

Revised March 2019

Common Definitions and Suggested Disciplinary Outcomes for Academic Integrity Violations

The following document provides definitions and examples of the six most common forms of academic misconduct, and suggested minimum penalties in minor and severe cases. The document is the combined effort of the Academic Integrity Advisory Committee (AIAC), that brought forward concerns with inconsistency of academic misconduct definitions and penalties, and a special working group of the Associate Deans (Undergraduate), that created this document.

This document is intended as a guideline with regards to identifying, defining, and responding to academic misconduct in a clear and precise language. This document is also intended to provide some boundaries such that the variance in disciplinary actions taken by different Faculties/Departments across the University for academic integrity violations is reduced. The suggestions provided in this document are meant to serve as guidelines¹, and do not replace the [Student Discipline Bylaw](#) or any other University of Manitoba policy.

The AIAC has noted that there are significant inconsistencies in identifying and categorizing various types of academic misconduct across campus. A review of the [University Discipline Committee annual discipline report](#) also reveals significant differences in how academic misconduct is identified. The minimum disciplinary actions proposed in this document are the suggested minimums. It is hoped that disciplinary authorities will abide by these guidelines so that we can work toward reducing inconsistency and inequity in disciplinary actions university-wide.

¹ Quick Reference Guide to Suggested Penalties for 1st Offenses:

Plagiarism (minor, **severe**): AI Tutorial & Quiz, meeting with AI Coordinator, 0 on assignment, DISC notation, comment on record, **F in course**

Duplicate submission (minor, **severe**): AI tutorial and Quiz, 0 on assignment, DISC notation, comment on record, **F in course**

Inappropriate collaboration (minor, **severe**): AI Tutorial & Quiz, 0 on assignment, DISC notation, comment on record, **F in course**

Cheating on test (minor, **severe**): AI Tutorial & Quiz, 0 on quiz/test, **DISC notation, comment on record, 12-month suspension from taking courses in the Faculty**

Academic fraud (minor, **severe**): AI Tutorial & Quiz, 0 on assignment, DISC notation, comment on record, **one-year suspension from taking courses offered by Faculty**

Personation (minor, **severe**): AI Tutorial & Quiz, 0 on assignment, reduction of a full letter grade in the course, DISC notation, comment on record, **one-year suspension from taking courses offered by the Faculty**

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Educational outcomes listed under “penalties” for academic misconduct cases are suggested for students who engaged in the behavior due to a lack of understanding or academic skills. [These outcomes](#) are intended as an opportunity for the student to arrive at a fuller understanding of the academic integrity expectations of the University and to address the factors that may have led to the misconduct, resulting in a decreased likelihood of a repeat allegation.

Please note that this document is not intended to be an exhaustive list. We recognize that some instances of academic misconduct include multiple issues and other forms may be made possible by yet-unavailable technology.

This document is not intended to be used as simple If→Then rules. Rather, it is expected that disciplinary authorities will decide on the severity of a disciplinary action also based on other factors such as aggravating/mitigating circumstances, admission/denial by student, remorse, etc. that are commonly considered in assessing penalties. The guidelines presented in the document do not replace the human judgment that is required from the disciplinary authority.

Violation	Definition	Examples	Minimum disciplinary actions for minor cases (1 st offense) ²	Minimum disciplinary actions for severe cases (1 st offense)
Plagiarism	The presentation or use of information, ideas, sentences, findings, etc. as one's own without appropriate citation in a written, visual or oral assignment, test or final examination	<ul style="list-style-type: none"> • Copying text verbatim, without including quotation marks and citing source. • Copying and assuming the ideas of an artist or entity that owns the rights to their own visual material. • Copying sentences and changing some words without proper citation or acknowledging the source of the ideas. • Presenting a summary of an idea without acknowledging source • Including citations and/or references that are incorrect or made up 	<ul style="list-style-type: none"> • 0 on the assignment • Completion of Academic Integrity and Student Conduct Tutorials. • Discipline notation attached to the final grade and a comment on the student's record outlining the nature of the offense. • Completion of educational 	<ul style="list-style-type: none"> • 0 on the assignment • F in the course • Discipline notation attached to the final grade and a comment on the student's record outlining the nature of the offense. • Completion of Academic Integrity and Student Conduct Tutorials. • Completion of educational programming through Academic Integrity Coordinator.

² For **second or subsequent offences** (regardless of whether previous offences are in the same or a different category), the SUGGESTED MINIMUM Disciplinary Actions are:

- F-DISC in course (DISC notation can be removed upon confirmed graduation)
- Notation of having committed academic dishonesty in transcript
- Suspension from taking courses in the Faculty for a period of at least one year.

The severity of the Disciplinary Actions for second or subsequent offenses can be increased depending on the student's academic dishonesty history and specific circumstances surrounding the offenses.

