CODE OF STUDENT BEHAVIOUR
2014/15
Deborah Eerkes

Academic Integrity

OFFICE OF STUDENT JUDICIAL AFFAIRS
Code of Student Behaviour

1. Rights Under the Code
2. Offenses Under the Code
3. Sanctions and their Impact
4. The Discipline Process
5. Procedures for Appeal

Prevention
Rights Under the Code

- Presumed innocent
- Advisor
- Reasonable notice
- Reasonable disclosure
- Opportunity to respond
- Provide evidence
- Reasonable time
- Reasons for decision

NATURAL JUSTICE
Inappropriate Academic Behaviour

• **PLAGIARISM** Submitting the words, ideas, images or data of another person as the student’s own in any course or program of study
Examples of Plagiarism

• “Borrowed” phrases or paragraphs
• Patchwork plagiarism
• Submitting answers from another student’s assignment
• Follow-too-close
• Copying computer code
Offences: Inappropriate Academic Behaviour

CHEATING

a. Unauthorized materials
b. Impersonation
c. Substantial assistance
d. Resubmission
e. False claims/fabricated references
Offences: Inappropriate Academic Behaviour

• Misuse of confidential materials
  – Selling test answers

• Research and Scholarship Misconduct
  – Applies to all who research
Offences: Inappropriate Academic Behaviour

• Misrepresentation of facts
  – Falsifying doctors’ notes
  – Obscuring plagiarism by citing references that weren’t used
  – Claiming to hand in an assignment and blaming the Dept. for losing it

• Participation in an Offence
  – Lending out assignment
  – Allowing someone to copy exam answers
Offences: Inappropriate Behaviour in the Community

- Disruption
- Dissemination of Malicious Material
- Retaliation
- Unfounded Allegations
Offences: Violations of Safety or Dignity

- Harassment, Sexual Harassment, Discrimination, Bullying
- Assault
- Sexual Assault
- “Creating a condition” that threatens health, safety, wellbeing
- Threats of violence
- Hazing
Disclosure of sexual assault

1. LISTEN
2. BELIEVE
3. PROVIDE OPTIONS
   – Sexual Assault Centre
   – Office of the Dean of Students
   – Residence Services
   – Protective Services
Offences: Property and Resources

• Damage to Property
• Unauthorized use of Facilities, Equipment, Materials, Services or Resources
Sanctions

Minor
Intermediate
Severe

Refers to severity of sanctions and who can assign the sanction.
Sanctions - Minor

- **Instructors** may dismiss a student from class for disruption.
- **Only** sanction available to instructors
Disruption

• Maximum 3 hours of class time
• Must inform Dean within 2 days
• May dismiss student from class if disruption occurs again
• Must initiate Code charge: written report to Dean on both incidents
Sanctions - Intermediate

Deans can impose:

- Zero on assignment
- Grade reduction or F
- Notation (8/9) on transcript
- Suspension of services
- Conduct probation

Image from: http://advising.duke.edu/meeting-with-your-academic-dean
Sanctions - Severe

Discipline Officer (OSJA) can impose:

• Suspension for up to three years
• Expulsion
• Suspension or Rescission of degree already awarded
• Exclusion for a specified or unspecified period of time
University Appeal Board (UAB)

• All decisions may be appealed.
• Can appeal either the **charge(s)** or the **sanction(s)**.
University Appeal Board (UAB)

- Panel of three: Chairperson is a faculty member, other two are students
- Full, impartial rehearing of the facts
- Full authority to uphold, deny or vary any appeal
- Decision is final and binding
Discipline Process

TA notifies instructor

Instructor meets w/student

Submits report to Dean

Dean investigates

Discipline Officer investigates

University Appeal Board (UAB)
PREVENTION: INTEGRITY EDUCATION

1. Make expectations CLEAR and EXPLICIT.
2. Talk about academic integrity with your students.
3. State your academic integrity policy clearly on your syllabus.
PREVENTION - Plagiarism

• Model integrity – cite your sources
• Specific, timely topics – prevention through assignment design
• Clear formatting guidelines
• Citation resources
• Assign paper in stages
• Be clear about collaboration!
Preventing Cheating: Proctoring Exams

**Prevention**
- Effective temptation reducer
- Buddy proctors
- Check student IDs
- Have students put all bags/coats at front
- Make expectations in lab exams explicit

**Detection**
- Be aware of technologies
- Watch for odd behaviours
- Record seating arrangement
- Check student IDs
- Count exams before and after; count students
WHAT DO YOU DO...

...If you witness someone cheating?
WHAT DO YOU DO...

...If you detect plagiarism on a paper or assignment?
WHAT DO YOU DO...

...If you receive an anonymous report of students cheating?
Contacts & Resources

• Dean of Students’ Office  492-4145
• UofA Protective Services  492-5050
• Student Conduct & Accountability  492-0777
• Academic Integrity Program
  [www.osja.ualberta.ca](http://www.osja.ualberta.ca)
• Student Services
  [www.studentservices.ualberta.ca](http://www.studentservices.ualberta.ca)