318

December 4, 2015

**To:** Mr. Jeff Leclerc, University Secretary  
**From:** Dr. David T. Barnard, President and Vice-Chancellor  
**SUBJECT:** Annual Report of the University Discipline Committee

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Attached is a copy of the Report of the University Discipline Committee for the period September 1, 2014 to August 31, 2015 which was submitted by Dr. Don Fuchs, Chair.

I would appreciate your providing a copy of this report to members of the Board of Governors and Senate for information. You will note that Dr. Fuchs, has offered to attend Senate to answer any questions. I would ask you to extend an invitation to Dr. Fuchs to attend the meeting at which the Report will be considered.

/hc



December 1, 2015

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, 2014 to August 31, 2015. 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) There are four incidents that were carried over from last year as all appeals had not been exhausted in the previous reporting period. These incidents are not included in the final numbers as they were counted in last year's annual report.
- 2) The overall numbers of incidents increased this year in relation to last year, with a percentage of 2.6 % 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: Personation; Inappropriate Collaboration and Plagiarism;
    - Part 2: Breach of Residence Hall Regulations and Threatening Conduct
  - b. decreases in reported incidents of:
    - Part 2: Computer related incidents, Disorderly Conduct, Misuse of University Resources and Unprofessional Conduct.

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 Personation incidents was not related to a specific disciplinary authority, but was the result of small increases experienced by a number of disciplinary authorities. The increase does warrant further observation in future years.

The increase in the number of incidents of Inappropriate Collaboration was largely due to new software being used to detect academic dishonesty. The increase in the number of incidents does indicate the need for further education regarding academic dishonesty, particularly in the area of Inappropriate Collaboration.

The increase in the number of incidents of Plagiarism was due to increased vigilance as reported by several disciplinary authorities.

The increase in the number of incidents of Breach of Residence Hall Regulations was primarily due to smoking/drug related incidents of a minor nature and the result of trying to "escape the elements" by smoking indoors.

The increase in the number of incidents of Threatening Conduct were specific to a particular disciplinary authority who indicated that more incidents were reported due to a greater comfort level of students coming forward to report issues.

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

<b>Year</b>	<b>Total # of incidents of Academic Dishonesty and Inappropriate Behaviour</b>	<b>Total # of students at The University of Manitoba</b>	<b>Percentage</b>
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%
2014-2015	785	29,657	2.6%

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, I would be prepared to attend the Senate meeting at the time this Report is presented and to speak to it, if called upon to do so.

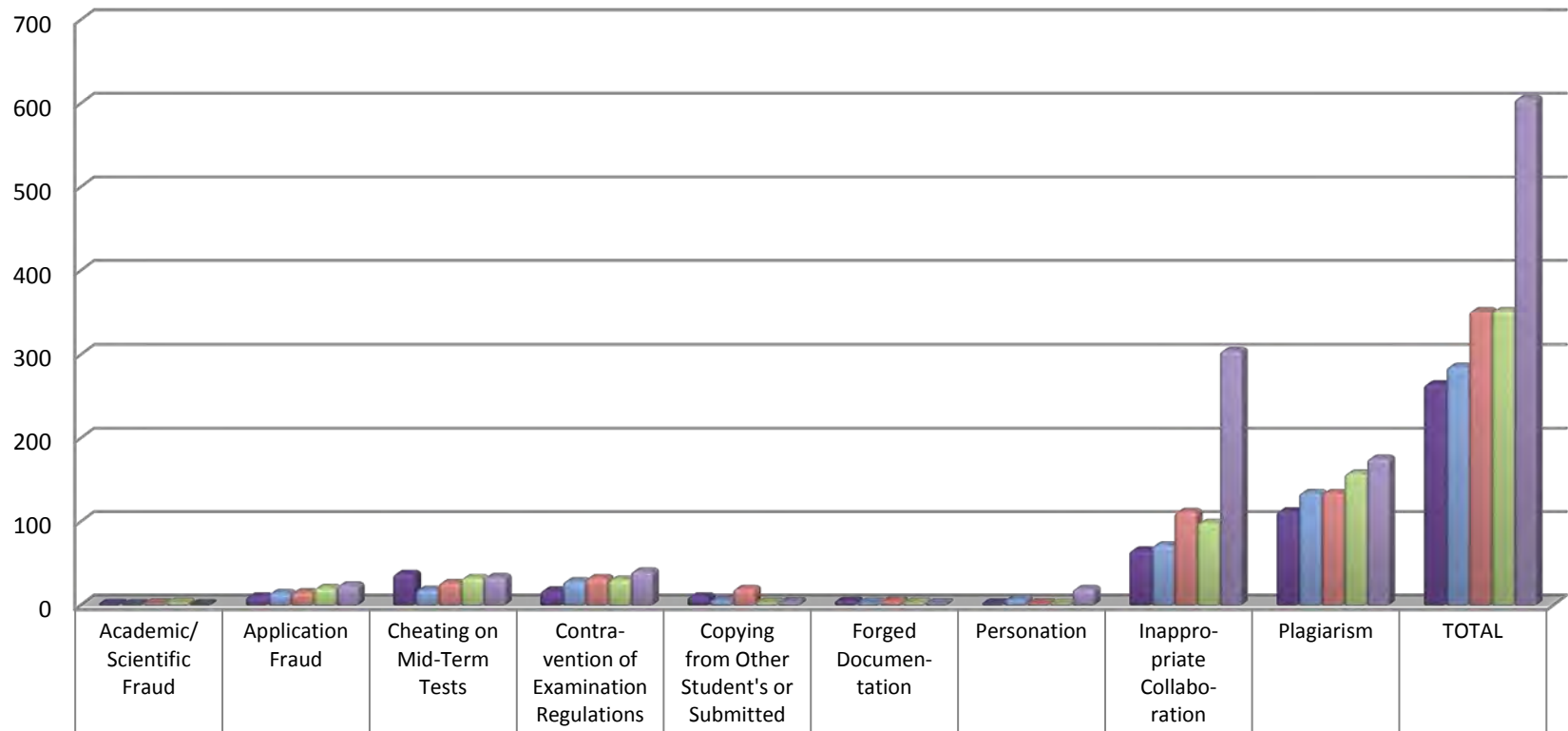
Yours sincerely,

A handwritten signature in blue ink that reads "Don M. Fuchs". The signature is written in a cursive style with a large initial "D" and "F".

Dr. Don Fuchs, Chair  
University Discipline Committee

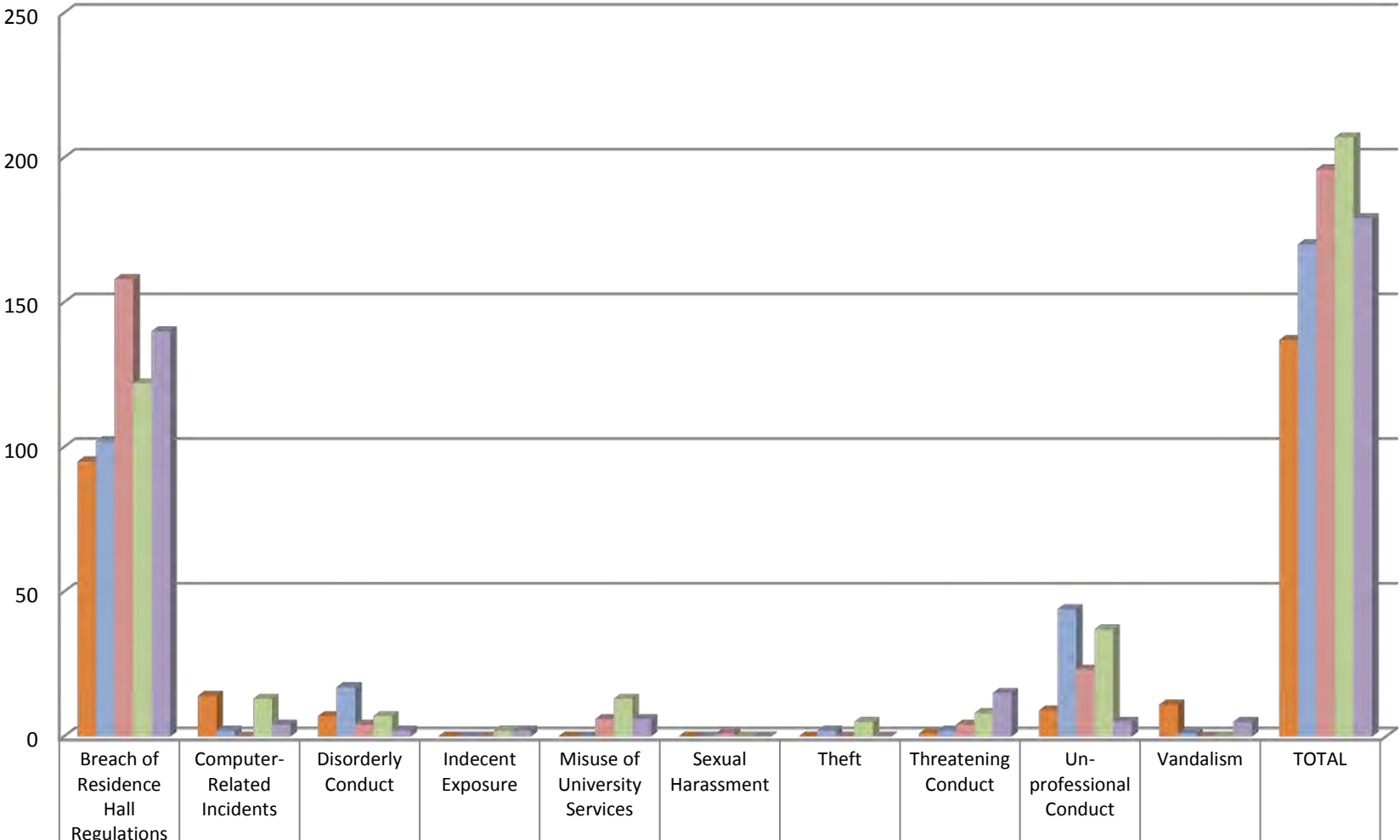


## Part 1 - Academic Dishonesty



	Academic/Scientific Fraud	Application Fraud	Cheating on Mid-Term Tests	Contravention of Examination Regulations	Copying from Other Student's or Submitted Own Previous Work	Forged Documentation	Personation	Inappropriate Collaboration	Plagiarism	TOTAL
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
2014-2015	0	24	34	41	4	2	20	305	176	606

## Part 2- Inappropriate Behaviour



	Breach of Residence Hall Regulations	Computer-Related Incidents	Disorderly Conduct	Indecent Exposure	Misuse of University Services	Sexual Harassment	Theft	Threatening Conduct	Un-professional Conduct	Vandalism	TOTAL
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
2014-2015	140	4	2	2	6	0	0	15	5	5	179

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

**PART 1: ACADEMIC DISHONESTY**

**Notes:** Where large numbers of students are noted, 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 and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Application Fraud	1	Non-disclosure of attendance at another post-secondary institution on application	Comment re:application irregularities noted on academic record; can request removal after 1 year	Director	Used an agent with the application, however, knew that they were studying at another institution and chose not to disclose	Not sought	None	Not sought	None
	1	Non-disclosure of attendance at another post-secondary institution on application	Comment re:application irregularities noted on academic record; can request removal after 1 year	Director	Used an agent for 1 application and applied on their own with a 2nd application and did not indicate studies	Not sought	None	Not sought	None
	1	Non-disclosure of attendance at another post-secondary institution on application	Application denied for 1 year or until cleared status at other post-secondary institution	Director	Student intentionally did not declare due to financial hold at other institution	Not sought	None	Not sought	None
	1	Submission of false documentation	Offer of admission rescinded; expulsion from Program; not eligible to reapply for 3 years; name added to Document Alert List in Canada	Director & Director of Program	Student used "Ghost" writer for an exam required to meet admission requirements	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Application Fraud continued	1	Non-disclosure of attendance at another post-secondary institution on application	Comment re:application irregularities noted on academic record; can request removal after 1 year; admission move to non-degree studies	Director	Student was remorseful for the situation and provided official transcripts immediately; intent with the failure to disclose	Not sought	None	Not sought	None
	1	Non-disclosure of attendance at another post-secondary institution on application	Comment re:application irregularities noted on academic record; can request removal after 1 year	Director	Agent and mother submitted application form; student applying to professional program; some intent, but remorseful	Not sought	None	Not sought	None
	1	Non-disclosure of attendance at another post-secondary institution on application	Comment re:application irregularities noted on academic record; can request removal after 1 year	Director	Application submitted by agent, however, student was aware and wanted faster admission	Not sought	None	Not sought	None
	1	Non-disclosure of attendance at another post-secondary institution on application	Application withdrawn; cannot reapply for admission for 1 year	Director	Student did not provide complete and truthful answers to the situation; required to verify with institution directly	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Application Fraud continued	1	Non-disclosure of attendance at another post-secondary institution on application	Comment re:application irregularities noted on academic record; can request removal after 1 year	Director	Self disclosed; application completed by mother	Not sought	None	Not sought	None
	1	Non-disclosure of attendance at another post-secondary institution on application	Comment re:application irregularities noted on academic record; can request removal after 1 year	Director	Self disclosed; did not include as they were pending authorized withdrawals	Not sought	None	Not sought	None
	1	Misrepresented GPA on an award application	Apology letter with statement of what was learned	Associate Dean	Student did not appear to completely appreciate the gravity of the transgression	Not sought	None	Not sought	None
	10	Plagiarism in written submission of application for admission	Banned from applying to Faculty for life	Dean	3 replied showing remorse; 6 didn't acknowledge penalty or, if acknowledged, did not show remorse	1 appealed to Dean	Ban from applying to Faculty for life lifted	Not sought	None
	1	Application fee paid with fraudulent credit card	Application nullified; future applications require approval of Dean	Dean	Did not take responsibility for payment of fee	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Application Fraud continued	2	Application fee paid with fraudulent credit card	Application nullified; banned from applying to Faculty for life	Dean	1 expressed remorse for actions; 1 no response to allegation; 1 responded without taking responsibility for payment of fee	Not sought	None	Not sought	None
Cheating on a Mid-Term Test	1	Report from Department Head for cheating on a quiz	Final grade of "F-DISC"; suspension from taking courses offered by the Teaching Faculty for 1 year; required to complete AI tutorials; suspension comments may be removed upon request after April 30, 2016; DISC comment may be removed upon written request to the Registrar after 3 calendar years or once graduation is confirmed	Associate Dean of Teaching Faculty and Executive Director of Unit of Registration	None	Not sought	None	Not sought	None
	1	Report from Department Head for cheating on mid-term exam	Final grade of "F-DISC"; suspension from Faculty of Registration for 1 year; suspension comments may be removed upon request after April 30, 2016; DISC may be removed upon written request to the Registrar after 3 calendar years or once graduation is confirmed	Associate Dean of Faculty of Registration	None	LDC	Appeal denied	UDC	Appeal Denied

