

Code of Behaviour on Academic Matters

Checklist for Code Cases

PART A: Completed by Graduate Chair, Director or designate before referral to the Dean.

Please complete as fully as possible:

Student name:

Student number:

Graduate unit:

Academic work(s) involved:

Course code and title (if applicable):

Percentage of final grade for the course that relevant academic work is worth (if applicable):

%

Please attach the following to the letter to the Dean (as applicable):

Copy of course syllabus

The original academic work in question, annotated and highlighted to show the offence

Copy of relevant sources, or any other evidence, annotated and highlighted to show the offence

Copy of Turnitin (or similar) report

Copy of report from the instructor/supervisor/etc.

Report of meeting (if any) held by the Graduate Chair/Director/designate with student

Other relevant documentation (specify details in the letter to the dean)

Please answer the following. If the answer is “yes” or you are unsure, please provide details in the letter to the Dean:

Has the student received sanctions for any previous academic offence in your graduate program? Yes No

Are there any other parties involved? Yes No

Are there any extenuating circumstances you are aware of that may be relevant? Yes No

PART B: Completed by SGS

1. Examine and organize submitted material

Does SGS have jurisdiction (i.e., is this a graduate student and does offence involve graduate work)?
Is work in question worth more than 10% of the final grade? Which assignment is it (refer to syllabus)?
Was the course in the student's home graduate unit?
Is the letter from a Graduate Chair, Director, or designate?
Is an email or formal report from the instructor/supervisor/etc. attached?
Is the course syllabus attached or a description of the program requirement on file?
Is the student's original work attached and marked up clearly?
Are copies of identified source materials/other evidence attached and marked up clearly?
Append a copy of the student's academic record and contact info to the case file.

2. Other factors to consider

Does the alleged offence fit the list of offences in the Code?
Would this be the student's first offence?
Were there any other students or other parties involved?
Are there any extenuating circumstances?
Are there any conflict-of-interest issues?
Is the graduate unit recommending a sanction?
Does the evidence provided support the allegation?
Is the student on a study permit or other visa?
Is the student close to graduating?

3. Prepare case summary: Memorandum to the Dean

Point out pertinent facts, anomalies, etc., drawing attention to relevant examples.
Comment on evidence.

4. Set up meeting and follow up

Change the student's relevant grade to GWR and obtain copy of revised academic record.
With Dean/designate approval, set up meeting for the Dean/designate and student, with a note taker.
Invite the instructor and Chair/designate referring the allegation. Also invite the Chair/designate of the student's home graduate unit if the work in question was completed in another unit.
Invite student to meeting regarding allegation; provide copy of the Code; request confirmation of attendance. Copy invitation to the other invitees and the SGS Director of Student Services.
Following meeting and decision by Dean/designate, notify student of decision. Copy the other invitees and the SGS Director of Student Services.
Ensure that sanctions, if any, are implemented.