

BYLAW 31 – APPENDIX A – SANCTIONING GUIDELINES

The AIO shall review sanctioning guidelines listed in Section IV, Table A.1 annually and shall update them as required by new precedent. Dispositions that diverge significantly from the guidelines shall be reported by the AIO to the Provost (or delegate) who will determine appropriate action (if any) and these shall not normally affect the sanctioning guidelines.

I Determining the Sanction(s) to Impose¹

- a) Where there is a finding of misconduct, as defined in this bylaw, one or more of the sanctions listed below may be imposed by an adjudicator or by the Discipline Appeal Committee (with the exception of #11, which also requires the approval of the President), taking into account the nature and scope of the misconduct, whether there was intent, the context in which it occurred, the student's educational and cultural background and other relevant circumstances. Specific illustrations include (this list is not exhaustive):
- Relative weight of the assignment
 - The level of the student's academic experience
 - Whether the student accepts responsibility for his/her action and is amenable to educative remedies
 - Extenuating circumstances that may help explain the action taken by a student
 - Any other aggravating or mitigating factors (health or personal issues)
 - Whether the work in which the offence has been committed is one of the major milestones of the graduate or undergraduate program (capstone, thesis, major paper)
 - The severity of the offence, including its impact on others (within and outside the university community)
 - Any record of previous offences
- b) Disciplinary actions are an opportunity to educate and should, where appropriate, also incorporate a teachable moment.

II List of Sanctions

1. **Admonition:** A notice to the student, orally or in writing, that s/he has violated a rule of conduct and that continuation or repetition of the conduct found wrongful may be cause for more severe disciplinary action. There shall be no transcript notation related to this sanction.
2. **Letter of Apology/or Reflection:** A short reflective paper describing the misconduct and acknowledging wrong-doing. There shall be no transcript notation related to this sanction.
3. **Educational Session:** A requirement that the student attend an educational session, if available, on what constitutes plagiarism and how to cite properly, on time management, or on stress management, *etc.* (The educational session may be offered by an individual (*e.g.*, Associate Dean) or through a formal workshop offered through an appropriate University office, where available. There shall be no transcript notation related to this sanction.
4. **Mark Reduction:** 1) A reduction of the mark or assigning a mark of zero for the work submitted, based on an evaluation of the academic merit of the work and taking into account the criteria for, and nature of, the assignment and, taking into account the extent of the work that is the result of the misconduct. This may result in a reduction of the final grade in the course; or 2) A grade of zero in the course, where the academic misconduct so taints the student's academic performance in the course that no credit can be given. There shall be no transcript notation related to this sanction.

¹ University of Waterloo Policy 71, Student Discipline, section 4 Penalties

5. **Repeat Work for Assessment:** A requirement that the student re-do the assignment or re-sit the test/examination for full or partial credit. There shall be no transcript notation related to this sanction.
6. **Censure:** A reprimand for violation of a specified University regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period of time stated in the reprimand. This sanction shall normally result in a transcript notation for the specified period of time, unless otherwise directed by the adjudicator, in the case of the Faculty of Law, the Discipline Committee of the Faculty of Law, or the Discipline Appeal Committee.
7. **Denial of Registration:** A decision to deny the student permission to register, or to cancel the student's registration in a course or program. There shall be no transcript notation related to this sanction where there is no existing transcript. Where there is an existing transcript, this sanction shall normally result in a transcript notation for a specified period of time, unless otherwise directed the adjudicator, in the case of the Faculty of Law, the Discipline Committee of the Faculty of Law, or the Discipline Appeal Committee.
8. **Community Service:** Community service work within the campus or wider community as set forth in the order of community service for a definite period of time. The student shall make appropriate arrangements with the intended agency, with which s/he may be serving his/her community service work, and shall submit proof of hours worked by the deadline stated in the order. The community service work setting shall be approved by the person or body responsible for adjudicating the matter. This sanction shall normally result in a transcript notation for a specified period of time, unless otherwise directed by the adjudicator, in the case of the Faculty of Law, the Discipline Committee of the Faculty of Law, or the Discipline Appeal Committee, as the case may be.
9. **Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a specified period of time. This sanction shall result in a transcript notation for a specified period of time.
10. **Expulsion:** Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion. A notation shall be placed on the student's transcript for an indefinite period of time. A student may apply to the adjudicator or the Discipline Appeal Committee, as the case may be, to request to have the notation of expulsion removed from his/her transcript three years after the imposition of the sanction.
11. **Rescinding Degree:** Rescinding the student's degree, requires approval by the President of the University, based on a recommendation from the Discipline Appeal Committee. In cases where this may be warranted, the adjudicator shall forward the matter with his/her recommendation to the Discipline Appeal Committee for a hearing. The rescinding of a student's degree shall remain on his/her transcript permanently.

