

ACADEMIC COUNCIL REPORT

ACTION REQUESTED:

Recommendation
Decision
Discussion/Direction
Information

DATE: 22 June 2021

FROM: Undergraduate Studies Committee

SUBJECT: Professional Suitability Policy and Procedure

COMMITTEE MANDATE:

- Under the Policy Framework, Policy Owners must consult with deliberative bodies before presenting draft policy instruments to the approval authority for approval
- The Undergraduate Studies Committee (USC) has a mandate of maintaining the academic standards set by Academic Council and to serve as a deliberative body for academic policy instruments
- Under the Policy Framework, changes to academic policy items which are substantive in nature are presented to the deliberative body for recommendation to Academic Council; this includes substantive changes to policy items not yet migrated to the Policy Library from the Academic Calendar

MOTION FOR CONSIDERATION:

That, pursuant to the recommendation of the Undergraduate Studies Committee, Academic Council hereby approve the Undergraduate Professional Suitability Policy and Procedure.

BACKGROUND/CONTEXT & RATIONALE:

In November 2020, Academic Council, on the recommendation of USC and GSC, approved the new Academic Integrity Policy and Procedures. These new documents superseded the academic misconduct portion of the original Academic Misconduct and Professional Suitability Policy and Procedures.

As with other items migrated to the Policy Library, the academic integrity text in the Academic Calendar was updated to remove the language related to academic misconduct and direct students to the new policy documents.

Work on a new stand-alone Professional Suitability Policy and Procedure is ongoing. During this transition, it is necessary to continue to direct students to the original language for professional suitability. The Policy and Procedure presented today represent an interim solution. No changes

have been made to the documents except to remove the sections and language related to academic misconduct.

CONSULTATION:

In conjunction with the Policy Office, the following approval path was determined for the new policy documents:

- Deliberative Body: USC May 2021 for recommendation
- Approval Authority: Academic Council June 2021

NEXT STEPS:

- Following the approval of Academic Council, the Policy and Procedure will be added to the Policy Library and the Undergraduate Academic Calendar text will be updated, effective Fall 2021

SUPPORTING REFERENCE MATERIALS:

For Approval:

- **Professional Suitability Policy**
- **Professional Unsuitability Procedure**



Classification	ACD 1509-XXXX
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	DRAFT FOR REVIEW
Review Date	
Supersedes	Academic Regulations – Undergraduate Academic Calendar 2016-2017

~~ACADEMIC CONDUCT AND~~ PROFESSIONAL SUITABILITY POLICY

PURPOSE

1. The purpose of this Policy is to provide a framework that outlines faculty members’ and students’ responsibility in regard to undergraduate-related ~~academic conduct and~~ professional suitability.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:
“**Semester**” means sixty days of lectures and a Final Examination period.
“**Academic Record**” means any information or documents that are part of a student’s academic career, including transcripts, degrees, student schedules, exams, papers, theses and personal information.”
“**Transcript**” means the complete report of a student's academic record.

SCOPE AND AUTHORITY

3. This Policy applies to faculty members’ and students’ responsibility regarding undergraduate-related ~~academic conduct and~~ professional suitability.
4. This Policy does not apply to graduate-related ~~academic conduct and~~ professional suitability. For more information regarding graduate-related ~~academic conduct~~ professional suitability, please refer to the Graduate Academic Calendar.
5. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

~~6.~~ Academic conduct

- ~~6.1.~~ Faculty members and students share an important responsibility to maintain the integrity of the teaching and learning relationship. This relationship is characterized by honesty, fairness and mutual respect for the aims and principles of the pursuit of education, as well as the intellectual property of others.

6.2. Academic misconduct impedes these goals, disrupts the activities of the university community and is punishable by appropriate disciplinary action.

6.3. It is the responsibility of students to be aware of the actions that constitute academic misconduct, the procedures for launching and resolving complaints, and the penalties for commission of acts of misconduct. A lack of familiarity with the university's policy on academic conduct and misconduct on the part of a student does not constitute a defence against its application.

