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Office of the University Secretary

MEMORANDUM

DATE: November 2, 2011

TO: Senior Administrators, Deans, Directors, Department Heads and Heads of Administrative Units

FROM: Dr. John Anderson, Chair, University Discipline Committee,
Mr. Jeff M. Leclerc, University Secretary, Office of the University Secretary

SUBJECT: MULTIPLE FACULTY DISCIPLINARY ACTIONS

Please share with those in your unit involved in student discipline.

Each year there are a number of cases involving academic dishonesty where more than one Faculty/School/or Unit ("faculty") is involved; the most common situation is a student registered in one faculty being found guilty of an offense in a course offered by another faculty. The purpose of this memo is to remind faculties of their responsibilities in such situations under the Student Discipline Bylaw and to offer clarification of the appeal process.

The Student Discipline Procedures state that in these cases, it is the responsibility of the faculty offering the course ('Course' Faculty) in question to assign a disciplinary penalty. It also states that consultation must be made with the student's faculty of registration ('Home' Faculty).

This consultation is partly to ensure that additional information that may be only known by the 'Home' Faculty can be considered when deciding upon a penalty (e.g. previous offenses). It also allows the opportunity for the 'Home' Faculty to recommend penalties in their jurisdiction, in addition to those in the 'Course' Faculty. Following such consultation, the 'Course' Faculty will assign all penalties, and will enumerate both those in its jurisdiction and those accepted through consultation. Thus, only one letter detailing all penalties should be produced (Please see "Template of items to be included in the Letter").

If a student wishes to launch an appeal in such a case, the LDC immediately involved should be that of the 'Course' Faculty – the same source that assigned all penalties. Because the 'Home' Faculty should have been consulted on the penalties, the intent of such consultation should equally be reflected in the event of an appeal at the LDC level. In such cases, The Chair of the University Disciplinary Committee and the University Secretary's Office are recommending the inclusion of both faculty and student members from the student's 'Home' Faculty to be present on this LDC. Similarly, the 'Home' Faculty should have representation in this hearing as part of the respondents to the appeal, to allow the rationale of their part of the penalty to be presented. This allows for a single course of appeal as result of a single offence. The current Student Discipline Bylaw states that an LDC can be ad hoc and does not restrict the source of faculty and students, and so supports this.

Should an appeal rise above this to the UDC level, a broad range of faculties are already represented there and procedures are in place to allow testimony from both the 'Home' Faculty and the 'Course' Faculty in which the offense was committed.

Thank you.
Encl.