

**Senate Committee on Non-Academic Discipline**  
Report to the Senate

*Student Appeals, Rights and Discipline* – Revision to Academic Integrity Terminology  
March 25, 2010

**Background**

Queen's University Senate approved changes to the *Policy on Transcript Terminology for Students Withdrawing from Queen's University* at its meeting on October 22, 2009. The *Policy on Transcript Terminology* was amended, in part, to ensure the language was consistent with the *Policy on Academic Integrity Procedures*. All references to academic dishonesty were eliminated and replaced with references to academic integrity.

Similarly, the *Policy on Student Appeals, Rights and Discipline* (SARD) requires that all sections referring to academic dishonesty be revised using the current terminology of academic integrity.

**Analysis and Discussion**

SONAD met on February 17, 2010, and reviewed the SARD policy to ensure the terminology used in the relevant sections was consistent with the *Policy on Transcript Terminology*. All references to academic dishonesty were eliminated and replaced with references to academic integrity.

SONAD approved the following changes to the *Policy on Student Appeals, Rights and Discipline*.

Senate Policy on Student Appeals, Rights & Discipline	Senate Policy on Student Appeals, Rights & Discipline
Current Terms	Proposed Revised Terms
<p><b>Academic Matters</b></p> <p>10. Academic Dishonesty and/or Fraud</p> <p>(a) Faculty boards or their delegated bodies have jurisdiction to deal with issues of academic dishonesty and to impose sanctions. The jurisdiction of faculty boards or their delegated bodies does not include the power to require a student to withdraw from the University in an academic dishonesty case; however faculty boards or their delegated bodies may recommend to the appropriate</p>	<p><b>Academic Matters</b></p> <p>10. <u>Breach of Academic Integrity</u> and/or Fraud</p> <p>(a) C801 Tms.OTj14s or their delegated bodies</p>

<p>Senate Committee (i.e. USAB or the Senate Committee on Academic Procedures (SCAP)) that a student be required to withdraw from the University or that a degree conferred by the University be rescinded. These bodies must consult SCAP before deciding what sanctions to recommend to ensure consistency in penalties across the University.</p> <p>(b) If a student appeals a decision of a faculty board or its delegated body in an academic dishonesty and/or fraud case, USAB has jurisdiction to approve the original recommendation to require a student to withdraw from the University for a specified period.</p> <p>(c) If a student does not appeal a decision of a faculty board or its delegated body in an academic dishonesty and/or fraud case, the sanction imposed by that decision (other than a recommendation that the student be required to withdraw from the University or a recommendation that a degree conferred by the University be rescinded) shall take effect immediately upon the expiration of the appeal period.</p> <p>(d) If a student does not appeal a decision of a faculty board or its delegated body in an academic dishonesty and/or fraud case in which the sanction is a recommendation that a student be required to withdraw from the University or a recommendation that a degree conferred by the University be rescinded, that sanction shall take effect only after it has been approved by SCAP in accordance with subsections (e) and (f).</p> <p>(e) If SCAP receives for its review and approval a decision of a faculty board or its delegated body pursuant to subsection (d), the review shall ordinarily be carried out on the basis of documents filed with SCAP by the maker of the decision</p>	<p>to the appropriate Senate Committee (i.e. USAB or the Senate Committee on Academic Procedures (SCAP)) that a student be required to withdraw from the University or that a degree conferred by the University be rescinded. These bodies must consult SCAP before deciding what sanctions to recommend to ensure consistency in penalties across the University.</p> <p>(b) If a student appeals a decision of a faculty board or its delegated body in a <u>case involving a breach of academic integrity</u> and/or fraud, USAB has jurisdiction to approve the original recommendation to require a student to withdraw from the University for a specified period.</p> <p>(c) If a student does not appeal a decision of a faculty board or its delegated body in a <u>case involving a breach of academic integrity</u> and/or fraud, the sanction imposed by that decision (other than a recommendation that the student be required to withdraw from the University or a recommendation that a degree conferred by the University be rescinded) shall take effect immediately upon the expiration of the appeal period.</p> <p>(d) If a student does not appeal a decision of a faculty board or its delegated body in a <u>case involving a breach of academic integrity</u> and/or fraud in which the sanction is a recommendation that a student be required to withdraw from the University or a recommendation that a degree conferred by the University be rescinded, that sanction shall take effect only after it has been approved by SCAP in accordance with subsections (e) and (f).</p> <p>(e) No Change</p>
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under review. These documents shall include the following:

- i. a copy of the decision, including a recommendation as to the length of the withdrawal period made in consultation with SCAP; or a copy of the decision, including a recommendation that a degree conferred by the University be rescinded made in consultation with SCAP;
  - ii. a written statement of the decision-maker indicating (a) when and how the decision was communicated to the student; (b) the date on which the appeal period expired; (c) reference to the applicable policy or authority that determines the appeal period; (d) whether an appeal was filed with the Co-ordinator of Dispute Resolution Mechanisms by the student; and
  - iii. a summary by the decision-maker of the procedure followed, with specific reference to oral or documentary evidence considered, leading up to the decision.
- (f) In reviewing a recommendation that a student be required to withdraw from the University or a recommendation that a degree conferred by the University be rescinded, SCAP shall satisfy itself that appropriate procedures have been followed and that the recommended withdrawal period is reasonable and in accordance with University standards. If SCAP is so satisfied, it shall approve the recommendation and immediately notify the Secretary of the Senate (who will communicate the decision to the student, the Office of the Registrar, and other internal offices as appropriate). The sanction shall take effect immediately. If SCAP is not satisfied that appropriate procedures have been followed or

and require reconsideration of the case in accordance with its report.

- (g) SCAP shall report annually to Senate (in such a way that does not identify individual students or faculty members) on the academic dishonesty and/or fraud cases it reviewed.

## 17. Jurisdiction of University Student Appeal Board (USAB)

- (a) There shall be a University Student Appeal Board (USAB) with jurisdiction to hear appeals by students from the following decision-making bodies:
  - i AMS and SGPS Judicial Committees;
  - ii faculty boards, or the final academic decision-making body of faculties or schools that have delegated final responsibility to a committee;
  - iii Queen's University residences administration and tribunals;
  - iv The Head of a unit with responsibility for hearing employment-related disputes between a teaching assistant and his/her course supervisor;
  - v decisions of the VP with responsibility for matters of safety and security to the University or his or her delegate regarding the issuing of a Notice of Prohibition or exercise of other emergency power.
- (b) USAB has jurisdiction to hear appeals  
  
employdecisions of elated disputes

<p>in a decision by the Head of the unit;</p> <p>v notices of prohibition or exercise of other emergency powers by University administrators.</p> <p>(c) USAB has jurisdiction to decide any other matter concerning a student referred to it by the Senate, a faculty board, or the AMS or SGPS Judicial Committee, or the Principal.</p>	<p>v No change</p> <p>(c) No change</p>
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In addition, SONAD approved amendment of the SARD policy at Appendix B (Senate Policies Related to Academic and Non-Academic Discipline) to include the *Policy on Academic Integrity Procedures – Requirements of Faculties and Schools*, approved by the Senate in October 2008.

**Recommendation:**

The Senate Committee on Non-Academic Discipline submits the following recommendation:

*That the changes to the Policy on Student Appeals, Rights and Discipline, set out above, be approved by the Senate and that the Policy be updated on the Senate website for information.*

Respectfully submitted,

Leora Jackson  
Chair of SONAD