

HAVE YOU BEEN ACCUSED OF ACADEMIC MISCONDUCT?

WHAT IS ACADEMIC MISCONDUCT?

The university's *Regulations on Student Academic Misconduct* list a number of things that are seen as academic misconduct, including plagiarism, theft of notes or other materials from others, and cheating on examinations. You should read these regulations carefully if an allegation is made against you. They can be accessed at <http://www.usask.ca/secretariat/student-conduct-appeals/academic-misconduct.php>.

WHAT WILL HAPPEN WHEN I AM ACCUSED OF ACADEMIC MISCONDUCT?

Informal route: If you think there has been a misunderstanding or you think you have just been careless, you can try and work it out with the person making the complaint. If you can agree on a solution, it may go no further.

Formal route: If the allegation is serious, or if you and the person who has made the allegation can't reach an agreement on a solution, there may be a formal complaint against you.

If a formal complaint is made, there will be a hearing of your case by a board consisting of three faculty members and a student from your department or college.

WHAT WILL HAPPEN AT THE HEARING?

Before the hearing, you will be given notice of the time and place of the hearing.

You may bring someone with you to act as your advocate, or you can present your own case. If there is someone who knows something you think is important, you can call them as a witness. You can also ask up to three people to be there as observers, although they cannot speak or participate in the proceedings.

You will be given a chance to tell your story and to give the hearing board any written material you wish them to consider. The person who has made the complaint (your instructor, an invigilator, or another student, for example) is also given a chance to speak, and to call witnesses. You will be given an opportunity to ask them questions.

Members of the hearing board may also ask questions or ask you to explain something in more detail. They will then ask everyone to leave the room while they decide whether you are guilty of academic misconduct.

If they decide you are guilty, they will ask both the person who has made the complaint and you what penalty you think would be appropriate and if there are any factors they should consider. They will ask everyone to leave the room again while they decide what the penalty should be. They will call you back in to tell you what they have decided.

WHAT PENALTIES CAN THE HEARING BOARD IMPOSE?

Depending on the seriousness of the allegations, the board may impose sanctions ranging from a change in your mark, to requiring you to write an essay on academic misconduct, to suspension or expulsion.

AFTER THE HEARING

Within 15 days of the hearing, the board will provide you with a report stating their findings.

CAN I APPEAL?

You can appeal to the university level, but only for one of the following reasons:

- that the hearing board did not have the authority to make the decision
- that the hearing board was biased against you
- that the hearing board did not follow proper procedure
- that you have new evidence you could not have presented at the original hearing

You cannot just tick the box on the appeal form – you have to say why you have chosen one of these reasons.

WHAT HAPPENS AT THE APPEAL?

The appeal board will have three members of University Council, one of them a student. The process will be very much like the one followed by the hearing board, but the appeal board can only decide whether there was some error in the process of the hearing board. They can decide to turn down your appeal, to change the penalties, or (in rare cases) to send it back to be heard again at the department or college level.

All of these proceedings are confidential, but the more serious penalties may be recorded on your transcript.

If you have any questions about these regulations, contact the Office of the University Secretary (306)966-4632 or university.secretary@usask.ca or the office of the Vice-President Academic of the USSU (306) 966-6968 or vpacademic@ussu.ca. This information is provided to you jointly by the University Secretary and the USSU.