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on a Mid-Term Test continued	1	Report from Department Head for cheating on term test	Final grade of "F-DISC"; suspension from Faculty of Registration for 1 year; suspension comments to be removed upon request after April 30, 2016; DISC to be removed upon written request to the Registrar after 2 calendar years or once graduation is confirmed	Associate Dean of Faculty of Registration	None	LDC	Appeal denied	Not sought	None
	1	Report from Department Head for cheating on term test	Final grade of "F-DISC"; suspension from Faculty of Registration for 8 months; suspension comments may be removed upon request after December 31, 2015; 'DISC' may be removed upon written request to the Registrar after 2 calendar years or once graduation is confirmed	Associate Dean of Faculty of Registration	Student admitted to use of unauthorized materials	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on a Mid-Term Test continued	1	Report from Department Head for cheating on term test	Final grade of "F-DISC"; suspension from Faculty of Registration for 8 months; suspension comments may be removed upon request after December 31, 2015; DISC may be removed upon written request to the Registrar after 2 calendar years or once graduation is confirmed	Associate Dean of Faculty of Registration	Student admitted to academic dishonesty	LDC	Appeal denied	Not sought	None
	1	Report from Department Head for cheating on in-class quiz	Final grade of "F-DISC"; suspension from Faculty of Registration for 8 months; suspension comments may be removed upon request after December 31, 2015; DISC may be removed upon written request to the Registrar after 2 calendar years or once graduation is confirmed	Associate Dean of Faculty of Registration	Student admitted to academic dishonesty	Not sought	None	Not sought	None



ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on a Mid-Term Test continued	1	Report from Department Head for cheating on term test	Final grade of "F-DISC"; suspension from Faculty for 1 year; required to complete the AI tutorials; must meet with Student Advisor; suspension comments may be removed upon request after April 30, 2016; DISC may be removed upon written request to the Registrar after 3 calendar years or once graduation is confirmed	Associate Dean of Teaching Faculty and Associate Dean of Unit of Registration	None	Not sought	None	Not sought	None
	1	Report from Department Head for cheating on in-class test	Final grade of "F-DISC"; suspension from taking courses offered by the Faculty of Registration for 1 year; suspension comments may be removed upon request after August 31, 2015 ; DISC may be removed upon written request to the Registrar on confirmation of graduation; required to complete AI tutorials	Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

**PART 1: ACADEMIC DISHONESTY**

**Notes:** Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.  
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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 and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on a Mid-Term Test continued	5	Report from Department Head for cheating during on-line quizzes	Final grade of "F-DISC"; suspension from Faculty of Registration for 1 year; suspension comments may be removed upon request after December 31, 2015; DISC may be removed upon written request to the Registrar on confirmation of graduation	Associate Dean of Faculty of Registration	Short period of time and obtained almost perfect score on all quizzes	LDC	All appeals denied	Not sought	None
	2	Report from Department Head for cheating during on-line quizzes	Final grade of "F-DISC"; suspension from Faculty of Registration for 1 year; suspension comments may be removed upon request after December 31, 2015; DISC may be removed upon written request to the Registrar on confirmation of graduation	Associate Dean of Faculty of Registration	Short period of time and obtained almost perfect score on all quizzes	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on a Mid-Term Test continued	1	Report from Department Head for cheating on mid-term exam	Final grade of "F-DISC"; suspension from Teaching Faculty for 8 months; required to complete AI tutorials; suspension comment may be removed upon request after August 31, 2015; DISC may be removed upon written request to the Registrar after November 7, 2016 or once graduation is confirmed	Associate Dean of Teaching Faculty and Executive Director of Unit of Registration	Student admitted to academic dishonesty; attended meeting without Student Advocate	Not sought	None	Not sought	None
	1	Report from Department Head for cheating on in-class test	Final grade of "F-DISC"; suspension from taking courses offered by the Teaching Faculty for 8 months; required to complete AI tutorials; suspension comment may be removed upon request after August 31, 2015; DISC may be removed upon written request to the Registrar after 2 calendar years or once graduation is confirmed	Associate Dean of Teaching Faculty and Executive Director of Unit of Registration	Attended meeting without Student Advocate; student admitted to copying answers from another student	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on a Mid-Term Test continued	1	Cheating on exam	Final grade of "F-Disc"; barred from Teaching Faculty for 1 year; suspended from Faculty of Registration for 1 year; notation of academic dishonesty on transcript; student may apply for all comments to be removed once graduation is confirmed	Associate Dean	None	Not sought	None	Not sought	None
	2	Professor found student's answers to be very similar to another student's answers who was sitting beside him/her for mid-term test; similarities in unusual mistakes were discovered as well	Grade of "0" on this test; required to complete the AI tutorials and associated quiz; copy of letter to remain on file until date of graduation	Associate Dean	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on a Mid-Term Test continued	1	Cheating on exam	Grade of "0" on exam ("F" on course; remediation permitted); 12 month transcript reprimand	Associate Dean	Panicked and copied neighbour's answer	Not sought	None	not sought	None
	1	Talking with other students during a test	Grade of "F"; transcript notation; must take AI quiz	Department Head	None	Not sought	None	Not sought	None
	1	Talking with other students during test	Grade of "F"; transcript notation; must take AI quiz; write a short essay	Department Head	None	Not sought	None	Not sought	None
	1	Exchanging papers with another student during exam	Grade of "F"; transcript notation; must take AI quiz; write a short essay	Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on a Mid-Term Test continued	1	Report from Department Head for cheating on in-class test	Final grade of "F-DISC"; suspension from taking courses offered by the Teaching Faculty for 8 months; required to complete AI tutorials; suspension comments may be removed upon request after December 31, 2015; DISC may be removed upon written request to the Registrar after 2 calendar years or once graduation is confirmed	Associate Dean of Teaching Faculty and Executive Director of Unit of Registration	Student did not attend meeting	LDC	Appeal granted	Not sought	None
	1	Report from Department Head for cheating on in-class test	Final grade of "F-DISC"; suspension from taking courses offered by the Teaching Faculty for 8 months; required to complete AI tutorials; suspension comments may be removed upon request after December 31, 2015; DISC may be removed upon written request to the Registrar after 2 calendar years or once graduation is confirmed	Associate Dean of Teaching Faculty and Executive Director of Unit of Registration	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

**PART 1: ACADEMIC DISHONESTY**

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	1	Report from Department Head for cheating on in-class test	Final grade of "F-DISC"; suspension from Faculty of Registration for 1 year; suspension comments may be removed upon request after December 31, 2015; DISC may be removed upon written request to the Registrar after 2 calendar years or once graduation is confirmed	Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

**PART 1: ACADEMIC DISHONESTY**

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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 and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on a Mid-Term Test continued	1	Report from Department Head for cheating on mid-term exam	Final grade of "F-DISC"; suspension from Teaching Faculty and Faculty of Registration for 1 year; suspension comments may be removed upon request after April 30, 2016; DISC may be removed upon written request to the Registrar after 3 calendar years or once graduation is confirmed	Associate Dean of Faculty of Registration and Associate Dean of Teaching Faculty	None	LDC	Appeal denied	Not sought	None
	1	Report from Department Head for cheating on term test	Final grade of "F-DISC"; suspension from Faculty of Registration for 2 years; suspension and DISC comments to remain on record permanently	Associate Dean of Faculty of Registration	Student did not attend meeting; 2nd incident; previous allegations of academic dishonesty were upheld	Not sought	None	Not sought	None
	1	Report from Department Head for cheating on in-class test	Grade of "F" on quiz; required to complete AI tutorials by April 30, 2015	Associate Dean of Faculty of Registration	Insufficient evidence to uphold allegation of cheating but exam procedures were violated	Not sought	None	Not sought	None



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September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on a Mid-Term Test continued	1	Report from Department Head for cheating on term test	Final grade of "F-DISC"; Suspension from Unit of Registration for 1 year; required to complete the AI tutorials; must meet with Student Advisor; suspension comments may be removed upon request after April 30, 2016; DISC may be removed upon written request to the Registrar after 3 calendar years or once graduation is confirmed	Associate Dean of Teaching Faculty and Associate Dean of Unit of Registration	None	Not sought	None	Not sought	None
	1	Altered answers on mid-term after exam and requested re-grading based on the fraudulent document	Final grade of "F-DISC"; suspended from Faculty of Registration for 1 year; notation on transcript; comments may be removed upon written request to the Registrar upon confirmed graduation	Associate Dean	None	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on a Mid-Term Test continued	1	Report from Department Head for cheating on in-class test	Final grade of "F-DISC"; suspension from Faculty of Registration for 8 months; suspension comments may be removed upon request after December 31, 2015; DISC may be removed upon request to the Registrar after 2 calendar years or once graduation is confirmed	Associate Dean of Faculty of Registration	Student admitted to using unauthorized materials during test	Not sought	None	Not sought	None
Contravention of Examination Regulations	1	Student was caught using crib notes and erasers covered in additional notes for cheating on final exam	Student received a "0" on the final exam; statement on academic transcript for 2 years; final grade of "F-DISC"; letter of apology to instructor	Department Head	None	Not sought	None	Not sought	None
	1	Report from Department Head of cheating on final exam	Final grade of "F-DISC"; suspension from Faculty of Registration for 2 years; DISC to be removed 6 months prior to graduation	Associate Dean of Faculty of Registration	2nd incident of academic dishonesty	LDC	Appeal denied	Not sought	None

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September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations continued	1	Report from Department Head for cheating on final exam	Final grade of "F-DISC"; suspension from the Faculty of Registration for 1 year; suspension comments may be removed upon request after June 30, 2015; DISC may be removed upon written request to the Registrar 6 months prior to confirmed graduation	Associate Dean of Faculty of Registration	None	LDC	Appeal denied	Not sought	None
	1	Report from Department Head for cheating on final exam	Final grade of "F-DISC"; suspension from Faculty of Registration for 1 year; suspension comments may be removed upon request after June 30, 2015; DISC may be removed upon written request to the Registrar 6 months prior to confirmed graduation	Associate Dean of Faculty of Registration	Report of evidence; student did not attend hearing	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations continued	1	Cheating on final exam	Final grade of "F-DISC"; suspension for 1 year; suspension comments may be removed upon request after December 31, 2015; DISC may be removed upon written request to the Registrar 2 calendar years prior to confirmed graduation	Associate Dean of Faculty of Registration	None	LDC	Appeal denied	UDC	Appeal denied
	1	Report from Department Head for cheating on final exam	Final grade of "F-DISC"; suspension from taking courses offered by the Teaching Faculty for 8 months; suspension from taking courses offered by Faculty of Registration for 8 months; suspension comments may be removed upon request after August 31, 2015; DISC may be removed upon written request to the Registrar after May 31, 2018 or prior to confirmed graduation	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations continued	1	Report from Department Head for cheating on a Final Exam	Final grade of "F-DISC"; suspension from Faculty of Registration for 8 months; suspension comments may be removed upon request after December 31, 2015; DISC may be removed upon written request to the Registrar after 3 calendar years or prior to confirmed graduation	Associate Dean of Faculty of Registration	Student admitted to copying the answers from another student	Not sought	None	Not sought	None
	1	Report from Department Head for cheating on final exam	Final grade of "F-DISC"; suspension from Faculty of Registration for 20 months; suspension comments may be removed upon request after February 29, 2016; DISC may be removed upon written request to the Registrar after 3 calendar years or prior to confirmed graduation	Associate Dean of Faculty of Registration	Student was teleconferenced but technical difficulties ensued; accepted emailed statement of student admission of academic dishonesty	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations continued	1	Report from Department Head for cheating on final exam	Final grade of "F-DISC"; suspension from Faculty of Registration for 2 years; required to complete AI tutorials; suspension comments and DISC to remain permanently on record	Associate Dean of Faculty of Registration	2 <sup>nd</sup> offence	LDC	Appeal withdrawn	Not sought	None
	1	Report from Department Head for cheating on final exam	Final grade of "F-DISC"; suspension from Faculty of Registration for 3 years; suspension from taking courses offered by the Teaching Department for 4 years; required to complete AI tutorials; suspension comments and DISC to remain permanently on record	Associate Dean of Faculty of Registration	3 <sup>rd</sup> offence	LDC	Appeal withdrawn	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations continued	1	Report from Department Head for cheating on final exam	Final grade of "F-DISC"; suspension from taking courses offered by the Teaching Faculty for 1 year; suspension from taking courses offered by the Faculty of Registration for 1 year; required to complete AI tutorials; suspension comments may be removed upon request after June 30, 2015; DISC may be removed upon written request to the Registrar after 3 calendar years or prior to confirmed graduation	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	Student admitted academic dishonesty	Not sought	None	Not sought	None
	1	Report from Department Head for cheating on final exam	Final grade of "F-DISC"; suspension from Faculty of Registration for 1 year; required to complete AI tutorials; suspension comments may be removed upon request after September 1, 2016; DISC may be removed upon written request to the Registrar after 3 calendar years or prior to confirmed graduation	Associate Dean of Faculty of Registration	Evidence of academic dishonesty	Not sought	None	Not sought	None