III Transcript Notations

In the case of #6 and #9, the sanction shall be automatically removed from the student's transcript upon the expiration of the sanction. In cases where placement of a sanction on the transcript will have an adverse impact on employment or on applications to graduate programs, or other post-secondary programs, the student may appeal to the Discipline Appeal Committee to have the notation period shortened or the notation removed.

IV Guidelines for Types of Sanctions to Impose by Offence

Table A.1 – Sanctioning Guidelines

Where there is a finding of misconduct, *one or more of the sanctions listed below* may be imposed by an adjudicator or by the Discipline Appeal Committee. Disciplinary actions are an opportunity to educate and should, where appropriate, also incorporate a teachable moment.

Offences	First offence	Subsequent offence
	Consideration should be given to assigning an educational sanction, possibly in addition to the sanctions listed here²	A subsequent offence will normally lead to a more severe sanction
PLAGIARISM		
Minor³	<ul style="list-style-type: none"> Admonition Mark reduction: up to zero on the assignment Resubmission of the assignment for partial credit Letter of apology/or reflection 	<ul style="list-style-type: none"> Censure: 12 months until graduation Mark reduction: zero in the course Letter of apology/or reflection
Major	<ul style="list-style-type: none"> Censure: 6 months to 12 months Mark reduction: zero on the assignment Letter of apology/or reflection 	<ul style="list-style-type: none"> Suspension: 4 months up to 2 years Mark reduction: zero in the course Letter of apology/or reflection
CHEATING⁴		
Minor	<ul style="list-style-type: none"> Censure: 6 months to 12 months Mark reduction: zero on the assignment Letter of apology/or reflection 	<ul style="list-style-type: none"> Censure: 12 months until graduation Mark Reduction: zero in the course Letter of apology/or reflection
Major	<ul style="list-style-type: none"> Censure: 12 months until graduation Mark reduction: zero on the assignment Letter of apology/or reflection 	<ul style="list-style-type: none"> Suspension: 4 months up to 2 years Mark reduction: zero in the course Letter of apology/or reflection
UNAUTHORIZED COLLABORATION		
Minor	<ul style="list-style-type: none"> Admonition Mark reduction: up to zero on the assignment Letter of apology/or reflection 	<ul style="list-style-type: none"> Censure: 1 year up to until graduation Mark reduction: zero in the course Letter of apology/or reflection
Major	<ul style="list-style-type: none"> Admonition Mark reduction: zero on the assignment Letter of apology/or reflection 	<ul style="list-style-type: none"> Suspension: 4 months up to 2 years Mark reduction: zero in the course Letter of apology/or reflection
IMPERSONATION		
Minor	<ul style="list-style-type: none"> Admonition Mark reduction: zero on the assignment Letter of apology/or reflection 	<ul style="list-style-type: none"> Censure: 2 years or until graduation Mark reduction: zero in the course Letter of apology/or reflection
Major	<ul style="list-style-type: none"> Censure: 1 year up to until graduation Mark reduction: zero on the assignment up to zero in the course Letter of apology/or reflection 	<ul style="list-style-type: none"> Suspension: 4 months up to 3 years Mark reduction: zero in the course Letter of apology/or reflection
ACADEMIC FORGERY OR FRAUD		
Minor	<ul style="list-style-type: none"> Admonition Mark reduction: zero on the assignment Letter of apology/or reflection 	<ul style="list-style-type: none"> Censure: 2 years up to until graduation Mark reduction: zero in the course Letter of apology/or reflection
Major	<ul style="list-style-type: none"> Censure: 1 year up to until graduation Mark reduction: zero on the assignment Letter of apology/or reflection 	<ul style="list-style-type: none"> Suspension: 4 months up to 3 years Mark reduction: zero in the course Letter of apology/or reflection