7. Academic misconduct

7.1. Academic misconduct includes, but is not limited to:

- a)** Unreasonable infringement on the freedom of other members of the academic community (e.g., disrupting classes or examinations, harassing, intimidating, or threatening others).
- b)** Violation of health and safety regulations in a laboratory or other setting.
- c)** Cheating on examinations, assignments, reports, or other work used to evaluate student performance. Cheating includes, among other things, copying from another student's work or allowing one's own work to be copied, submitting another person's work as one's own, fabrication of data, consultation with an unauthorized person during an examination, use of unauthorized aids, or submitting work prepared in collaboration with other member(s) of a class, when collaborative work on a project has not been authorized by the instructor.
- d)** Impersonating another student or allowing oneself to be impersonated for purposes of taking examinations, or carrying out laboratory or other assignments.
- e)** Plagiarism, which is the act of presenting the ideas, words, or other intellectual property of another as one's own, including images, designs, processes, computer software, digital, audio and video files, Internet resources and other works without appropriate attribution or credit. The use of other people's work must be properly acknowledged and referenced in all written material.
- f)** Obtaining by improper means examination papers, tests, or similar materials and use or distribution of such materials to others.
- g)** Falsifying academic records, including tests and examinations, or submitting false credentials for purpose of gaining admission to a program or course, or for any other purpose.
- h)** Misrepresentation of facts, whether written or oral, which may have an effect on academic evaluation. This includes making fraudulent health claims, obtaining medical or other certificates under false pretences, or altering certificates for the purpose of misrepresentation.
- i)** Submission of work when a major portion has been previously submitted or is being submitted for another course, without the expressed permission of all instructors involved.

8.6. Professional unsuitability

8.1.6.1. Students in programs leading to professional certification must demonstrate behaviour appropriate to practice in those professions. Where a dean determines that behaviour inconsistent with the norms and expectations of the profession has been exhibited by a student, that student may be immediately withdrawn from the program by the dean or subject to one or more of the sanctions described below.

8.2.6.2. A student demonstrating professional unsuitability may be immediately suspended from any practicum, field work or similar activity at the discretion of the dean pending a final decision.

9.7. Disciplinary sanctions

9.1.7.1. If a student is ~~deemed to have committed academic misconduct or are~~ alleged to have demonstrated behaviour inconsistent with professional suitability, one or more disciplinary sanctions may be imposed.

9.2.7.2. The severity of the disciplinary sanction will be determined by the nature of the ~~misconduct or~~ professional unsuitability and the student's past record of conduct.

9.3.7.3. Students found guilty of successive acts of misconduct and/or professional unsuitability will receive increasingly severe sanctions.

9.4.7.4. Disciplinary sanctions include, but are not limited to the following:

- a) Resubmission of the piece of academic work in respect of which the misconduct was committed, for evaluation.
- b) A written reprimand, warning the student that the behaviour was unacceptable and that further misconduct will lead to additional sanctions. A copy of the reprimand will be placed in the student's file, but no notation will appear on the transcript.
- c) Submission of a failing grade in an examination, test, assignment or course.
- d) Disciplinary probation for the remainder of the student's registration in his/her current program of study. A note to this effect will be placed in the student's file, and a notation may appear on his/her transcript. Any further offence will lead to a more severe sanction.
- e) Expunging of grades or revoking of degrees.
- f) Restraining orders or monetary restitution where appropriate in the case of threats, harassment, or damage to property.
- g) Suspension from attendance in a course, a program, a faculty, or the university, for a period not less than one Semester (fall or winter) and not exceeding three years as deemed appropriate. While suspended, a student may not register for courses, and loses the right to attend lectures, write examinations, and receive payment from university sources. Courses taken elsewhere during the period of suspension are not eligible for transfer credit. Notice of suspension will be placed in the student's file and will appear on his/her transcript. The conditions of suspension will specify the length of time such notice will remain on the student's transcript.

- h) Permanent expulsion from the university. A note to this effect will be placed in the student's file and will remain on his/her transcript.
- i) Such other sanctions as deemed appropriate.

