

**Queen's University**  
**Senate Committee on Academic Procedures**  
October 20, 2010

**SENATE POLICY ON ACADEMIC INTEGRITY PROCEDURES –  
REQUIREMENTS OF FACULTIES AND SCHOOLS**

**SENATE POLICY ON FACULTY JURISDICTION WITH RESPECT TO STUDENT  
APPEALS OF ACADEMIC DECISIONS**

**Proposal of Amendments**

**Background**

The creation of the *Senate Policy on Academic Integrity Procedures – Requirements of Faculties and Schools* adopted by Senate in 2008 provides Faculties/Schools with procedures and guidelines for the handling of academic-integrity matters. One goal of the Policy was to promote more consistent procedures across the university with respect to academic-integrity issues. However, it has been found that, when dealing with academic integrity cases involving a student registered in a course offered by a Faculty/School other than his or her “home” Faculty/School, the policy and procedures remain somewhat unclear.

**Analysis and Discussion**

To address concerns regarding procedural inconsistency and equality of outcomes among Faculties/Schools, the University’s Academic Integrity Advisor and the Academic Integrity (AI) Working Group developed the attached appendix. The appendix provides clear direction for the handling of cross-Faculty matters, while maintaining consistency with the *Senate Policy on Academic Integrity Procedures – Requirements of Faculties and Schools* and the Senate policy on *Faculty Jurisdiction with Respect to Student Appeals of Academic Decisions*.

The AI Working Group is composed of representation from each Faculty/School by an Associate Dean/Director, representatives from the Alma Mater Society and the Society of Professional and Graduate Students, and the Coordinator of Dispute Resolution Mechanisms.

**Recommendations**

It is recommended that the attached appendix be added to the current *Senate Policy on Academic Integrity Procedures – Requirements of Faculties and Schools* including minor amendments to ensure the new Appendix is appropriately cross-referenced in the existing Senate policies

**Summary**

The Senate Committee on Academic Procedures approved the proposed appendix at its September 29, 2010 meeting and now requests that Senate consider the following recommendation at its October 20, 2010 meeting:

*1. Be it resolved that the Faculty Jurisdiction with Respect to Student Appeals of Academic Decisions* policy be amended to include the following:

4. For academic-integrity matters, if a student is enrolled in a course which does not belong to his or her home Faculty/School, instructors and Faculties/Schools are required to follow the appeal procedures as outlined in Appendix B of the *Senate Policy on Academic Integrity Procedures – Requirements of Faculties & Schools*.

*2. Be it resolved that the attached appendix be added to the Senate Policy on Academic Integrity Procedures – Requirements of Faculties and Schools.*

## **Appendix B - Academic-Integrity Procedures with Respect to Cross-Faculty Jurisdiction**

### **Definitions**

For the purposes of this appendix,

“home Faculty” is defined as the Faculty or School in which a student is registered.

“course Faculty” is defined as the Faculty or School in which a course is offered.

“Faculty designate” is typically the Faculty or School office administrator responsible for academic-integrity matters, such as an Associate Dean or Director

If a student is enrolled in a course which does not belong to his or her home Faculty, instructors and Faculties/Schools are required to follow the procedures as defined in this appendix for academic-integrity matters concerning undergraduate students (Section I) or graduate students (Section II), respectively.

### **I. Cross-Faculty Jurisdiction with respect to Undergraduate Academic-Integrity Matters**

#### **1. Instructor Procedures for Investigation, Decision-Making, Referral and Notification in Cross-Faculty Matters**

- (i) Instructors maintain the responsibility for investigation, student notification, and making a decision on a finding as outlined in the course Faculty procedures.
- (ii) Upon making a finding, the instructor must contact the administrative office of the course Faculty and request guidance on sanctioning. The Faculty designate from this office will contact the student’s home Faculty office to consult on an appropriate sanction for the finding and communicate this information to the instructor. The instructor may then assign a sanction as outlined in the course Faculty regulations. If an instructor recommends a sanction which is outside the range of sanction he or she is permitted, the matter will be referred to the course Faculty designate.
- (iii) If the instructor refers the matter (as permitted by the course Faculty regulations), the case should proceed to the appropriate designate of the course Faculty (i.e. not the designate of the student’s home Faculty).
- (iv) The instructor must notify the student in writing of any finding, decision on sanction (including referral of sanction), or referral of the case (see Section 2) with a copy to the administrative office of the course Faculty. This office also has the responsibility for notifying the student’s home Faculty office.

