

**Suggested minimum penalties for common acts of academic misconduct and violation of other university policies under the [Student Discipline Bylaw](#)**

<p align="center"><b>Act of Academic Misconduct</b></p> <p>Definitions of the various offences can be found here: <a href="#">Academic integrity</a></p>	<p align="center"><b>Minimum penalty given by the Department Head (or designate).</b></p>	<p align="center"><b>Minimum penalty given by Associate Dean of Science (as the Dean's designate).</b></p>
<p><b>First-time</b> term work offences in any of:</p> <ul style="list-style-type: none"> <li>• Copying</li> <li>• Inappropriate collaboration</li> <li>• Plagiarism</li> <li>• Inappropriate communication during a quiz, test, or midterm.</li> <li>• Possession/use of unauthorized material on term work</li> <li>• Duplicate submission</li> </ul>	<p>Any or all of:</p> <ul style="list-style-type: none"> <li>• Grade of zero on term work investigated</li> <li>• Academic misconduct notation made on student file (to be used within Faculty of Science and does not appear on transcript)</li> <li>• DISC notation made on course in student transcript.</li> <li>• Penalty may include a proportion of the course greater than the value given to the term work in question.</li> </ul>	
<p><b>Up to second</b> offences in any of:</p> <ul style="list-style-type: none"> <li>• Fabrication of data in a lab report, project, or Honours thesis.</li> <li>• Academic fraud of any kind.</li> </ul> <p><b>Second-time</b> term work offences in any of</p> <ul style="list-style-type: none"> <li>• Copying</li> <li>• Inappropriate collaboration</li> <li>• Plagiarism</li> <li>• Inappropriate communication during a quiz, test, or midterm</li> <li>• Possession/use of unauthorized material on term work</li> </ul> <p><b>Up to second</b> offences related to the final examination in any of:</p> <ul style="list-style-type: none"> <li>• Possession/use of unauthorized material</li> <li>• Copying</li> <li>• Inappropriate communication during examination</li> <li>• Not submitting a written exam paper</li> </ul>		<p>Any or all of:</p> <ul style="list-style-type: none"> <li>• F in course and DISC notation on transcript</li> <li>• Suspension from all Faculty of Science courses for a minimum of one year</li> </ul> <p>Note: For a second final exam offense where there are aggravating factors, a penalty of suspension from the Faculty of Science for a minimum of one year may be given in addition to F in course and DISC notation on transcript</p>
<p><b>Third-time or subsequent</b> term work or final examination offences in any of:</p> <ul style="list-style-type: none"> <li>• Possession/use of unauthorized material</li> <li>• Copying</li> <li>• Plagiarism</li> <li>• Inappropriate collaboration</li> <li>• Inappropriate communication during a quiz, test, midterm, examination</li> <li>• Not submitting a written exam paper</li> <li>• Fabrication of data in a lab report, project, or Honours thesis.</li> <li>• Academic fraud of any kind.</li> </ul>		<p>Any or all of:</p> <ul style="list-style-type: none"> <li>• F in course and DISC notation on transcript</li> <li>• Suspension from the Faculty of Science for a minimum of one year</li> </ul>
<p><b>First-time or subsequent</b> offences related to personation in any of:</p> <ul style="list-style-type: none"> <li>• Participation in class or lab</li> <li>• Assignment</li> <li>• Lab report</li> <li>• Quiz/test/midterm</li> </ul>	<p>Any or all of:</p> <ul style="list-style-type: none"> <li>• Reprimand</li> <li>• Other penalties under the authority of the Head.</li> <li>• Investigation is normally referred to the Dean.</li> <li>• DISC notation made on course in student transcript.</li> </ul>	<p>Any or all of:</p> <ul style="list-style-type: none"> <li>• F in course and DISC notation on transcript</li> <li>• Suspension from all Faculty of Science courses for a minimum of one year</li> </ul>

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Non-academic misconduct: Inappropriate or disruptive behaviour

Any or all of:

- Reprimand
- Other penalties under the authority of the Head.

Any or all of:

- Reprimand
  - DISC notation on transcript
  - Suspension from all Faculty of Science courses for a minimum of one year
  - Case may be referred to the President's Office for more severe penalties.
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Student Non-Academic Misconduct and Concerning Behaviour Procedure

Notes:

i) Disciplinary actions are adapted from [Table 3: Disciplinary Actions and Disciplinary Authorities](#)

ii) F-DISC stands for F in the course with disciplinary action imposed due to academic misconduct.

iii) Penalties for Non-Science students found guilty of academic misconduct in Faculty of Science courses will be decided after consultation with their Registration Faculty (e.g. penalties for an Engineering student taking a Mathematics course will be selected by the Department of Mathematics or the Associate Dean of Science, with an opportunity for the Dean of Engineering to attend the hearing and recommend further penalties).

iv) An educational component to the disciplinary action will be implemented to avoid future acts of academic misconduct. Therefore, penalties may also be accompanied with other requirements to be met before permission will be given to the student to continue in the program. For example, an acceptable letter of apology, a properly written essay on a disciplinary or other topic, or attendance at specified workshops may be required before a suspension or penalty is lifted.