10.8. Allegations of ~~academic misconduct or~~ professional unsuitability

10.1.8.1. With respect to all allegations of academic misconduct or professional unsuitability, students are presumed innocent until the contrary has been established. Decisions regarding the commission of ~~academic misconduct or~~ professional unsuitability shall be determined using the balance of probabilities as the standard of proof.

10.2.8.2. A record of all allegations of ~~misconduct~~ **professional unsuitability**, along with details of the resolution, will be entered into the central transcript kept by the Office of the Registrar.

MONITORING AND REVIEW

11.9. This Policy will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

12.10. This section intentionally left blank

RELATED POLICIES, PROCEDURES & DOCUMENTS

13.11. ~~Academic Misconduct and~~ Professional Unsuitability Procedures



Classification	ACD 1509-01 XXXX
Parent Policy	Academic Conduct and Professional Suitability Policy
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	May 15, 2018 DRAFT FOR REVIEW
Review Date	
Supersedes	Academic Regulations – Undergraduate Academic Calendar 2016-2017

~~ACADEMIC MISCONDUCT AND~~ PROFESSIONAL UNSUITABILITY PROCEDURES

PURPOSE

1. The purpose of these Procedures is to outline the process for launching and resolving undergraduate-related ~~academic misconduct and~~ professional unsuitability allegations.

SCOPE AND AUTHORITY

2. These Procedures apply to the launching of undergraduate-related ~~academic misconduct and~~ professional unsuitability allegations and their subsequent resolution.
3. These Procedures do not apply to the launching of graduate-related ~~academic misconduct and~~ professional unsuitability allegations. For more information regarding graduate-related ~~academic misconduct~~ and professional unsuitability, please refer to the Graduate Academic Calendar.
4. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of these Procedures.

PROCEDURES

5. Launching of ~~academic misconduct and~~ professional unsuitability allegations
 - ~~5.1. — Faculty and staff who have reason to believe that an act of academic misconduct or professional unsuitability has been committed should report the matter promptly based on the determination of the act being a lesser or major offence.~~
 - ~~a) — Lesser academic offences include assignments and tests that are worth 25% or less of the total possible grade for the course that are first offences. In other words, if an assignment or test is worth 20% but it is a 2nd offence, then the case should be treated as a major (or more serious) academic offence.~~
 - ~~b) — Major academic offences include assignments and tests that are worth more than 25% of the final grade or is a repeat offence, or the nature of the offence is severe, or the offence is related to a Final Examination.~~

~~5.2.~~ Students who have reason to believe that an act of academic misconduct has been committed should report the matter promptly to the instructor responsible for the course in which the act was committed.

~~5.3-5.1.~~ Alleged acts of professional unsuitability should be reported to the dean or dean's designate of the faculty in which the student is enrolled.

~~6.~~ Dealing with lesser academic offences

~~6.1.~~ In the following circumstances, the course instructor may choose to deal with allegations of academic misconduct:

- ~~•~~ The offence relates to a piece of academic work representing 25 per cent or less of the final grade in the course.
- ~~•~~ The student has committed no other academic offence before.
- ~~•~~ The student admits to having committed the offence.
- ~~•~~ The student consents to the sanction proposed by the course instructor.

~~6.2.~~ In such circumstances, the sanction proposed by the course instructor will consist of resubmission of a piece of academic work, a written reprimand, or submission of a failing grade for the piece of work.

~~6.3.~~ The course instructor may also choose to deal with these cases personally or to refer them to the course dean or dean's designate for action. The student may also elect to have the matter referred to the course dean or dean's designate.

~~6.4.~~ Before acting, the course instructor must check with the Office of the Registrar to see whether any record of any previous academic offence(s) had been deposited in the student's file.

~~6.5.~~ For a first lesser academic offence, the course instructor is responsible for notifying the student of the offence and securing the student's written acknowledgement that they had committed the offence, that they agree to the sanction, and that they agree that no appeal may be taken from this sanction.

