



Scholastic Offences

Policy Category:	Rights and Responsibilities
Subject:	Scholastic Offences
Subsections:	Introduction ; Definitions ; Scholastic Offence Discipline for Undergraduate and Graduate Students ; Appeals to SRBA
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Related Procedures:	Procedure for Undergraduate Scholastic Offences Procedure for Graduate Scholastic Offences
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Related Policies:	Academic Integrity in Research Activities ; Senate Review Board Academic Appeals Requests for Relief from Academic Decisions
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1.0 INTRODUCTION

Throughout this document, reference to “Dean” is to be interpreted as “Dean or their designate or equivalent”, and reference to “Department Chair” is to be interpreted as “Department Chair or their designate or equivalent”. If the matter has been designated by the Dean or Chair to another person, that person is authorized to make the Faculty or Department’s final decision on the matter.

In a course offered by Western Continuing Studies, “Department Chair” shall be interpreted as “Executive Director of Western Continuing Studies” and “Faculty Dean” shall be interpreted as “Dean of the partnering Faculty”.

Throughout this document, the word “Vice-Provost” means “Vice-Provost (Graduate and Postdoctoral Studies) or designate”.

This policy is to be read in conjunction with its related procedures.

2.0 **DEFINITIONS**

Academic Integrity is the application of honesty, trustworthiness, fairness, respect and responsibility at all times to all academic pursuits. It applies to every member of the University Community.

Faculty, for the purposes of this procedure, means Faculty, School or Affiliate University College, with the exception of the School of Graduate and Postdoctoral Studies.

Offence Record contains evidence collected during the investigation of the offence, copies of correspondence with the student, and the decision letter following a scholastic offence.

Scholastic Offences are actions that violate academic integrity, prejudice academic standards, and/or undermine the development, delivery, assessment, and integrity of the academic pursuits of any member of the University Community. Scholastic Offences include, but are not limited to, the following:

- 1) Plagiarism, which may be defined as “The act or an instance of copying or stealing another’s words or ideas and attributing them as one’s own”. (Black’s Law Dictionary, West Group, 2024, 12th ed.)

This concept applies with equal force to all submitted work and milestones, including but not limited to drafts, proposals, assignments, laboratory work, projects, reports, diagrams, and computer projects.

Students should consult their instructor, Department Chair, or Dean’s Office for detailed information. In addition, they may seek guidance from a variety of current style manuals available in the University’s libraries. Information about these resources can be found on the library website.

- 2) Cheating on an examination or falsifying material subject to academic evaluation.
- 3) Submitting false or fraudulent assignments or credentials, or falsifying records, transcripts or other academic documents.
- 4) Submitting false or fraudulent documentation, including but not limited to medical certificates and other supporting documentation.

- 5) a) Improperly obtaining, through theft, bribery, collusion or otherwise, an examination paper prior to the date and time for writing such an examination.

b) Unauthorized possession of an examination paper, however obtained, prior to the date and time for writing such an examination, unless the student reports the matter to the instructor, the relevant Department, or the Registrar as soon as possible after receiving the paper in question.
- 6) Impersonating a candidate at an examination or availing oneself of the results of such an impersonation.
- 7) Intentionally interfering in any way with any person's scholastic work.
- 8) Submitting for credit in any course or program of study, without the knowledge and *written* approval of the instructor to whom it is submitted, any academic work for which credit has been obtained previously or is being sought in another course or program of study in the University or elsewhere.
- 9) Aiding or abetting any such offence.
- 10) Any offence identified in writing in advance by Faculties or Departments, University Programs, or Affiliated University Colleges, including offences set forth in Course Outlines, as necessary to protect or promote academic integrity, or to curtail, manage, or prevent the breach of academic integrity (e.g., possession of technology during an examination).

University, for the purposes of this policy, means Western University and its Affiliated University Colleges.

3.0 SCHOLASTIC OFFENCE DISCIPLINE FOR UNDERGRADUATE AND GRADUATE STUDENTS

Members of the University Community accept a commitment to maintain and uphold the purposes of the University and, in particular, its standards of scholarship. It follows, therefore, that acts of a nature that prejudice the academic standards of the University are offences subject to discipline. Any form of academic dishonesty that undermines the evaluation process, also undermines the integrity of the University's degrees. The University will take all appropriate measures to promote academic integrity and deal appropriately with scholastic offences.

This policy is to be read in conjunction with the *Procedure for Undergraduate Scholastic Offences* and *Procedure for Graduate Scholastic Offences*.

In addition to any proceedings within the University, evidence of wrongdoing may result in criminal prosecution.

3.1 Investigation of Scholastic Offences

If a student is suspected of a scholastic offence, the University will investigate and if it is satisfied that the student has committed a scholastic offence it may impose penalties, up to and including expulsion from the University. The procedures that the University will follow are set out in the *Procedure for Undergraduate Scholastic Offences* and *Procedure for Graduate Student Scholastic Offences*.

Students may request relief from a finding of a scholastic offence, or the penalty imposed for such an offence, pursuant to the *Procedure for Undergraduate Scholastic Offences* or *Procedure for Graduate Student Scholastic Offences*.

3.2 Student Release of Information Concerning Scholastic Offences

Any letters informing a student that they have been found to have committed a scholastic offence, and the penalty or penalties imposed, are confidential documents. Copies will be sent only to the student and Dean or Vice-Provost.

3.3 Student Offence Record

An Offence Record is created for a student who commits a scholastic offence.

3.4 Penalties

The University will not treat lightly any incident of academic dishonesty and students should expect significant consequences for such actions. A serious incident or repeated offences may result in a requirement that the student withdraw from the program and may result in suspension or expulsion from the University.

4.0 APPEAL TO SRBA

A student may have a right of appeal to the Senate Review Board Academic (SRBA) if the decision falls within its jurisdiction. Appeals to SRBA must be made **within six weeks of the date of the Dean's (Undergraduate) or Vice-Provost's (Graduate) decision**.

The decision of the Dean, Vice-Provost or their designate remains in full force and effect unless and until overturned or modified by SRBA.

See the *Senate Review Board Academic Appeals* policy and *Procedure for Senate Review Board Academic Appeals* for further information.