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Contravention of Examination Regulations continued	1	Student brought a calculator into an exam when calculators were not allowed	Verbal and written warning	Associate Dean Academic	No definite evidence that calculator was used during the exam	Not sought	None	Not sought	None
	1	Copied from another student's paper during the final lab exam	Final grade of "F-DISC"; statement "Student charged with academic dishonesty (copying from another student) on academic record for 1 year; suspended from taking courses offered by the Faculty for 1 year; required to complete the AI tutorials	Associate Dean	Student was not truthful during meeting with Associate Dean	Not sought	None	Not sought	None
	1	Student changed an answer to a question after the mid-term was over, having already discussed the answer with the instructor	Grade of "0" on midterm	Associate Department Head	None	Not sought	None	Not sought	None



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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations continued	1	Student had notes inside jacket during final exam	Final grade of "grade-DISC"; statement, "Student violated final exam regulations in course" placed on academic transcript for 1 year or until graduation, whichever comes first; required to complete the AI tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	Student explained that the notes were used to review for the exam and that there was no intention to cheat; the notes were left in pocket by mistake	Not sought	None	Not sought	None
	1	Student used cell phone during final exam	Final grade of "D-DISC"; statement "student charged with academic dishonesty (contravention of exam regulations)" on academic record for 6 months	Associate Dean	Student admitted to using phone to take a call about car repairs but did not use the phone to cheat; the invigilator checked the phone and found no indication of its use for dishonest reasons	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations continued	2	Speaking to other students seated next to him/her during final exam	Final grade of "F-DISC"; suspended from taking courses offered by the Teaching Faculty for 8 months; statement on academic transcript "Student charged with academic dishonesty by contravening final exam regulations for 8 months"; DISC will remain on transcript and record for 2 years or until graduation whichever comes first; required to complete the AI tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	The answers did not appear to be the same between the students' answer sheets	Not sought	None	Not sought	None
	1	Speaking to other students seated next to him/her during final exam	Final grade of "F-DISC"; statement on academic transcript "Student charged with academic dishonesty by contravening final exam regulations" until December 31, 2016	Associate Dean	The answers did not appear to be the same between the students' answer sheets; 2 separate reports were submitted that there was extensive talking throughout the exam	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations continued	1	Student had 3 pages of formulae within blank sheets of paper on the desk during final exam	Final grade of "F-DISC"; suspended from taking courses in the Teaching Faculty and the Faculty of Registration for 8 months; statement "Student charged with academic dishonesty (contravention of exam regulations)" will be on the academic transcript and record for 2 years or until graduation, whichever comes first	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	This student is normally allowed to bring blank paper into exams in previous program of enrolment and therefore thought bringing blank paper is allowed; student indicated he/she was not aware that the formulae were mixed in with the blank sheets; the formulae found on the papers the student had during the exam were relevant to the exam questions	Not sought	None	Not sought	None
	2	Student was observed looking at another student's exam paper	Final grade of "F-DISC"; suspended from taking courses by the Faculty for 1 year; statement "Student charged with academic dishonesty by contravening final exam regulations in course" will remain on record for 2 years or until graduation, whichever comes first; required to complete AI tutorials	Associate Dean	Many of the exam answers were identical on the 2 students' exams	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations continued	1	Student used cell phone during final exam	Final grade of "F-DISC", suspended from taking courses offered by the Faculty for 8 months; statement on transcript "Student charged with academic dishonesty by contravening final exam regulations in course and suspended from taking courses offer by the Faculty for 8 months" to remain on transcript for 1 year or until graduation whichever comes first	Associate Dean	Student indicated that she/he forgot that the cell phone was in pocket	Not sought	None	Not sought	None
	2	Student copied from another student during exam	Final grade of "F-DISC"; suspended from taking courses offered by the Department for 8 months; statement "Student charged with academic dishonesty (contravening exam regulations) & suspended from taking courses by the Department for 8 months" to remain on transcript for 1 year or until graduation, whichever comes first; required to complete the AI tutorials & quiz	Associate Department Head	Student was dishonest during the meeting	LDC	Appeal denied	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations continued	1	After the mid-term was graded and returned, student added material to the answer of a question and claimed that the markers had neglected to grade that material	Grade of "0" on mid-term; DISC designation and notation "Student charged with academic dishonesty" will appear on the academic record for 1 year or until graduation, whichever comes first	Department Head	None	Not sought	None	Not sought	None
	1	Student continued to write on the examination paper despite repeated instructions from the invigilators to stop writing	Grade of "0" on the midterm exam	Head	None	Not sought	None	Not sought	None

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Contravention of Examination Regulations continued	1	Speaking to other students seated next to him/her during the final exam	Final grade of "F-DISC"; statement "Student charged with academic dishonesty by contravening final exam regulations" to remain on transcript for 2 years or until graduation, whichever comes first; required to complete the AI tutorials and quiz	Associate Dean	None	Not sought	None	Not sought	None
	1	Student was in possession of and used a cell phone during the final exam	Final grade of "F-DISC"; suspended from taking courses offered by the Faculty for 1 year; statement "Student charged with academic dishonesty by contravening final exam regulations in course and suspended from taking courses for 1 year" to remain on transcript for 1 year or until graduation, whichever comes first; required to complete the AI tutorials and quiz	Associate Dean	None	Not sought	None	Not sought	None

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Contravention of Examination Regulations continued	1	Student was in possession of a formula sheet during the final exam	Final grade of "F-DISC"; statement "Student charged with academic dishonesty by contravening final exam regulations in course and is suspended from taking courses offered by the Faculty for 1 year"; to remain on transcript for 1 year or until graduation whichever comes first; required to complete the AI tutorials and quiz	Associate Dean	None	Not sought	None	Not sought	None
	1	Student was in possession of formula sheet during final exam	Final grade of "F-DISC"; statement "Student charged with academic dishonesty by contravening final exam regulations in course and is suspended from taking courses offered by the Faculty for 1 year"; statement to remain on transcript for 2 years or until graduation whichever comes first; required to complete the AI tutorials and quiz	Associate Dean	None	Not sought	None	Not sought	None

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Contravention of Examination Regulations continued	1	Student was in possession of a graphing calculator during final exam and was found using graphing features which were not permitted during exam	Final grade of "F-DISC"; statement "Student charged with academic dishonesty by contravening final exam regulations in course and is suspended from taking courses offered by the Faculty for 1 year"; to remain on transcript for 1 year or until graduation whichever comes first; required to complete the AI tutorials and quiz	Associate Dean	None	Not sought	None	Not sought	None
	2	Student was speaking to another student seated next to him/her during final exam and had highly similar answers to several questions on the exam	Final Final grade of "F-Disc"; statement "Student charged with academic dishonesty by contravening final exam regulations in course and suspended from taking courses offered by the Faculty for 1 year" to remain on transcript for 2 years or until graduation whichever comes first; required to complete the AI tutorials and quiz	Associate Dean	None	Not sought	None	Not sought	None



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Contravention of Examination Regulations continued	2	Student copied from another student or allowed another student to copy from him/her in final exam	Final grade of "F-Disc"; suspended from taking courses offered by the Faculty for 1 year; statement "Student charged with academic dishonesty and suspended from taking courses offered by the Faculty for 1 year" to remain on record for 2 years or until graduation whichever comes first	Associate Dean	None	Not sought	None	Not sought	None
	1	Student was in possession of and used a cell phone during final exam	Final grade of "F-Disc"; suspended from taking courses offered by the Faculty for 4 months; statement "Student charged with academic dishonesty by contravening final exam regulations in course and suspended from taking courses for 4 months" to remain on transcript for 4 months or until graduation, whichever comes first; required to complete the AI tutorials and quiz	Associate Dean	Student admitted to using cell phone and took full responsibility for actions; student also presented medical documentation that provided evidence of taking medication for anxiety and sleeping problems which contributed to poor decision making	Not sought	None	Not sought	None

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Contravention of Examination Regulations continued	1	Speaking to another student seated next to him/her during final exam	Final grade of "F-Disc"; statement "Student charged with academic dishonesty (inappropriate collaboration) and suspended from taking courses offered by the Faculty for 1 year" to remain on transcript for 2 years or until graduation, whichever comes first; required to complete the AI tutorials and quiz	Associate Dean	None	Not sought	None	Not sought	None
	1	Speaking to another student seated next to him/her during the final exam	Final grade of "F-Disc"; statement placed on the academic transcript "Student charged with academic dishonesty (inappropriate collaboration) and suspended from taking courses offered by the Teaching Faculty and the Faculty of Registration for 1 year" statement to remain on transcript for 2 years or until graduation, whichever comes first; required to complete the AI tutorials and quiz	Associate Dean	None	Not sought	None	Not sought	None

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Contravention of Examination Regulations continued	1	Student failed to hand in final exam paper	Final grade of "F-Disc"; statement "Student charged with academic dishonesty (contravention of exam regulations) and suspended from taking courses offered by the Teaching Faculty and the Faculty of Registration for 1 year" to remain on transcript for 2 years or until graduation, whichever comes first; required to complete the AI tutorials and quiz	Associate Dean	Student did not respond to the allegation email letter or the second reminder notice issued	Not sought	None	Not sought	None
	1	Student in possession of cell phone in exam	Grade of "0" on exam	Instructor in consultation with Associate Dean	None	Not sought	None	Not sought	None
	1	Cheating on final exam (accessed information from phone)	Final grade of "F-DISC"; barred from Teaching Faculty for 8 months; suspended from Faculty of Registration; notation of academic dishonesty on transcript; comments may be removed upon written request to the Registrar upon confirmed registration	Designate of the Dean	None	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations Continued	1	The invigilator found formulas and some course materials written on a piece of paper inside the student's pencil box; the formulas and materials were clearly visible and unauthorized; this piece of paper was confiscated and handed over to the department	Received a grade of "0" on mid-term; DISC designation with final grade; statement "Student charged with academic dishonesty (possession of unauthorized material during a mid-term test) in course"; required to complete the AI quiz	Associate Department Head	None	Not sought	None	Not sought	None
Copying from Other Student's/Own Previous Work	1	Copied from other students	Grade of "F"; transcript notation	Department Head	Student claimed illness but did not submit any supporting documentation	Not sought	None	Not sought	None
	1	Copying work from other students' wikis	Grade of "F"; transcript notation	Dean	Student had technical difficulties and was later able to prove originality of work	Dean	Grade changed to 'C'	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Copying from Other Student's/Own Previous Work continued	1	Copied term paper from another student	Grade of "F"	Department Head	None	Not Sought	None	Not Sought	None
	1	Copied term paper from another student	"F - DISC" grade in course; completion of AI tutorials	Associate Dean and Executive Director	None	Not Sought	None	Not Sought	None
Forged Documentation	1	Falsifying and/or altering medical documentation submitted for an academic appeal of authorized withdrawal from course	Grade changed from "D" to "F"; suspended from the Faculty for 8 months; academic dishonesty statement on record and transcript; required to complete the AI and Student Conduct tutorials and associated quiz	Associate Dean	None	Not sought	None	Not sought	None
	1	Fabricated assignment document	Grade of "0" on the assignment; final grade in course will be "F-DISC"; notation regarding academic dishonesty will be placed on transcript for a period of 2 years following graduation from the Faculty of Registration	Associate Dean	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Impersonation	2	During a lab session the teaching assistant noticed that a student signed in another student then submitted the assignment for both students or sent assignment to another student who subsequently submitted it	Grade of "0" on the entire Laboratory Assignments portion of the course; the Laboratory Assignments portion accounted for 10% of the final grade; required to complete AI and Student Conduct tutorials and quiz; required to write a letter of apology to Professor; record will be kept of this offense in the student's file	Department Head	Student's first offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Impersonation continued	2	During a lab session for course the teaching assistant noticed that a student signed in for another student and submitted the assignment as it had been completed by both students	Grade of "0" on the Laboratory Assignments portion of the course; the Laboratory Assignments portion accounted for 10% of the final grade; required to complete AI and Student Conduct Tutorials and quiz; required to write a letter of apology to Professor; record will be kept of this offense in the student's file	Department Head	Student's first offence	Not sought	None	Not sought	None
	3	Personation by way of asking another student to sign the attendance sheet when absent in course	A reduction of 5 marks in the course	Associate Dean	Prior to the investigation meeting readily admitted that they asked another student to sign them in; candid in interview	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Impersonation continued	2	Students were confirmed absent by the Course Coordinator, yet a signature was recorded for their attendance on the attendance signature sheet; attendance was worth 10% of the overall course mark	1 day suspension; notation on transcript (disciplined for breach of academic integrity) for 1 year; letter of reprimand to permanently remain in academic file; required to successfully complete online courses on academic integrity, ethics and professionalism by deadline; apologize to Dean	Associate Dean	Expressed remorse; first offence; lack of honesty in proceedings; evidence that student was aware of culture in class of "covering for each other"; that student was absent from class (contravening attendance policy); and that another individual signed the attendance sheet to indicate their attendance; an organized system of signing attendance sheets for other absent students and that system was well known; despite opportunities within the hearing to fully disclose information, student continued to mislead by denying knowledge of this system	Not sought	None	Not sought	None



ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
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Impersonation continued	1	Student was suspected to have signed the attendance sheet for the absent students	3 day suspension; notation on transcript (Disciplined for breach of Academic Integrity) for 2 years; letter of reprimand to permanently remain in academic file; required to successfully complete online courses on academic integrity, ethics and professionalism by deadline; apologize to Dean	Associate Dean Academic	Expressed remorse; first offence; handwriting analysis provided by outside resource was inconclusive; lack of honesty in proceedings; evidence that student was aware of a culture of "covering for each other"; that student was suspected of having signed the attendance register for other members of the class; system of signing attendance sheets for other absent students and that system was well known to the class; despite opportunities to fully disclose information, student continued to mislead the hearing process by denying the knowledge of this system	LDC	Appeal denied; penalty reduced: letter of reprimand to permanently remain on file; successful completion of on-line courses on academic integrity, ethics and professionalism ; write a letter of reflection/ apology to Dean; reduced penalty due to in-conclusive evidence	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Impersonation continued	5	Students were confirmed absent by the Course Coordinator yet a signature was recorded for their attendance on the attendance signature sheet; attendance was worth 10% of the overall course mark	Letter of reprimand to permanently remain in academic file; required to successfully complete online courses on academic integrity, ethics and professionalism	Associate Dean Academic	Aware of the infraction; expressed remorse; appeared honest in statement during the investigative process; previous record with Faculty; take action to avoid this type of situation in the future; 1st offense; appeared to be no malicious intent; student had little to gain from situation; evidence that student was aware of culture in class of "covering for each other"; student was absent from class (contravening attendance policy); another individual signed the attendance sheet to indicate their attendance; system of signing attendance sheets for other absent students and system was well known; student continued to mislead by denying knowledge of this system; Course Coordinator presented evidence that student had also signed the attendance sheet on the following day and left the lecture	Not sought	None	Not sought	None

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Impersonation continued	1	Student wrote the lab quiz and participated in the laboratory session in place of another student	Statement "Student charged with academic dishonesty (personation) and suspension" to remain on transcript for 1 year or until graduation; suspended from taking courses offered by the Teaching Faculty for 1 year and suspended from taking courses offered by the Faculty of Registration for 4 months; required to complete the AI tutorials	Associate Dean of Faculty of Registration and Associate Dean of Teaching Faculty	Student admitted to attending the lab with the intention of doing the work for his friend but signed his own name to avoid dishonesty; Student did not consult with the lab instructor prior to the lab	LDC	Penalty reduced from 1 yr to 8 months	Not sought	None
	1	Student arranged to have a friend write lab quiz and participate in the laboratory session in his/her place	Final grade "F-DISC"; suspended from taking courses offered by the Faculty for 1 year; statement "Student charged with academic dishonesty (personation), suspended from taking courses by the Faculty for 1 year" to remain on record for 1 year or until graduation	Associate Dean	Student indicated that he/she was ill and asked friend to attend the lab and perform the exercises for him/her but they planned to have the friend sign own name to avoid dishonesty; Student did not consult with the lab instructor prior to the lab	Not sought	None	Not sought	None

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September 1, 2014 to August 31, 2015

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Impersonation continued	1	Personation; was not in class and had another student sign in for him/her	Grade of "0" on class participation component; after the grade of "0" has been included, a full letter grade reduction will be applied to the final grade	Associate Dean	Admitted to a second day only later by e-mail when travel itinerary was asked for; unwilling to reveal the name of the student(s) who signed the attendance sheet				
	1	Personation; was not in class and had another student sign in for him/her	Grade of "0" on class participation component; final grade of "F-DISC"; may be removed upon written request to the Registrar once graduation is confirmed	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	Student did not reveal the name of the student who signed in for him/her				

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Impersonation continued	1	Ad posted by student on the Kijiji website offered to pay someone to write an exam	Final grade "F-DISC"; suspended from taking courses in the Teaching Faculty and the Faculty of of Registration for 1 year; statement "Student charged with academic dishonesty (personation), suspended from taking courses by the Teaching Faculty and the Faculty of Registration for 1 year" on transcript for 2 years or until graduation	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	Student admitted to writing the email but indicated did not intend to follow through with it	Not sought	None	Not sought	None
Inappropriate Collaboration	1	Major term paper was not fully student's own work; student collaborated with a friend who helped with finding some references, correcting grammar and sentence structures in the term paper	Grade of "0" on the term paper portion of the course; the term paper portion accounted for 20% of the final grade; required to complete AI and Student Conduct tutorials and quiz; required to write a letter of apology to Professor; record will be kept of this offense in the student's file	Department Head	Student's first offence	Not sought	None	Not sought	None

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Inappropriate Collaboration continued	1	Major term paper was not fully student's own work; there was some collaboration between the student and the student's friend	Grade of "0" on the term paper portion of the course; the term paper portion accounted for 20% of the final grade; required to complete AI and Student Conduct tutorials and quiz; required to write a letter of apology to Professor; record will be kept of this offense in the student's file	Department Head	Student was very apologetic and sorry for actions; student's second offence; the allegations of academic dishonesty have been upheld	Not sought	None	Not sought	None

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Inappropriate Collaboration continued	1	Some reference materials used in the term paper were not related to portions of the paper in which they were cited; for some referenced papers the points that were attributed to them were not actually from the papers; the instructor was unable to find some referenced materials; student's writing style differed from the student's previous work; the student's friend's role in the term paper was in improving the grammar of the paper	The term paper portion of the course made up 20% of the final grade; the student's term paper was assessed on a grade of 15%; required to complete AI and Student Conduct tutorials and quiz; required to write a letter of apology to Professor; a record will be kept in the student's file	Department Head	Student's first offence; the student was under extreme stress and very apologetic	Not sought	None	Not sought	None

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Inappropriate Collaboration continued	1	Provided content of assignment to another student who submitted as own work	Grade of "0" on assignment; required to complete Student Advocacy on-line tutorials; discipline noted on academic transcript	Director	None	Not sought	None	Not sought	None
	1	Provided content of assignment to another student who submitted this as own work	Grade of "0" on assignment; complete Student Advocacy on-line tutorials	Director	Disciplinary action was not noted on transcript as student graduated	Not sought	None	Not sought	None
	1	Report from Department Head for behaviour for homework submitted	Final grade of "F-DISC"; suspension from Faculty of Registration for 1 year; suspension comments may be removed upon request after December 31, 2015; DISC may be removed upon written request to the Registrar after 2 calendar years or once graduation is confirmed	Associate Dean of Faculty of Registration	Student attended meeting without Advocate; wording was identical to answer key for the course	Not sought	None	Not sought	None



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Inappropriate Collaboration continued	1	Report from Department Head for attempt to contact a freelancer for homework assignment	Final grade of "F-DISC"; DISC may be removed upon written request to Faculty of Registration after 2 calendar years from December 22, 2014 or once graduation is confirmed	Associate Dean of Faculty of Registration	Student admitted to academic dishonesty	Not sought	None	Not sought	None
	1	Report from Department Head for behaviour during writing of an assignment	Grade of "F" in assignment; final grade of "F"	Associate Dean of Faculty of Registration	Student admitted to academic dishonesty	Not sought	None	Not sought	None
	1	Report from Department Head for behaviour during writing of an assignment	Final grade of "F-DISC"; suspended from the Faculty of Registration for 1 year; suspension comments may be removed upon request after April 30, 2016; DISC may be removed upon written request to the Registrar after 3 calendar years or once graduation is confirmed	Associate Dean of Faculty of Registration	Student admitted to academic dishonesty	LDC	Appeal Denied	Not sought	None

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Inappropriate Collaboration continued	1	Inappropriate collaboration in the writing of research papers	Grade of "F" in assignment; final grade of "F-DISC"	Department Head	None	Not sought	None	Not sought	None
	3	Inappropriate collaboration in the writing of an assignment	Grade of "F" in assignment; allegation statement on record for 1 calendar year or once graduation is confirmed by written request to the Registrar	Department Head	None	Not sought	None	Not sought	None
	2	Inappropriate collaboration with I-Clickers	Grade of "0" for I-Clicker grade in course	Department Head	Students apologized to professor; first offence	Not sought	None	Not sought	None
	2	Inappropriate collaboration with I-Clickers	Grade of "0" for I-Clicker grade in course	Department Head	Students apologized to professor; first offence	Not sought	None	Not sought	None

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Inappropriate Collaboration continued	3	Inappropriate collaboration	Final grade "F-DISC"; notation on transcript of academic dishonesty until March 31/16; comments may be removed upon request once graduation is confirmed	Associate Dean	None	Not sought	None	Not sought	None
	19	Duplication of assignment	Grade of "0" on assignment; required to complete the AI tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	10	Duplication of assignment	Grade of "0" on assignment; required to complete the AI tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	15	Duplication of assignment	Grade of "0" on assignment; required to complete the AI tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Duplication of assignment	Grade of "0" on assignment	Associate Department Head	None	Not sought	None	Not sought	None

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Inappropriate Collaboration continued	12	Duplication of assignment	Grade of "0" on assignment; required to complete the AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None
	3	Duplication of assignment	Grade of "0" on assignment; required to complete the AI tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Duplication of assignments	Grade of "0" on assignments; required to complete the AI tutorials; statement "Student charged with academic dishonesty" to remain on transcript for 6 months or until graduation, whichever comes first	Associate Department Head	None	Not sought	None	Not sought	None
	2	Duplication of assignments	Grade of "0" on assignments; required to complete the AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None

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Inappropriate Collaboration continued	1	Duplication of assignment	Grade of "0" on assignment	Associate Department Head	None	Not sought	None	Not sought	None
	1	Duplication of assignment	Grade of "0" on assignment; required to complete the AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None
	16	Duplication of assignment	Grade of "0" on assignment; required to complete the AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None
	2	Duplication of project	Grade of "0" on project; required to complete the AI tutorials and quiz	Associate Department Head	None	LDC	Appeal denied	Not sought	None
	2	Duplication of assignment	Reduction of 20% off the mark on assignment 2; required to complete the AI tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	3	Duplication of assignment	Grade of "0" on assignment; complete the AI tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None

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Inappropriate Collaboration continued	1	Duplication of assignments	Grade of "0"; Final grade of "F-DISC"; statement on academic transcript and record for 2 years or until graduation	Associate Department Head	None	LDC	Appeal denied	UDC	Appeal denied; penalty reduced to written reprimand from Faculty to be retained on file; written apology to Faculty; "F-DISC" to be replaced with grade earned by student
	1	Student consulted with an outside source for question in assignment	Grade of "0" on question	Associate Department Head	Student admitted using an outside source for question but did not intend to engage in academic dishonesty	Not sought	None	Not sought	None

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Inappropriate Collaboration continued	1	Student copied solutions from another student on assignment	Grade of "0" on assignment; DISC designation will appear on the academic transcript; statement "Student charged with academic dishonesty" to remain on transcript for 1 year or until graduation, whichever comes first	Associate Department Head	Student admitted to copying solutions on assignment	Not sought	None	Not sought	None
	8	Student consulted with an outside source for assignment	Grade of "0" on question assignment; DISC designation will appear on the academic transcript; statement "Student charged with academic dishonesty (copying)" for 1 year or until graduation, whichever comes first	Associate Department Head	Students admitted to using an outside source on assignment	Not sought	None	Not sought	None

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Inappropriate Collaboration continued	1	Student copied from another student on assignment	Grade of "0"; "F-DISC"; suspended from taking courses offered by the Teaching Faculty for 1 year; suspended from Faculty of Registration for 1 year; statement on academic transcript and record for 2 years or until graduation, whichever comes first	Associate Dean	Student denied the allegation but could not offer an explanation of the nearly identical answers to another student	LDC	Appeal denied	Not sought	None
	1	Student copied from another student on assignment 2	Final grade of "F-Disc"; suspended from taking courses in Teaching Faculty and the Faculty of Registration for 1 year; statement "Student charged with academic dishonesty (copying from another student)" to remain on the transcript and record for 2 years	Associate Dean	Student did not respond to the allegation email, letter or the second notice issued; the answers on the student's assignment were highly similar to another student	Not sought	None	Not sought	None



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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration continued	3	Student's experiment contained information that was virtually identical to 2 other students' answers	Grade of "0" on experiment; lab mark cannot be used for a lab exemption even if a score of 60% or better is achieved	Associate Department Head	None	Not sought	None	Not sought	None
	1	None of the required calculations on experiment were performed even though answers were submitted; this indicates that other sources were used to obtain the answers	Grade of "0" on experiment; lab mark cannot be used for an exemption even if a score of 60% or better is achieved; "Course Lab Academic Dishonesty" to remain on transcript for 1 year	Department Head	Student failed to provide any response or explanation to the allegation	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