² For factors to be considered when determining a sanction, see section I of this Appendix.

³ Minor offences usually include only one student, a small percentage of the value of the course, and would not involve criminal charges.

⁴ Examples of cheating include but are not limited to: using unauthorized aid during examination; glancing at another student's paper during examination; asking a student or a proctor the answer for one or some questions of an examination

Offences	First offence	Subsequent offence
	Consideration should be given to assigning an educational sanction, possibly in addition to the sanctions listed here ²	A subsequent offence will normally lead to a more severe sanction
EXAM/TEST TAMPERING AND RESUBMITTING		
Minor	<ul style="list-style-type: none"> Admonition Mark reduction: up to zero on the assignment Letter of apology/or reflection 	<ul style="list-style-type: none"> Censure: 1 year up to until graduation Mark reduction: zero in the course Letter of apology/or reflection
Major	<ul style="list-style-type: none"> Censure: 6 months up to 1 year Mark reduction: zero on the assignment Letter of apology/or reflection 	<ul style="list-style-type: none"> Suspension: 4 months up to 3 years Mark reduction: zero in the course Letter of apology/or reflection
VIOLATING EXAM/TEST RULES⁵		
Minor	<ul style="list-style-type: none"> Admonition Mark reduction: up to zero on the assignment Letter of apology/or reflection 	<ul style="list-style-type: none"> Censure: 1 year up to until graduation Mark reduction: zero in the course Letter of apology/or reflection
Major	<ul style="list-style-type: none"> Censure: 6 months up to 1 year Mark reduction: zero on the assignment Letter of apology/or reflection 	<ul style="list-style-type: none"> Suspension: 4 months up to 3 years Mark reduction: zero in the course Letter of apology/or reflection
FURNISHING FALSE INFORMATION		
Minor	<ul style="list-style-type: none"> Admonition Community service: 6 hours up to 20 hours Letter of apology/or reflection 	<ul style="list-style-type: none"> Censure: 1 year up to until graduation Community service: 30 hours up to 60 hours Letter of apology/or reflection
Major	<ul style="list-style-type: none"> Censure: 6 months up to 2 years Community service: 20 hours up to 60 hours Letter of apology/or reflection 	<ul style="list-style-type: none"> Suspension: 4 months up to 3 years Community service: 40 hours up to 100 hours Letter of apology/or reflection
VIOLATION OF THE UNIVERSITY'S SCHOLARSHIP RULES		
Minor	<ul style="list-style-type: none"> Admonition Community Service: 6 hours up to 20 hours Letter of apology/or reflection 	<ul style="list-style-type: none"> Censure: 6 months up to 2 years Community service: 30 hours up to 60 hours Letter of apology/or reflection
Major	<ul style="list-style-type: none"> Censure: 6 months up to 2 years Community service: 20 hours up to 60 hours Letter of apology/or reflection 	<ul style="list-style-type: none"> Suspension: 6 months up to 2 years Community service: 40 hours up to 100 hours Letter of apology/or reflection

Table A.1 – Sanctioning Guidelines is based on the following documents:

- *Penalty Guidelines for Findings of Academic Misconduct, University of Guelph*
- *Guidelines for the Assessment of Penalties, University of Waterloo*

⁵ Examples of violating exam/test rules include but are not limited to: not following direct instructions; possession of unauthorized aids; talking with another student