		<ul style="list-style-type: none"> • Not including all citations in a footnote/endnote or bibliography/reference list. 	programming through Academic Integrity Coordinator	
<p>Cheating on quizzes, tests, or final examinations</p>	<p>The purposeful circumventing of fair testing procedures. Such acts may be premeditated/planned or may be unintentional or opportunistic.</p> <p>Note: Weight attached to quizzes, tests, final exams and midterms can differ from course to course. This document does not differentiate.</p>	<ul style="list-style-type: none"> • Viewing/using another student's answers, or allowing other students to view/use answers during an examination. • Possession and/or use of unauthorized materials in the examination room • Engaging in communication with others during a test or examination whether related or unrelated to the course material. • Sharing answers, questions or materials with other students prior to or during a test/exam. • Inappropriate collaboration on take-home assignments, projects, or tests. • Continuing to write after the test or examination has ended. 	<ul style="list-style-type: none"> • Zero on quiz/test • Completion of Academic Integrity and Student Conduct Tutorial 	<ul style="list-style-type: none"> • F in course • Discipline notation attached to the final grade and a comment on the student's record outlining the nature of the offense • 12-month suspension from taking courses in the Faculty. • Completion of Academic Integrity and Student Conduct Tutorial
<p>Inappropriate collaboration</p>	<p>When a student and any other person work</p>	<ul style="list-style-type: none"> • Seeking substantial help or working together on part or 	<ul style="list-style-type: none"> • 0 on the assignment 	<ul style="list-style-type: none"> • F in the course

	<p>together on assignments, projects, tests, labs or other work intended to be individual, unless authorized by the course instructor.</p> <p>Note: Academic Learning Centre writing tutors and other authorized persons such as teaching assistants are an exception unless the student is told otherwise.</p>	<p>all of an assignment of any sort - without permission.</p> <ul style="list-style-type: none"> • Dishonest use of old assignments for the purpose of completing new assignments. • Submission of material written or created by someone else, whether in part or in its entirety. • Aiding other students by providing consultation, advice and/or engaging in collaboration on assignments. 	<ul style="list-style-type: none"> • Discipline notation attached to the final grade and a comment on the student's record outlining the nature of the offense • Completion of Academic Integrity and Student Conduct Tutorials. 	<ul style="list-style-type: none"> • Discipline notation attached to the final grade and a comment on the student's record outlining the nature of the offense • Completion of Academic Integrity and Student Conduct Tutorials.
<p>Duplicate submission</p>	<p>A form of cheating where a student submits a paper/assignment/test in full or in part, for more than one course without the permission of the course instructor.</p> <p>Note: All students involved would receive the same disciplinary action unless it is clear that some students were</p>	<ul style="list-style-type: none"> • Submitting a paper, in whole or in part, written and graded for another course, including data, images, diagrams, tables, or images that were completed for another course without proper citation and without permission from the instructor. • Submitting labs or other assignments written or graded for the same or another course. 	<ul style="list-style-type: none"> • 0 on the assignment • Discipline notation attached to the final grade and a comment on the student's record outlining the nature of the offense. • Completion of Academic Integrity and 	<ul style="list-style-type: none"> • 0 on the paper/assignment • F in course • Discipline notation attached to the final grade and a comment on the student's record outlining the nature of the offense. • Completion of Academic Integrity and Student Conduct Tutorials.

	inadvertently involved in the collaboration.		Student Conduct Tutorials.	
Personation	<p>The writing of an assignment, lab, test, or examination for another student. It can also be the unauthorized use of another person's signature or identification in order to impersonate someone else.</p> <p>Note: Personation includes both the personator and the person initiating the personation.</p>	<ul style="list-style-type: none"> • Writing a paper, assignment or lab for another student. • Attending and writing a test or examination for another student. • Use of false identification or a fake signature of another person to write an examination or obtain services from the university. • Recording attendance for another student. 	<ul style="list-style-type: none"> • Zero on the assignment • Reduction of a full letter grade in the course • Discipline notation attached to the final grade and a comment on the student's record outlining the nature of the offense • Completion of Academic Integrity and Student Conduct Tutorials <p>Note: If the personating student can be determined, he/she would get the same disciplinary action.</p>	<ul style="list-style-type: none"> • F in course • Discipline notation attached to the final grade and a comment on the student's record outlining the nature of the offense • Suspension from taking courses offered by faculty for one year. • Completion of Academic Integrity and Student Conduct Tutorials

<p>Academic fraud</p>	<p>Falsification of data or official documents as well as the falsification of medical or compassionate circumstances/documentation to gain accommodations to complete assignments, tests or examinations.</p>	<ul style="list-style-type: none"> • Submitting false material for assignment or lab (i.e., made-up data). • Purchasing a term paper or assignment or paying someone to prepare it. • Falsifying or tampering with medical notes or other official documents. • Using a translating device or translator to produce a paper, assignment or lab that was intended to be created in English. • Claiming an assignment was submitted when it wasn't. 	<ul style="list-style-type: none"> • Zero on assignment • Discipline notation attached to the final grade and a comment on the student's record outlining the nature of the offense • Completion of Academic Integrity and Student Conduct Tutorials 	<ul style="list-style-type: none"> • F in course • Suspension from taking courses offered by faculty for one year. • Discipline notation attached to the final grade and a comment on the student's record outlining the nature of the offense • Completion of Academic Integrity and Student Conduct Tutorials
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