**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 and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration continued	2	None of the required calculations on experiment were performed even though answers were submitted; this indicates that other sources were used to obtain the answers	Grade of "0" on experiment; lab mark cannot be used for an exemption even if a score of 60% or better is achieved; statement "Course Lab Academic Dishonesty" to remain on transcript for 1 year	Department Head	Student admitted to not performing all of the calculations required	Not sought	None	Not sought	None
	2	Inappropriate collaboration between 2 students on a paper	Grade of "0" on the assignment; required to complete the AI tutorials and quiz	Department Head	None	Not sought	None	Not sought	None
	3	Duplication of assignment	Grade of "0" on assignment; required to complete the AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration continued	1	Student copied answers from the course manual and falsified data on assignment	Final grade of "F-Disc"; suspended from taking courses offered by the Faculty for 8 months; statement "Student charged with academic dishonesty , falsification of data on assignment" to remain on academic transcript and record for 2 years or until graduation, whichever comes first	Associate Dean	Student explained that he/she copied and pasted information from the manual but intended to remove it before submitting the assignment; This is student's 3rd offense of academic dishonesty	Not sought	None	Not sought	None
	1	Student used another student's email account in course	Student will receive the earned grade in course; statement "Student investigated for academic dishonesty in course" to remain on the transcript for 1 year or until graduation, whichever comes first; required to complete the AI tutorials and quiz	Associate Dean	The allegation of personation was unfounded; use of the other student's email was inappropriate and disruptive to the instructor; student explained that he/she purchased the course portal account thinking was similar to purchasing a used textbook	LDC	Penalty upheld	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration continued	1	Student allowed another student to use email account	The allegation of personation was unfounded, however, allowing another student to use the email account was disruptive in the course; formal letter of reprimand was sent and will remain on file	Associate Dean	There was no evidence that the student helped the other student improve his/her course grade	Not sought	None	Not sought	None
	2	Copied answers from another student on assignment	Grade of "0" on assignment; a DISC designation will appear on the academic transcript; statement "Student charged with academic dishonesty (copying)" to remain on transcript for 1 year or until graduation whichever comes first	Department Head	None	Not sought	None	Not sought	None
	13	Duplication of assignment	Grade of "0" on assignment; required to complete the AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration continued	28	Duplication of assignment	Grade of "0" on assignment; required to complete the AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None
	1	Duplication of assignments	Final grade of "F-Disc"; suspended from taking courses offered by the Teaching Faculty for 1 year; statement "Student charged with academic dishonesty (inappropriate collaboration) in course and suspended from taking courses by the Teaching Faculty for 1 year" will remain on transcript for 2 years or until graduation, whichever comes first; required to complete the AI tutorials and quiz	Associate Dean of Teaching Faculty and Executive Director of Unit of Registration	None	Not sought	None	Not sought	None
	1	Duplication of assignment	Grade of "0" on assignment 1; required to complete the Academic Integrity tutorials	Associate Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration continued	2	Duplication of assignment	Grade of "0" on assignment in course	Undergrad Chair	None	Not sought	None	Not sought	None
	1	Duplication of assignment 2 in course	Final grade of "F-DISC "; statement "Student found guilty of academic dishonesty in course" to remain on transcript for 3 years or until graduation, whichever comes first	Associate Dean	None	Not sought	None	Not sought	None
	17	Duplication of assignment	Grade of "0" on assignment; required to complete the AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None
	4	Duplication of assignment	Grade of "0" on assignment; required to complete the AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None
	6	Duplication of assignment	Grade of "0" on assignment; required to complete the AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration continued	2	Duplication of assignments	Grade of "0" on assignments; required to complete the AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None
	8	Duplication of assignments	Grade of "0" on assignment; required to complete the AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None
	2	Duplication of assignments	Grade of "0" on assignment; required to complete the AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None
	1	Duplication of assignments in course	DISC designation and notation will remain on the academic record along with "Student charged with academic dishonesty (copying)" to remain on transcript for 1 year or until graduation, whichever comes first	Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Inappropriate Collaboration continued	1	Duplication of assignments	Grade of "F-DISC "; suspended from taking courses offered by the Faculty for 1 year; statement "Student charged with academic dishonesty by inappropriate collaboration in course and suspended from taking courses offered by the Faculty" to remain on transcript for 1 year; required to complete the AI tutorials	Associate Dean	None	Not sought	None	Not sought	None
	3	Duplication of assignment	Grade of "0" on assignment; required to complete the AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None
	3	Duplication of assignment in course	Grade of "0" on assignment; required to complete the AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None
	4	Duplication of assignment	Grade of "0" on assignment; required to complete the AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None



ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Inappropriate Collaboration continued	1	Duplication of assignment	Grade of "0" on assignment; required to complete the AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None
	4	Student copied answer from another student on assignment	Final grade of "F-Disc"; statement "Student charged with academic dishonesty (inappropriate collaboration)"; suspended from taking courses offered by the Faculty for 1 year; statement to remain on transcript for 2 years or until graduation whichever comes first; required to complete the AI tutorials and quiz	Associate Dean	None	Not sought	None	Not sought	None

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Inappropriate Collaboration continued	17	Student submitted experiment in which required calculations were not performed; indicated the answers question were obtained from other sources rather than data from the student's calculations	Grade of "0" on experiment; lab mark cannot be used for a lab exemption even if a score of 60% or better is earned; statement "Lab - Academic Dishonesty"; may be removed from transcript upon request after 1 year	Head	None	2 appealed to LDC	Appeals denied	Not sought	None
	22	Student submitted experiment in which the required calculations were not performed; indicated the answers were obtained from other sources rather than data from the student's own calculations	Grade of "0" on experiment; lab mark cannot be used for a lab exemption even if a score of 60% or better is earned; statement "Lab - Academic Dishonesty"; may be removed from the transcript upon request after 1 year	Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration continued	2	Duplication of assignment	Grade of "0" on assignment; required to complete the AI tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	2	Student engaged in inappropriate collaboration on assignments	Grade of "0" on assignments; DISC designation; statement "Student charged with academic dishonesty (copying)" to remain on transcript for 1 year or until graduation, whichever comes first	Associate Department Head	Student admitted using an outside source for question in assignment but did not intend to engage in academic dishonesty	Not sought	None	Not sought	None
	1	Student engaged in inappropriate collaboration on assignment	Final grade of "F-Disc"; suspended from taking courses offered by the Faculty for 1 year; statement "Student charged with academic dishonesty (inappropriate collaboration) and suspended from taking courses offered by the Faculty for 1 year" to remain on transcript and record; required to complete the AI tutorials and quiz	Associate Dean	Student admitted to helping another student with assignment by "fixing" some of the mistakes	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration continued	1	Student engaged in inappropriate collaboration on assignment	Grade of "0" on assignment; DISC designation; statement "Student charged with academic dishonesty (copying)" to remain on transcript for 1 year or until graduation, whichever comes first	Associate Department Head	Student acknowledged that inappropriate collaboration did take place	Not sought	None	Not sought	None
	1	Duplication of assignment	Grade of "0" on assignment; required to complete the AI tutorials	Associate Department Head	None	LDC	Appeal denied	Not sought	None
	1	Duplication of assignment	Grade of "0" on assignment; required to complete the AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None
	1	Duplication of assignment	Grade of "0" on assignment; required to complete the AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration continued	1	Duplication of assignment	Grade of "0" on assignment	Associate Department Head	None	Not sought	None	Not sought	None
	2	None of the required calculations on experiment were performed even though answers were submitted; this indicates that other sources were used to obtain the answers	Grade of "0" on experiment; lab mark cannot be used for an exemption even if a score of 60% or better is achieved; statement "Lab Academic Dishonesty" to remain on transcript for 1 year	Department Head	None	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration continued	4	None of the required calculations on experiment were performed even though answers were submitted; this indicates that other sources were used to obtain the answers	Grade of "0" on experiment; lab mark cannot be used for an exemption even if a score of 60% or better is achieved; statement "Lab Academic Dishonesty" to remain on transcript for 1 year	Department Head	None	Not sought	None	Not sought	None
	1	Gave term paper to another student	Grade of "0" on assignment; letter on file	Department Head	None	Not sought	None	Not sought	None
	9	Report from Department Head for behaviour during writing of an assignment	Grade of "F" in assignment; required to complete AI tutorials; comment on record; may be removed upon written request to Registrar after 3 years or once graduation is confirmed	Associate Dean of Faculty of Registration	Evidence and admission to academic dishonesty	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration continued	1	Report from Department Head for cheating on a written assignment	Final grade of "F-DISC"; suspension from Faculty of Registration for 8 months; suspension comments may be removed upon written request to the Registrar after August 31, 2015; DISC may be removed upon written request to the Registrar once graduation is confirmed	Associate Dean of Faculty of Registration	Student admitted to submission of assignment re-written by another person	Not sought	None	Not sought	None
	1	Report from Department Head for behaviour during writing of an assignment	Final grade of "F-DISC"; suspension from Faculty of Registration for 1 year; permitted to complete spanned course; suspension comments may be removed upon written request after December 31, 2015; DISC may be removed upon written request to the Registrar after 2 calendar years or once graduation is confirmed	Associate Dean of Faculty of Registration	Student admitted to academic dishonesty	Not sought	None	Not sought	None

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Inappropriate Collaboration continued	1	Direct copying of cited material	Letter of apology to instructor; required to complete the AI and Student Conduct tutorials; disciplinary comment on academic transcript	Department Head	None	Not sought	None	Not sought	None
Plagiarism	1	"Used material from multiple sources without in any way attempting to credit those sources in the text or in a reference section"	Homework assignment portion of the course was reduced by 50% (approximately); there were maximum of 6 assignments for a total of 15%; grade of "0" on assignment and an additional 1 mark deduction from each subsequent assignment; required to complete AI and Student Conduct tutorials and quiz; required to write a letter of apology to Professor; record of this offense will be kept in student's file	Department Head	Student's first offence; the student was under extreme stress, because of the personal circumstances; very apologetic and sincerely sorry	Not sought	None	Not sought	None



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Plagiarism continued	1	Student used uncited material in lab assignment	Grade of "0" on lab assignment; student to write an official letter of apology to instructor; student required to complete the AI and Student Conduct tutorial	Department Head	None	Not sought	None	Not sought	None
	1	Part of assignment copied from a website	Grade of "0" on the assignment; required to write an essay on what plagiarism is and how to avoid it; required to complete AI and Student Conduct tutorial; assignments completed on time, so NO grade classification to be posted on transcript	Department Head	None	Not sought	None	Not sought	None
	1	Plagiarised work of another student on a group assignment	Grade of "0" on assignment; required to completed Student Advocacy on-line tutorials; discipline noted on academic transcript	Director	None	Not sought	None	Not sought	None
	1	Plagiarised work of another student on an assignment	Grade of "0" on assignment; required to completed Student Advocacy on-line tutorials; discipline noted on academic transcript	Director	None	Not sought	None	Not sought	None

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Plagiarism continued	1	Plagiarised material; bibliography without citation	ALC meeting/workshops; AI Tutorial; resubmit work; DISC comment	Associate Dean	Scared citing too much; confused; ashamed, apologetic	Not sought	None	Not sought	None
	1	Plagiarised material; direct copying; lack or improper citation	ALC meeting/workshops; AI Tutorial; resubmit work; DISC comment	Associate Dean	Shocked; not intentional; English second language; very regretful	Not sought	None	Not sought	None
	1	Plagiarised material; direct copying; no quotation or sourcing	ALC meeting/workshops; AI Tutorial; resubmit work; DISC comment	Associate Dean	First time using specific writing style guide	Not sought	None	Not sought	None
	1	Plagiarised assignment	ALC meeting/workshops; AI Tutorial; resubmit work; DISC comment	Associate Dean	Grave mistake; perplexed; appreciative and grateful; will give greater consciousness	Not sought	None	Not sought	None
	1	Plagiarised assignment	ALC meeting/workshops; AI Tutorial; resubmit work; DISC comment	Associate Dean	Scared; lack of time management; misunderstood plagiarism; sorry	Not sought	None	Not sought	None

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Plagiarism continued	1	Plagiarised assignment	ALC meeting/workshops; AI Tutorial; familiarize with policies (provided link); resubmit work; DISC comment	Associate Dean	Very emotional	Not sought	None	Not sought	None
	1	Plagiarised assignment	ALC meeting/workshops; AI Tutorial; resubmit work; DISC comment	Associate Dean	Regretful; English second language; very apologetic	Not sought	None	Not sought	None
	1	Plagiarised assignment	Resubmit work	Associate Dean	Surprised and discouraged; extremely tired/car accident; dealing with MPI; unintentional	Not sought	None	Not sought	None
	1	Plagiarised assignment	ALC meeting/workshops; AI Tutorial; submit new assignment; DISC comment	Associate Dean	Disappointed; not intentional to pass off other's work	Not sought	None	Not sought	None
	1	Plagiarised assignment	ALC meeting/workshops; AI Tutorial; submit new assignment; DISC comment	Associate Dean	Unintentional; final exam same day; very thankful for opportunity to make right	Not sought	None	Not sought	None
	1	Plagiarised assignment	Submit mark-ups; ALC meeting/workshops; AI tutorials; submit new assignment with new topic; DISC comment	Associate Dean	Understands serious accusation	Not sought	None	Not sought	None

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Plagiarism continued	1	Plagiarised assignment	ALC meeting/workshops; AI Tutorial; resubmit work; DISC comment	Associate Dean	Confused; "meaningful lesson"; poor time management	Not sought	None	Not sought	None
	1	Insufficient and inaccurate paraphrasing	Failed assignment; ALC meetings/workshops; AI tutorials; DISC comment indefinitely	Associate Dean	Very sorry; English second language; confused; miscommunication with other students; extremely paranoid	Not sought	None	Not sought	None
	1	Insufficient and inaccurate paraphrasing	Failed assignment; ALC meetings/workshops; AI tutorials; DISC comment indefinitely	Associate Dean	Apologetic; thankful to resubmit; very eager to do better	Not sought	None	Not sought	None
	1	Plagiarised material	ALC meeting/workshops; AI Tutorial; new assignment; DISC comment	Associate Dean	Resubmitted work without seeking guidance; embarrassed	Not sought	None	Not sought	None
	1	plagiarised material; patchwork plagiarism; improper citation	ALC meeting/workshops; AI Tutorial; new assignment; DISC comment	Associate Dean	Unintentional; apologized and thankful for opportunity to explain	Not sought	None	Not sought	None

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Plagiarism continued	1	Plagiarised material; patchwork plagiarism; improper citation	ALC meeting/workshops; AI Tutorial; new assignment; DISC comment	Associate Dean	Surprised and confused	Not sought	None	Not sought	None
	1	Patchwork plagiarism throughout assignment	ALC meeting/workshops; AI Tutorial; new assignment; DISC comment	Associate Dean	Parent separation; lack of time management; full responsibility	Not sought	None	Not sought	None
	1	Report from Department Head of an incident of plagiarism	Final grade of "F-DISC"; suspended from Unit of Registration for 2 years; suspension comments may be removed upon request after December 31, 2016; DISC may be removed upon written request to the Registrar after December 2, 2019 or once graduation is confirmed; required meeting with Counselling Centre and English Language Centre for assessment and evaluation	Associate Dean of Teaching Faculty and Executive Director of Unit of Registration	2nd Incident-previous allegations of academic dishonesty were upheld	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