~~6.6.~~ Upon notification, the student will have five working days in which to respond to the allegation. If no response is received within the time period, the instructor will refer the matter to the course dean or dean's designate for formal resolution.

~~6.7.~~ In any event, the course instructor shall notify the Registrar's office of the offence. This material will be placed in the student's file for future reference but no notation will appear on the academic record.

~~6.8.~~ Lesser academic offences resolved by agreement between the course instructor and the student may not be appealed.

~~7.~~ Complaints resolved by the dean or dean's designate

~~7.1.~~ If a complaint of academic misconduct cannot be resolved by a course instructor, or if the course instructor or the student refers the complaint to the course dean or

dean's designate, the dean or dean's designate shall be responsible for addressing the complaint.

~~7.2.~~ A student will not be permitted to withdraw from the course in which the offence was alleged to have been committed until the matter is resolved and sanction imposed. Once notified of an unresolved complaint relating to academic misconduct and/or professional unsuitability, the dean or dean's designate shall notify the Office of the Registrar to put the student's account on hold and refer the matter to an academic integrity committee comprised of the dean's designate and two members of the academic staff to investigate the complaint and recommend a resolution. In cases where the resolution may result in the expunging of grades, the revoking of degrees, or in the student being suspended or expelled, the dean or deans' designates of both the faculty responsible for the course in which the offence was committed and the faculty in which the student is enrolled must consult and agree on the sanctions coming from the offence. If the dean or deans' designates cannot agree on the sanctions, the final resolution will rest with the Provost or Provost's designate. Once a final resolution has been determined, the course dean or dean's designate will notify the parties and the Registrar's office in writing.

8.6. Dealing with professional unsuitability

6.1. All allegations of professional unsuitability must be addressed by the student's home dean or dean's designate.

~~8.1.6.2.~~ A student will not be permitted to withdraw from the course in which the offence was alleged to have been committed until the matter is resolved and sanction imposed. Once notified of an unresolved complaint relating to professional unsuitability, the dean or dean's designate shall notify the Office of the Registrar to put the student's account on hold and refer the matter to an academic integrity committee comprised of the dean's designate and two members of the academic staff to investigate the complaint and recommend a resolution.

9.7. Procedures for formal resolution

~~9.1.7.1.~~ The dean or dean's designate must inform the student, in writing, of the allegations, the possible sanctions and a copy of the pertinent policy statement. The student will be given five working days to prepare a response. The academic integrity committee will meet with the student to hear the response. The student is entitled to be accompanied by up to two advisors at this meeting, provided 48 hours advance written notice is given of the identity of the advisors.

~~9.2.7.2.~~ The academic integrity committee shall conduct an investigation of the allegations and response, and make its recommendation to the dean or dean's designate within 10 further working days. The dean or dean's designate will notify the parties and the Office of the Registrar of the decision in writing.

10.8. Transcript notations and appeal process

~~10.1.8.1.~~ Transcript notations for ~~academic misconduct~~professional unsuitability will include the following range of notations:

- a) Grade of F assigned for [course number] for academic misconduct;
- b) Suspended for academic misconduct for [dates of suspension];
- c) Suspended for professional unsuitability; and permanently expelled for academic misconduct.

10.2.8.2. Transcript notations will normally be recorded on the academic transcript for a minimum of two years.

10.3.8.3. A student may apply to the academic appeals committee to have the notice of suspension and/or transcript notation expunged from his/her academic record after a minimum of two years from the last offence. If the appeal is granted, the Office of the Registrar will be notified to remove the notation.

10.4.8.4. Transcript notations for students who are suspended for professional unsuitability or permanently expelled for academic misconduct will remain on their academic record and cannot be appealed.

MONITORING AND REVIEW

11.9. These Procedures will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review these Procedures.

RELEVANT LEGISLATION

12.10. This section intentionally left blank

RELATED POLICIES, PROCEDURES & DOCUMENTS

13.11. ~~Academic Conduct and~~ Professional Suitability Policy