## **2. Faculty/School Designate Procedures for Referred Cases**

- (i) If a case has been referred by the instructor, the course Faculty designate will take on the responsibility for investigating the matter.
- (ii) If a finding is made, by either the instructor or the Faculty designate, the course Faculty designate will contact the student's home Faculty office to consult on an appropriate sanction for the finding before a sanction is imposed.
- (iii) The course Faculty designate must notify the student, instructor, and the student's home Faculty of the finding and sanction.

## **3. Appeals**

- (i) In matters where the instructor has made the finding and has assigned a sanction under their purview, the first level of appeal shall be to either (a) the student's home Faculty designate (the designate cannot be the same designate consulted during the initial decision) or (b) to the appropriate Faculty committee within the student's home Faculty – as specified in the Faculty regulations. The final level of appeal will be to the University Student Appeals Board.
- (ii) In matters where the case has been referred to the course Faculty designate, the first level of appeal shall be to the appropriate Faculty/School committee within the student's home Faculty. The final level of appeal will be to the University Student Appeals Board.
- (iii) During appeal committee hearings, a designate from the course Faculty office may attend for the purpose of providing information only and will not be a member of the committee. The appeal body must notify the student, the student's home Faculty, and the course Faculty, of any decisions. The course Faculty will communicate these decisions to the instructor.

## **II. Jurisdiction with respect to Graduate Academic-Integrity Matters**

All graduate students who are enrolled in the School of Graduate Studies (the home Faculty) follow a particular program in an academic discipline (the home Program). Instructors, supervisors or advisors (collectively referred to as ‘instructors’) are required to follow the procedures below.

### **1. Instructor Procedures for Investigation, Decision-Making, Referral and Notification in Matters**

- (i) Instructors maintain the responsibility for investigation, student notification, and making a decision on a finding as outlined in the School of Graduate Studies procedures.
- (ii) Upon making a finding, the instructor must contact the School of Graduate Studies. If there is no previous finding on record, the instructor will determine a sanction as outlined in the School of Graduate Studies Academic Integrity Policy and may consult with a representative from the home Program (e.g. Department Head, Graduate Coordinator, or Program Director).
- (iii) If, instead of imposing a sanction, the instructor refers the matter, the case should initially be referred to the appropriate designate of the home Program (e.g. Department Head, Graduate Coordinator, or Program Director).
- (iv) If an instructor recommends a sanction which is outside the range of sanctions he or she is permitted, the matter will be referred to an Associate Dean of the School of Graduate Studies.
- (v) The instructor must notify the student in writing of any finding, decision on sanction (including referral of sanction), or referral of the case (see Section 2) with a copy to the School of Graduate Studies. The School of Graduate Studies has the responsibility for notifying the student’s home Program.

### **2. Procedures for Referred Cases**

- (i) If a case has been referred by the instructor to the appropriate designate of the home Program, (e.g. Department Head, Graduate Coordinator, or Program Director) that person will take on the responsibility for investigating the matter.
- (ii) If a case has been referred by the instructor or by the appropriate designate of the home Program, (e.g. Department Head, Graduate Coordinator, or Program Director) to the School of Graduate Studies, an Associate Dean of the School of Graduate Studies will take on the responsibility for investigating the matter.

(iii) If a finding is made by an Associate Dean of the School of Graduate Studies, the Associate Dean will contact the student's home Program to consult on an appropriate sanction for the finding before a sanction is imposed.

(iv) The Associate Dean must notify the student, instructor, and the student's home Program of the finding and sanction.

### **3. Appeals**

In matters where the instructor, or the appropriate designate of the home Program, (e.g. Department Head, Graduate Coordinator, or Program Director) , or an Associate Dean of the School of Graduate Studies has made a finding and has assigned a sanction, the student has the right to appeal the finding or sanction through the Academic Appeal Board of the School of Graduate Studies. The final level of appeal will be to the University Student Appeals Board.