**PART 1: ACADEMIC DISHONESTY**

**Notes:** Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.  
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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism continued	1	Report from Department Head of an incident of plagiarism	Final grade of "F-DISC"; suspended from Unit of Registration for 2 years; suspension comments may be removed upon request after December 31, 2016; DISC may be removed upon written request to the Registrar after 2 calendar years or once graduation is confirmed	Associate Dean of Teaching Faculty and Executive Director of Unit of Registration	2nd Incident-previous allegations of academic dishonesty were upheld	Not sought	None	Not sought	None
	1	Report from Department Head of an incident of plagiarism	Final grade of "F-DISC"; DISC may be removed upon written request to the Registrar after than 2 calendar years or once graduation is confirmed	Associate Dean of Faculty of Registration	2nd Incident-previous allegations of academic dishonesty were upheld	Not sought	None	Not sought	None
	1	Report from Department Head of an incident of plagiarism	Grade of "F" in assignment; final grade of "F-DISC"; DISC may be removed upon written request to the Registrar after 2 calendar years or once graduation is confirmed	Associate Dean of Faculty of Registration	Student did not attend meeting	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism continued	1	Report from Department Head of an incident of plagiarism	Grade of "F" in assignments; final grade of "F-DISC" on both courses; DISC may be removed upon written request to the Faculty of Registration after 2 calendar years or once graduation is confirmed	Associate Dean of Faculty of Registration	Submission of 1 essay for 2 courses	Not sought	None	Not sought	None
	1	Report from Department Head of an incident of plagiarism	Final grade of "F-DISC"; DISC may be removed upon written request to the Faculty of Registration after than 2 calendar years or once graduation is confirmed	Associate Dean of Faculty of Registration	2nd Incident-previous allegations of academic dishonesty were upheld	Not sought	None	Not sought	None
	1	Report from Department Head of an incident of plagiarism	Final grade of "F-DISC" suspension from Faculty of Registration for 1 year; DISC may be removed upon written request to the Registrar after 3 calendar years or once graduation is confirmed	Associate Dean of Faculty of Registration	2nd Incident-previous allegations of academic dishonesty were upheld	LDC	Appeal Denied	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Plagiarism continued	1	Report from Department Head of an incident of plagiarism	Final grade of "F-DISC"; suspension from taking courses offered by the Teaching Faculty for 8 months; required to complete AI tutorials; meeting with Student Advisor prior to 2015 Summer Registration; DISC may be removed upon written request to the Registrar after 3 calendar years or once graduation is confirmed	Associate Dean of Teaching Faculty and Executive Director of Unit of Registration	2nd Incident-previous allegations of academic dishonesty were upheld	Not sought	None	Not sought	None
	1	Appeal of penalty assigned from Acting Department Head of an incident of plagiarism	"F" on assignment; final grade of 'F-DISC'; DISC may be removed upon written request to the Registrar after 2 calendar years or once graduation is confirmed	Associate Dean of Teaching Faculty	Student did not attend meeting	Not sought	None	Not sought	None



ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism continued	1	Report from Department Head of an incident of plagiarism	Final grade of "F-DISC"; suspension from taking courses offered by the Teaching Faculty for 1 year; suspension from taking courses offered by the Faculty of Registration for 1 year; suspension notation may be removed upon written request to the Registrar after April 30, 2016; DISC may be removed upon written request to the Registrar after 3 calendar years or once graduation is confirmed	Associate Dean of Teaching Faculty and Representative of Unit of Registration	2nd Incident-previous allegations of academic dishonesty were upheld	Not sought	None	Not sought	None
	1	Report from Department Head of an incident of plagiarism	Final grade of "F-DISC"; suspension from Faculty of Registration for 2 years; notation, suspension and DISC to remain on record permanently	Associate Dean of Teaching Faculty and Representative of Unit of Registration	3rd Incident-previous allegations of academic dishonesty were upheld	LDC	Appeal denied	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism continued	1	Report from Department Head of an incident of plagiarism	Final grade of "F-DISC"; suspension from Faculty of Registration for 1 year; suspension and DISC to remain on record permanently	Associate Dean of Faculty of Registration	2nd Incident-previous allegations of academic dishonesty were upheld	Not sought	None	Not sought	None
	1	Report from Department Head of an incident of plagiarism	Final grade of "F-DISC"; suspension from Faculty of Registration for 8 months; suspension and DISC to remain on record permanently	Associate Dean of Faculty of Registration	None	LDC	Appeal denied and suspension extended to April 30, 2016	Not sought	None
	1	Report from Department Head of an incident of plagiarism	Final grade of "F-DISC"; suspension from taking courses offered by the Teaching Faculty for 1 year; required to complete AI tutorials; meeting with Student Advisor prior to 2015 Fall Registration; suspension comment may be removed upon request after April 30, 2016; DISC may be removed upon written request to the Registrar after 3 years or once graduation is confirmed	Associate Dean of Teaching Faculty and Executive Director of Unit of Registration	Student attended meeting with Advocate representation	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism continued	1	Report from Department Head of an incident of plagiarism	Final grade of "F-DISC"; suspension from Faculty of Registration for 8 months; suspension and DISC to remain on record permanently	Associate Dean of Faculty of Registration	Student attending meeting with Advocate representation; dual submission	Not sought	None	Not sought	None
	1	Report from Department Head of an incident of plagiarism	Final grade of "F-DISC"; suspension from Faculty of Registration for 1 year; required to complete AI tutorials; suspension and DISC to remain on record permanently	Associate Dean of Faculty of Registration	2nd Incident-previous allegations of academic dishonesty were upheld	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Final grade of "F-DISC"	Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Final grade of "F-DISC"	Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Final grade of "F-DISC"	Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism continued	1	Use of uncited internet sources	Final grade of "F-DISC"	Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Final grade of "F-DISC"	Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Final grade of "F-DISC"	Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Grade of "F" on assignment	Associate Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Final grade of "F-DISC"; required to complete AI tutorials; DISC may be removed upon written request to the Registrar after 2 calendar years	Associate Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism continued	1	Use of uncited internet sources	Final grade of "F-DISC"; DISC may be removed upon written request to the Registrar after 2 calendar years	Associate Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Final grade of "F-DISC"; DISC may be removed upon written request to the Registrar after 2 calendar years	Associate Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Grade of "F" on assignment	Associate Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Grade of "F" on assignment; required to visit the Academic Learning Centre; DISC to be removed upon written request to the Registrar after 2 calendar years	Associate Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism continued	1	Use of uncited internet sources	Final grade of "F-DISC"; required to complete AI tutorials; DISC to remain on record for 2 calendar years	Associate Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Final grade of "F-DISC"; DISC may be removed upon written request to the Registrar after 2 calendar years	Associate Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Final grade of "F-DISC"; required to complete AI tutorials; DISC may be removed upon written request to the Registrar after 2 calendar years	Associate Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Final grade of "F-DISC"; DISC may be removed by written request to the Registrar after 2 calendar years	Associate Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Final grade of "F-DISC"; required to complete AI tutorials; DISC may be removed upon written request to the Registrar after 2 calendar years	Associate Department Head	None	Not sought	None	Not sought	None

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September 1, 2014 to August 31, 2015

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Plagiarism continued	1	Use of uncited internet sources	Grade of "F" on assignment	Associate Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Final grade of "F-DISC"; required to complete AI tutorials; DISC may be removed by written request to the Registrar after 2 calendar years	Associate Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Grade of "F" on both assignments	Associate Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Final grade of "F-DISC"; DISC may be removed upon written request to the Registrar after 2 calendar years	Associate Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Final grade of "F-DISC"; DISC may be removed upon written request to the Registrar after 2 calendar years	Associate Department Head	None	Not sought	None	Not sought	None

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September 1, 2014 to August 31, 2015

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Plagiarism continued	1	Use of uncited internet sources	Final grade of "F-DISC"; required to complete AI tutorials; DISC may be removed upon written request to the Registrar after 2 calendar years	Associate Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Final grade of "F-DISC"; required to complete AI tutorials; DISC may be removed upon written request to the Registrar after 2 calendar years	Associate Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Final grade of "F-DISC"; required to complete AI tutorials; DISC may be removed upon written request to the Registrar after 2 calendar years	Associate Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Final grade of "F-DISC"; DISC may be removed upon written request to the Registrar for 2 calendar years from May 19, 2015	Associate Department Head	None	Not sought	None	Not sought	None



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September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism continued	1	Use of uncited internet sources	Final grade of "F-DISC"; DISC may be removed upon written request to the Registrar after 2 calendar years	Associate Department Head	None	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Grade of "F" on term paper; final grade of "F-DISC"; DISC may be removed upon written request to the Registrar after 1 calendar year	Department Head	Student was contrite; unaware of good research and citation practices	Not sought	None	Not sought	None
	1	Use of fraudulent citations note related to content of 2 papers	Grade of "F" on each assignment; final grade of "F-DISC" for each course; DISC may be removed upon written request to the Registrar after 2 calendar years	Associate Dean of Faculty of Registration	Fraudulent citations; deliberate attempt to deceive Professor about the source of information	Not sought	None	Not sought	None
	1	Use of uncited internet sources	Grade of "F" on term paper; final grade of "F-DISC"; DISC may be removed upon written request to the Registrar after 1 calendar year	Department Head	Student admitted to academic dishonesty	Not sought	None	Not sought	None

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September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism continued	1	Incident of plagiarism	Revise and resubmit	Coordinator of Department	Accidental submission of notes rather than paper	Not sought	None	Not sought	None
	1	Incident of plagiarism	Grade of "F" for paper; final grade of "F-DISC"; required to complete AI tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Incident of plagiarism	Grade of "F" on paper; final grade of "F-DISC"; required to complete AI tutorials	Department Head	Student did not contact the Department or Student Advocacy Office	Not sought	None	Not sought	None
	1	Incident of plagiarism	Grade of "F" on paper; final grade of "F-DISC"; suspension from taking courses offered by the Department for 1 calendar year; required to complete AI tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Incident of plagiarism	Grade of "F" for paper; final grade of "F-DISC" for course	Associate Department Head	None	Not sought	None	Not sought	None
	1	Incident of plagiarism	Grade of "F" on paper; final grade of "F-DISC"; required to complete AI tutorials	Department Head	None	Not sought	None	Not sought	None

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Plagiarism continued	1	Incident of plagiarism	Grade of "F" on paper; final grade of "F-DISC"; required to complete AI tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Incident of plagiarism	Grade of "F" on paper; final grade of "F-DISC"; required to complete AI tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Use of improper citations	Student to attend Cite Rite program through Academic Learning Centre	Department Head	Student was contrite and citations were inappropriate in paper but included in resources	Not sought	None	Not sought	None
	1	Incident of plagiarism	Grade of "F" on paper; final grade of "F-DISC"; required to complete AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None
	1	Incident of plagiarism	Grade of "F" on paper; final grade of "F-DISC"; required to complete AI tutorials	Associate Department Head	None	Not sought	None	Not sought	None
	1	Incident of plagiarism	Grade of "F" on paper; final grade of "F-DISC"; required to complete AI tutorials	Department Head	None	Not sought	None	Not sought	None

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September 1, 2014 to August 31, 2015

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Plagiarism continued	1	Incident of plagiarism	Grade of "F" on paper	Coordinator of Department	Student apologetic	Not sought	None	Not sought	None
	1	Incident of plagiarism	Grade of "F" on paper	Coordinator of Department	Student apologetic	Not sought	None	Not sought	None
	1	Incident of plagiarism	Grade of "F" on paper; final grade of "F-DISC"	Acting Department Head	Student apologetic	Not sought	None	Not sought	None
	1	Incident of plagiarism	Revise and resubmit	Department Head	Student was contrite; first offence	Not sought	None	Not sought	None
	1	Incident of plagiarism	Revise and resubmit	Department Head	Student under stress	Not sought	None	Not sought	None
	1	Incident of plagiarism	Revise and resubmit	Department Head	Student did not resubmit therefore receives "F" on assignment and final grade of "F" in course	Not sought	None	Not sought	None

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September 1, 2014 to August 31, 2015

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Plagiarism continued	1	Incident of plagiarism	Grade of "F" on paper; final grade of "F-DISC"	Department Head	Student apologetic	Not sought	None	Not sought	None
	1	Incident of plagiarism	Grade of "F" on paper; statement may be removed after 1 calendar year or once graduation is confirmed upon written request to the Registrar	Department Head	None	Not sought	None	Not sought	None
	1	Incident of plagiarism	Grade of "F" for paper	Department Head	Student did not respond to Department Letter	Not sought	None	Not sought	None
	1	Incident of plagiarism	Grade of "F" on paper	Department Head	Student apologetic	Not sought	None	Not sought	None
	1	Incident of plagiarism	"F" for paper; final grade of "D-DISC"; required to complete AI tutorials	Coordinator of Department	Student apologetic	Not sought	None	Not sought	None
	1	Incident of plagiarism	Grade of "F" on paper; final grade of "D-DISC"	Coordinator of Department	Student apologetic ; under stress	Not sought	None	Not sought	None

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September 1, 2014 to August 31, 2015

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Plagiarism continued	1	Plagiarism in term paper	Final grade of "F-DISC"; barred from Faculty of Registration courses for 4 months; mandatory AI tutorial; student may apply in writing to Registrar to have comments removed upon confirmed graduation	Associate Dean	Student was previously formally warned and instructed about plagiarism in incident preceding the allegation	Not sought	None	Not sought	None
	1	2 incidents on separate papers for improper citation/plagiarism in course	Final grade of "F-DISC"; suspended from Faculty of Registration for 18 months; statement of academic dishonesty - second offence on transcript; student may apply in writing to Registrar to have comments removed upon confirmed graduation	Associate Dean	2nd offense; student met with Associate Dean twice and was represented by a Student Advocate in the second meeting; student insisted on innocence until the discussion became evident he/she was not disclosing all; a recess was called; after another private discussion with the Advocate student resumed meeting and admitted to plagiarism	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism continued	1	Plagiarism in term paper	Final grade of "F-DISC"; barred from Faculty of Registration for 1 year; statement on transcript; mandatory AI tutorial; statement may be removed upon written question to the Registrar once graduation is confirmed	Associate Dean	None	Not sought	None	Not sought	None
	1	Plagiarism in term paper	Final grade of "F-DISC"; statement of academic dishonesty on transcript; mandatory AI tutorial; statement may be removed upon written request to the Registrar once graduation is confirmed	Designate of the Dean	None	Not sought	None	Not sought	None
	1	Plagiarism in term paper	Final grade of "F-DISC"; notation on transcript of academic dishonesty; mandatory AI tutorial; comments may be removed upon written request to the Registrar once graduation is confirmed	Designate of the Dean	Student admitted to taking and using friend's paper to write own paper	Not sought	None	Not sought	None

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September 1, 2014 to August 31, 2015

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Plagiarism continued	1	Plagiarism in course	Final grade of "F-DISC"; barred from Faculty of Registration for 8 months with notation; notation on transcript of academic dishonesty; mandatory completion of AI tutorial; comments may be removed upon written request to the Registrar once graduation is confirmed	Designate of the Dean	None	Not sought	None	Not sought	None
	1	Plagiarism in course	Final grade of "F-DISC"; barred from Faculty of Registration for 1 year with notation; notation on transcript of academic dishonesty; mandatory completion of AI tutorial; comments may be removed upon written request to the Registrar once graduation is confirmed	Designate of the Dean	None	Not sought	None	Not sought	None



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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism continued	1	Plagiarism in group paper in course	Final grade of "F-DISC"; barred from Faculty of Registration for 1 year with notation; notation on transcript of academic dishonesty; mandatory completion of AI tutorial; comments may be removed upon written request to the Registrar once graduation is confirmed	Designate of the Dean	None	Not sought	None	Not sought	None
	1	Plagiarism in paper in course	Final grade of "F-DISC"; barred from Faculty of Registration for 1 year with notation; notation on transcript of academic dishonesty; mandatory completion of AI tutorial; comments may be removed upon written request to the Registrar once graduation is confirmed	Designate of the Dean	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism continued	3	Uncited sources and unattributed direct quotes	Grade of "0" on report; DISC notation and statement on transcript; students completed AI tutorial and wrote 5 page paper on academic integrity	Department Head	None	Not sought	None	Not sought	None
	1	Plagiarism found in lab report	Grade of "0" on lab; statement of "Student charged with academic dishonesty by plagiarism and received a "0" grade for Lab" for 1 year or until graduation; must complete AI tutorials and quiz	Associate Dean	None	Not sought	None	Not sought	None
	4	Use of online sources found in final report (group project)	Grade of "0" on final report valued at 20% of final grade; academic dishonesty statement on transcript and academic records; complete AI tutorials and associated quiz	Associate Dean	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism continued	1	Use of online sources found in the final report (group project) for course	Final grade of "F-DISC" in course; academic dishonesty comment on record and transcript; must complete AI tutorials and associated quiz	Associate Dean	None	Not sought	None	Not sought	None
	3	Plagiarism in assignment	ALC tutoring (# of hours determined by ALC); grade of "0" on assignment (grade determined at end of term)	Associate Dean	Remorseful; significant amount of plagiarism; little knowledge of proper citation rules	Not sought	None	Not sought	None
	1	Copied classmate's conceptual framework of assignment	Only warning in file; no disciplinary action	Associate Dean	Not enough conclusive evidence; similar styles due to process of reviewing in class prior to assignment deadline	Not sought	None	Not sought	None
	1	Plagiarism in 3 assignments (same course)	Grade of "0" on all assignments (Grade of "F" in course; remediation permitted); 2 hours tutoring; transcript reprimand to be removed when tutoring completed	Associate Dean	Claimed ignorance of proper citation techniques; has completed previous degrees	Not sought	None	Not sought	None

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September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism continued	1	Plagiarism in assignment	ALC tutoring (# of hours determined by ALC); grade of "0" on assignment (grade determined at end of term)	Associate Dean	Remorseful; significant portion plagiarised	Not sought	None	Not sought	None
	1	Plagiarism in assignment (2nd offence)	ALC tutoring needs to be complete from 1st offence; grade of "F" in course; 12 month transcript reprimand	Associate Dean	Very emotional; remorseful; small amount plagiarised; 2nd offence; had not yet sought ALC tutoring after 1st offence	Not sought	None	Not sought	None
	1	Plagiarism in assignment	ALC tutoring (# of hours determined by ALC); grade of "0" on assignment (grade determined at end of term)	Associate Dean	Used material from own undergrad thesis (home country) which had not been properly cited; received instruction on academic integrity; did not understand and did not follow up for clarification	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism continued	1	Plagiarism in 2 assignments (2 courses)	ALC tutoring (# of hours determined by ALC); grade of "0" on 1 assignment (grade of "D" in course; remediation permitted); re-write of other assignment (no final grade in course higher than "B+")	Associate Dean	Admitted to careless mistakes; relied too much on sources for information and was pressed for time	Not sought	None	Not sought	None
	1	Plagiarism in assignment	ALC tutoring (# of hours determined by ALC); grade of "0" on assignment; permitted to VW from course	Associate Dean	Significant personal and medical circumstances; significant amount of plagiarism	Not sought	None	Not sought	None
	1	Plagiarism in assignment	ALC tutoring (# of hours determined by ALC); grade of "0" on assignment (grade of "F" in course, remediation permitted); transcript reprimand to be removed when tutoring completed	Associate Dean	Sources not included in reference list (suggests attempt to deceive)	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism continued	1	Plagiarism in 2 assignments	ALC tutoring (# of hours determined by ALC); grade of "0" on both assignments (grade of "F" & "D" in courses, respectively, Required to Withdraw); 12 month transcript reprimand	Associate Dean	Personal family and travel circumstances; poor research and writing skills; did not request coursework time extension	Associate Dean	Granted reinstatement in program upon receiving mitigating documents		
	1	Plagiarism in assignment	ALC tutoring (# of hours determined by ALC); grade of "0" on assignment (grade of "F" in course, remediation permitted); 9 month transcript reprimand	Associate Dean	Difficulty adjusting; did not seek adequate help to clarify assignment requirements and learn about proper citation techniques	Not sought	None	Not sought	None
	1	Plagiarism in assignment	4 hours ALC tutoring; grade of "0" on assignment (grade of "F" on course, remediation permitted); transcript reprimand to be removed when tutoring completed	Associate Dean	No experience writing literature review papers from home country undergrad	Not sought	None	Not sought	None

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September 1, 2014 to August 31, 2015

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism continued	1	Plagiarism in final exam	ALC tutoring (# of hours determined by ALC); final grade of "F-DISC" (remediation permitted); transcript reprimand to be removed when tutoring completed	Associate Dean	Thought proper citation only applied to assignments (like essays) and theses	Not sought	None	Not sought	None
	1	Plagiarism in assignment	ALC tutoring (# of hours determined by ALC); grade of "0" on assignment (grade determined at end of term); 15 month transcript reprimand	Associate Dean	Unfamiliar with what an annotated bibliography consisted of and sought help from peers; clearly demonstrated knowledge of proper citation techniques but didn't think they applied to this assignment	Not sought	None	Not sought	None
	1	Plagiarism in 3 assignments (2 courses)	ALC tutoring (# of hours determined by ALC); grade of "0" on 1 of the assignments (grade of "D" on course; remediation permitted); required to re-write other 2 assignments (no final grade in courses higher than B+)	Associate Dean	Compassionate, health related circumstances; despite 15 years of part time academic study, research and writing skills require improvement; time constrained due to overcommitment to work and volunteer activities	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

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Plagiarism continued	1	Plagiarism in proposal	Re-write proposal; ALC tutoring (# of hours determined by ALC)	Associate Dean	Unfamiliar with details of annotated bibliography; flippant attitude toward allegation (had already VW'd from program)	Not sought	None	Not sought	None
	1	Plagiarism in term paper	Final grade "F-DISC" (no remediation permitted); suspended from Faculty (almost 1 year); 4 hours ALC tutoring; 24 month reprimand	Associate Dean	Did not take responsibility for allegation; sporadic email replies over some weeks to schedule meeting with Associate Dean but did not attend meeting	Not sought	None	Not sought	None
	1	Plagiarism in 3 tutorial assignments (one course)	No more than 50% on tutorial assignments towards final grade; final grade determined at end of term; ALC tutoring (# of hours determined by ALC); 9 month transcript reprimand	Associate Dean	Acknowledged paraphrasing needed improvement; did not give the assignments proper attention due to small weighting in relation to final grade; did not heed warning about academic dishonesty from course instructor prior to final tutorial submission	Not sought	None	Not sought	None



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Plagiarism continued	1	Plagiarism in assignment	ALC tutoring (# of hours determined by ALC); grade of "0" on assignment (grade determined at end of term); 250 word essay on topic of proper in-text citation; 9 month transcript reprimand	Associate Dean	Personal family circumstances; confusing statement; admitted some text not his own but denied use of a specific source	Not sought	None	Not sought	None
	1	Plagiarism in assignment	ALC tutoring (# of hours determined by ALC); grade of "0" on assignment (grade determined at end of term)	Associate Dean	Working at job; did not carefully edit assignment	Not sought	None	Not sought	None
	1	Plagiarism in assignment	ALC tutoring (# of hours determined by ALC); final grade "F-DISC" (Required to Withdraw); 12 month transcript reprimand	Associate Dean	Did not include sources in ref. list, felt "weird" when submitting assignment, did not consult instructor for clarification, received instruction about academic integrity	Dean	Appeal denied	Not sought	None

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September 1, 2014 to August 31, 2015

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Plagiarism continued	1	Plagiarism in assignment	ALC tutoring (# of hours determined by ALC); grade of "0" on assignment (grade of "F" on course, remediation permitted); transcript reprimand to be removed when tutoring completed	Associate Dean	No experience writing literature review papers from undergrad; did not seek adequate help to clarify assignment requirements and learn about proper citation techniques	Not sought	None	Not sought	None
	1	2nd offence; plagiarism in assignment	ALC tutoring (# of hours determined by ALC); final grade "F-DISC" (remediation permitted); suspension for 1 term; 24 month transcript reprimand	Associate Dean	60% of assignment plagiarised; sought ALC tutoring after 1st offence but did not seek more tutoring despite lack of confidence in abilities; did not take care despite "not wanting to have this happen again"	Not sought	None	Not sought	None
	1	Plagiarism in assignment	Grade of "0" on assignment (grade of "F" on course; remediation permitted); 4 hours ALC tutoring; transcript reprimand to be removed when tutoring completed	Associate Dean	plagiarised several large sections; did not include in reference list; only did mandatory ethics training when prompted by instructor	Not sought	None	Not sought	None

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Plagiarism continued	1	Copied assignments	Grade of "F"; transcript notation	Department Head	Student did not show up for meetings	Not sought	None	Not sought	None
	1	Plagiarism in assignment	Grade of "0" on assignment; transcript notation; required to complete AI tutorials	Associate Dean	Admitted guilt, remorseful	Not sought	None	Not sought	None
	1	Plagiarism in assignment	Grade of "0" on assignment; transcript notation; required to complete AI tutorials	Associate Dean	Admitted guilt, remorseful	Not sought	None	Not sought	None
	1	Plagiarism in course assignment	Grade of "0" on assignment; grade of "F" on course; transcript notation; required to complete AI tutorials	Associate Dean	Admitted guilt	Not sought	None	Not sought	None
	1	Plagiarism in course assignment	Grade of "0" on assignment; grade of "F" on course; transcript notation; required to complete AI tutorials	Associate Dean	Admitted guilt	Not sought	None	Not sought	None
	1	Plagiarism in course assignment	Grade of "0" on assignment; transcript notation; required to complete AI tutorials	Associate Dean	Admitted guilt; remorseful	Not sought	None	Not sought	None
	1	Failed to provide attribution to authority	Meeting; warning note in student's file	Associate Dean	Student worked with Associate Dean to properly cite	Not sought	None	Not sought	None

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Plagiarism continued	1	Plagiarism due to missing citations	Grade of "F" on assignment, DISC comment on transcript; required to complete Paraphrasing and Citation workshop with LAC and online AI and Student Conduct tutorials through Student Advocacy	Director	None	Not sought	None	Not sought	None
	1	Plagiarism due to missing citations	Grade of "F" on assignment, DISC comment on transcript; required to complete Paraphrasing and Citation workshop with LAC and online AI and Student Conduct tutorials through Student Advocacy	Director	None	Not sought	None	Not sought	None
	1	Plagiarism due to missing citations	Grade of "F" on assignment, DISC comment on transcript; required to complete Paraphrasing and Citation workshop with LAC and online AI and Student Conduct tutorials through Student Advocacy	Director	None	Not sought	None	Not sought	None

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Plagiarism continued	1	Plagiarism due to missing citations	Grade of "F" on assignment, DISC comment on transcript; required to complete Paraphrasing and Citation workshop with LAC and online AI and Student Conduct tutorials through Student Advocacy	Director	None	Not sought	None	Not sought	None
	1	Plagiarism due to missing citations	Grade of "F" on assignment, DISC comment on transcript; required to complete Paraphrasing and Citation workshop with LAC and online AI and Student Conduct tutorials through Student Advocacy	Director	None	Not sought	None	Not sought	None

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Plagiarism continued	1	Plagiarism due to missing citations	Grade of "F" on assignment, DISC comment on transcript; required to complete Paraphrasing and Citation workshop with LAC and online AI and Student Conduct tutorials through Student Advocacy	Director	The uncited information was information considered common knowledge to student based on their country of origin	Not sought	None	Not sought	None
	1	Plagiarism due to missing citations	Re-write and re-submit paper afer visiting LA; DISC comment on transcript; required to complete LAC "Paraphrasing and Citations" Workshop and AI and Student Conduct tutorials	Director	Student openly disclosed he/she has used sources not listed but shortened the list because thought the assignment only required a list of 5 sources	Not sought	None	Not sought	None
	1	Plagiarism due to missing citations	DISC comment on transcript; required to complete Paraphrasing and Citation workshop with LAC	Director	None	Not sought	None	Not sought	None

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Plagiarism continued	1	Plagiarism due to missing citations	DISC comment on transcript; required to complete Paraphrasing and Citation workshop with LAC	Acting Associate Director	None	Not sought	None	Not sought	None
	1	Plagiarism due to missing citations	DISC comment on transcript; required to complete Paraphrasing and Citation workshop with LAC	Director	None	Not sought	None	Not sought	None
	2	Plagiarism due to missing citations	DISC comment on transcript for course, required to complete Paraphrasing and Citation workshop with LAC	Acting Associate Director	None	Not sought	None	Not sought	None
	1	Plagiarism due to missing citations	Grade of "F" on assignment; DISC comment on transcript; required to complete Paraphrasing and Citation workshop with LAC	Associate Director	None	Not sought	None	Not sought	None

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Plagiarism continued	1	Plagiarism due to missing citations	Grade of "F" on assignment; DISC comment on transcript; required to complete Paraphrasing and Citation workshop with LAC	Acting Associate Director	None	Not sought	None	Not sought	None
	1	Plagiarism due to missing citations	DISC comment on transcript; required to complete Paraphrasing and Citation workshop with LAC	Acting Associate Director	None	Not sought	None	Not sought	None
	1	Plagiarism due to missing citations	Given new deadline to submit assignment, if not submitted then grade of "F-DISC" on transcript	Associate Director	None	Not sought	None	Not sought	None
	1	Assignment included a substantial amount of material that was duplicated or lightly paraphrased from online references that were not listed in the citations	Final grade of "F-Disc"; statement "Student charged with academic dishonesty (plagiarism)" placed on academic record for 2 years or until graduation	Associate Department Head	Student admitted to paraphrasing the material and admitted that the references were not listed in the citations	Not sought	None	Not sought	None



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Plagiarism continued	1	Plagiarism on term paper	Grade of "0" on the written component of the assignment; must complete the AI tutorial and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Paper contained information copied from other sources	Grade of "0" on the paper; required to complete the AI tutorials; required to contact a writing tutor through the ALC	Associate Dean	Student was not present at the class when the instructor addressed Academic Integrity	Not sought	None	Not sought	None
	1	Plagiarism in assignment	Grade of "0" on the paper; letter of apology to the instructor; required to complete the AI tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Plagiarism in paper	Grade of "0" on paper; required to complete the AI tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None

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September 1, 2014 to August 31, 2015

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Plagiarism continued	1	Student resubmitted a portion of a lab report from a previous year	Final grade of "C-DISC" ; statement "Student charged with academic dishonesty (double submission or self plagiarism in course)" to remain on transcript for 1 year or until graduation, whichever comes first; required to complete AI tutorials and quiz	Associate Dean	Student acknowledged that they used their previous report as a template and indicated they were not aware of the policies regarding double submission; student took full responsibility and indicated they were truly sorry; 80% of the current assignment was new work completed by the student	Not sought	None	Not sought	None
	1	Plagiarism in assignment	Grade of "0" on assignment; required to complete AI tutorials and quiz; apology letter to the instructor	Department Head	Student did not understand what plagiarism was at start of meeting after explained student recognized the wrongful act and felt regret	Not sought	None	Not sought	None
	1	Plagiarism in assignment	Grade of "0" on assignment; required to complete AI tutorials and quiz	Department Head	Student admitted that after receiving our letter, went back over paper and noticed mistakes and missed citations	Not sought	None	Not sought	None
	1	Failure to properly reference items from a website &/or journal articles	Grade of "0" on assignment	Associate Dean	None	Not sought	None	Not sought	None

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Plagiarism continued	1	Failure to properly reference items from a website &/or journal articles	Grade of "0" on assignment	Associate Dean	None	Not sought	None	Not sought	None
	1	Failure to properly reference items from a website &/or journal articles	Grade of "0" on assignment	Associate Dean	None	Not sought	None	Not sought	None
	1	Failure to properly reference items from a website &/or journal articles	Grade of "0" on assignment	Associate Dean	None	Not sought	None	Not sought	None
	1	Student submitted substantial material from one assignment in another assignment	Grade of "0" on assignment	Associate Dean	Student did not fully appreciate the prohibition on double submissions of substantially the same material	Not sought	None	Not sought	None
	1	Failure to properly reference items from a website &/or journal articles	Grade of "0" on assignment	Associate Dean	None	Not sought	None	Not sought	None

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September 1, 2014 to August 31, 2015

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Plagiarism continued	1	Plagiarised websites	Grade of "F" on course	Associate Department Head	None	Not Sought	None	Not Sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2014 to August 31, 2015

**PART 2: INAPPROPRIATE BEHAVIOUR**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Mitigating and/or Aggravating Factors	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations <i>Alcohol</i>	4	Glass bottles in residence	Written/verbal warning	Student Residences	First offense	Not sought	None	Not sought	None
	4	Open alcohol	Written/verbal warning	Student Residences	First offense	Not sought	None	Not sought	None
	20	Over consumption	Written/verbal warning	Student Residences	First offense	Not sought	None	Not sought	None
	11	Over consumption; vomiting	\$50 fine	Student Residences	Additional clean up required	Not sought	None	Not sought	None
	1	Over consumption	Community service and \$75 fine	Student Residences	Repeat offender & disrespectful to staff	Not sought	None	Not sought	None
	1	Over consumption	Community service	Student Residences	Alcohol awareness education needed	Not sought	None	Not sought	None
	1	Over consumption; vomiting	\$100 fine	Student Residences	Repeat offender & additional clean up required	Not sought	None	Not sought	None
	19	Suspected drinking games	Written/verbal warning	Student Residences	First infraction	Not sought	None	Not sought	None
	8	Drinking games	\$50 fine	Student Residences	Evidence of drinking games	Not sought	None	Not sought	None
	1	Over consumption	Eviction	Student Residences	Multiple offenses	Appeal to Director	Decision upheld	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
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Breach of Residence Hall Regulations <i>Community Standards</i>	1	Sleeping in lounge	Written/verbal warning	Student Residences	None	Not sought	None	Not sought	None
	7	Guest violation	Written/verbal warning	Student Residences	None	Not sought	None	Not sought	None
	1	Guest violation	Community service	Student Residences	Disrespectful to staff	Not sought	None	Not sought	None
	3	Access control	Written/verbal warning	Student Residences	None	Not sought	None	Not sought	None
	1	Access control	Eviction	Student Residences	Multiple infractions; knowingly allowing access to potentially harmful persons	Not sought	None	Not sought	None
	1	Over occupancy	Written/verbal warning	Student Residences	None	Not sought	None	Not sought	None
	18	Noise violation	Written/verbal warning	Student Residences	Minor infraction	Not sought	None	Not sought	None
	3	Noise violation	\$50 fine	Student Residences	Repeated infractions; extreme volume	Not sought	None	Not sought	None
	2	Disrespect to staff	Written/verbal warning	Student Residences	None	Not sought	None	Not sought	None
	1	Disrespect to staff	Written/verbal warning; letter of apology to staff	Student Residences	None	Not sought	None	Not sought	None

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Breach of Residence Hall Regulations <i>Community Standards</i> continued	2	Unauthorized items in room	Written/verbal warning	Student Residences	Items removed	Not sought	None	Not sought	None
Breach of Residence Hall Regulations <i>Smoking/Drugs</i>	7	Smoking in residence	Written warning	Student Residences	First offense	Not sought	None	Not sought	None
	1	Smoking in residence	\$100 fine	Student Residences	Repeated offences	Not sought	None	Not sought	None
	1	Smoking in residence	\$50 fine	Student Residences	None	Not sought	None	Not sought	None
	5	Possession of marijuana	\$50 fine & residence probation	Student Residences	None	Not sought	None	Not sought	None
	3	Suspicion of illegal substance	Written/verbal warning	Student Residences	None	Not sought	None	Not sought	None
	6	Suspicion of marijuana use	Written/verbal warning	Student Residences	Residual smell of marijuana	Not sought	None	Not sought	None
	1	Suspicion of marijuana use	Eviction	Student Residences	Repeated offences	Appeal to Director	Decision upheld	Not sought	None

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Breach of Residence Hall Regulations Smoking/Drugs continued	2	Suspicion of marijuana use	\$100 fine & residence probation	Student Residences	Repeated offences	Not sought	None	Not sought	None
	4	Suspicion of marijuana use	\$50 fine & residence probation	Student Residences	Repeated offences	Not sought	None	Not sought	None
Computer Related Incidents	4	Unauthorized wi-fi broadcast	Written/verbal warning	Student Residences	None	Not sought	None	Not sought	None
Disorderly Conduct	1	Attending, but not registered for classes; disruptive behaviour in various buildings when asked to leave	Hold placed on student account and advised to not attend classes nor access University services	Vice-Provost (Students)	Student sent a letter asking to meet with Vice-Provost (Students) to discuss behaviour - letter returned to sender	Not sought	None	Not sought	None
	1	Approached desk regarding being banned from facility	Security Services was notified	Facility Director	Violates facility ban	Not sought	None	Not sought	None
Indecent Exposure	2	Sexual activity and drug use in community changeroom	Facility access withdrawn and suspended until Jan 1/15 for 1 student; other student suspended for remainder of membership	Facility Director	Sexual harrassment; drug use; participating student did not come in and meet but was very emotional and regretful when confronted at time of incident	Not sought	None	Not sought	None
Misuse of University Services	2	Damaged residence property	Written/verbal warning	Student Residences	None	Not sought	None	Not sought	None
	1	Tampering with smoke detector	Written/verbal warning	Student Residences	None	Not sought	None	Not sought	None



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Misuse of University Services continued	1	Damaged residence property	\$300 charge	Student Residences	Large degree of property damage	Not sought	None	Not sought	None
	1	Damaged residence property	\$100 charge	Student Residences	Large degree of property damage	Not sought	None	Not sought	None
	1	damaged microwave	\$70 charge	Student Residences	Offer to replace microwave	Not sought	None	Not sought	None
Threatening Conduct	1	Request to attend campus to attend classes despite having a Section 161 Order issued against him/her	Hold placed on student account and advised to enrol in distance education courses and work with a student advisor to develop an appropriate academic plan	Vice-Provost (Students)	Section 161 Order prohibits the student from attending a public park, public swimming, day care centre, school playground, or community centre where persons under age 14 years are present or can reasonably be expected to be present	Not sought	None	Not sought	None

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Threatening Conduct continued	1	Inappropriate behaviour toward various individuals including one protection order obtained by a fellow student	Only allowed to attend campus for scheduled classes or requirements for degree; is not to be anywhere else on campus without a UMSS escort; must attend to Student Counselling Centre for assessment and set a counselling plan; must grant SCC permission to speak to UM staff with regard to health and compliance; refrain from contacting 3 individuals (named); ensure a respectful work and learning environment with no further threatening or inappropriate behaviour; review various UM discipline policies and bylaws	Vice-Provost (Students)	Protection order obtained by a fellow student and multiple reports of inappropriate behaviour	UDC	Student withdrew the appeal	Not sought	None
	1	Outstanding protection order and inappropriate behaviour on campus	Restricted access to the University campus; may directly attend (to and from) registered classes only; comply with court issued protection order	Vice-President (Administration)	None	Not sought	None	Not sought	None
	1	Incidents on campus	Banned from attending any property owned or controlled by U of M	Vice-President (Administration)	None	Not sought	None	Not sought	None

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Threatening Conduct continued	1	Assault with a weapon - hit and run; no longer a U of M student	Banned from attending any property owned or controlled by U of M for 3 years; reprimand recorded on academic transcript for 3 years; right to submit a future application for admission suspended indefinitely	Vice-President (Administration)	None	Not sought	None	Not sought	None
	1	Incident on specific date; outbursts and inappropriate behaviour	Banned from any property owned or controlled by the U of M for an indefinite period; right to submit a future application for admission suspended for an indefinite period	Vice-President (Administration)	None	Not sought	None	Not sought	None
	1	Exclusive language	Written warning; written apology; sexual assault awareness session	Student Residences	None	Not sought	None	Not sought	None
	4	Exclusive language	Written warning	Student Residences	Extremely offensive language used	Not sought	None	Not sought	None
	2	Physical assault/fighting	Written warning	Student Residences	Incident was resolved quickly	Not sought	None	Not sought	None
	1	Physical assault/fighting	Probation	Student Residences		Not sought	None	Not sought	None
	1	Physical assault	Eviction	Student Residences	Multiple offenses	Appeal to Director	Appeal denied	LDC	Appeal denied

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Unprofessional Conduct	1	Student submitted an inappropriate comment in an answer to an assignment	Statement on academic record: "Inappropriate written behaviour during assignment" for 6 months or until graduation, whichever comes first; required to meet with the Human Rights/Conflict Management Officer to write a letter of apology to the lab instructor by Jan. 30, 2015	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	Student indicated he/she was unaware that his/her lab partner had written the words in the report	Not sought	None	Not sought	None
	1	Student submitted an inappropriate comment in an answer to an assignment	Received a grade of zero in experiment; statement on academic record: "Inappropriate written behaviour during assignment" for 6 months or until graduation, whichever comes first; required to meet with the Human Rights/Conflict Management Officer to write a letter of apology to the lab instructor by Jan. 30, 2015	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	Student indicated the words written were intended to be a joke and that he/she intended to delete them before submitting the assignment	Not sought	None	Not sought	None

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Unprofessional Conduct continued	1	Student wrote inappropriate comments and drawings on the final exam; student also wrote the exam despite the fact that he/she had withdrawn from the course	Student suspended from taking courses offered by the Teaching Faculty for 1 year; Statement on academic record: "Inappropriate written behaviour during final exam in course and suspension from taking courses offered by the Teaching Faculty for 1 year" for 2 years or until graduation whichever comes first; required to complete the AI tutorials and quiz; recommended to work with an advisor and the Human Rights and Conflict Management Office	Associate Dean of Teaching Faculty and Executive Director of Program of Registration	None	Not sought	None	Not sought	None
	1	Resumption of resident studies halted due to unprofessional conduct	Dean's Discipline Investigation Committee required new undertaking as part of resumption of studies	Dean	None	LDC	None	None	None
	1	Resumption of studies halted due to unprofessional conduct	Referral to Dean's Discipline Investigation Committee	Dean	None	LDC	Appeal denied	UDC	Appeal denied
Vandalism	5	Vandalism	Verbal warning	Student Residences	Full cooperation with staff; minor damage	Not sought	None	Not sought	None