



NOTICE OF MEETING

**There will be a meeting of the
ACADEMIC POLICY COMMITTEE
Thursday May 16, 2024 at 9:00am-11:00am
Location: Room 209 ASSUMPTION HALL or via MS Teams**

AGENDA

- 1 Approval of Agenda**
- 2 Minutes of meeting of April 10, 2024
E-Vote of April 30, 2024**
- 3 Business arising from the minutes**
- 4 Outstanding business**
- 5 Reports/New Business**
 - 5.1 Office of Student Experience – Annual Report** **Shetina Jones**-Information
Lead Reader: Adam Mulcaster to be distributed
 - 5.2 Student Academic Misconduct Report (2022-2023)** **Renée Wintermute**-Information
APC240516-5.2
 - 5.3 Faculty of Arts, Humanities, and Social Sciences – Revision
to ENG4U Admission Average** **Cheryl Collier**-Information
APC240516-5.3
 - 5.4 FAHSS Dean’s Honour Roll – Revision** **Cheryl Collier**-Information
APC240516-5.4
- 6 Question period/Other business/Open Discussion**
- 7 Adjournment**

Please carefully review the ‘starred’ (*) agenda items. As per the June 3, 2004 Senate meeting, ‘starred’ items will not be discussed during a scheduled meeting unless a member specifically requests that a ‘starred’ agenda item be ‘unstarred’, and therefore open for discussion/debate. This can be done any time before (by forwarding the request to the secretary) or during the meeting. By the end of the meeting, agenda items which remain ‘starred’ (*) will be deemed approved or received.

**University of Windsor
Academic Policy Committee.**

5.2: **Student Academic Misconduct Report (2022-2023)**

Item for: **Information**

Forwarded by: **University Secretariat**

See attached.

Nineteenth Annual Student Academic Misconduct Report (2022-2023)

INTRODUCTION

The report is to inform the University community about Bylaw 31 student academic misconduct cases in the 2022/23 academic year, to compare the results with the data from the previous two years and to help identify trends or new developments.

This report is part of University of Windsor's efforts to reinforce its commitment to learning and discovery and a place that encourages, values and expects from its members high ethical standards and academic integrity.

EXECUTIVE SUMMARY

The University saw a decrease in academic integrity complaints in 2022-23 down 167 from the previous year.

2022-23: 63 academic integrity complaints
2021-22: 230 academic integrity complaints

Complaints dismissed by Associate Deans:

2022-23: 0 complaints filed that were dismissed by Associate Deans
2021-22: 0 complaints filed that were dismissed by Associate Deans

With respect to the academic misconduct complaints processed in 2022/2023:

- 100% found responsible for the misconduct
- 69.8% – Plagiarism was the most prevalent integrity violation.
- 15.9% – Cheating and/or violating exam/test rules (including possession/use of an unauthorized aid) was the second highest violation.
- Mark reduction (ranging from a % amount reduction on the evaluation, to a zero on the assignment or exam, to a zero in the course) was imposed in 53 of the integrity violations. There were 23 letters of apology/reflection, 15 admonitions, 5 censures (for durations ranging from 6 months to graduation), 2 repeat work assignment/examination, 1 educational session, and 1 denial of registration. *Decisions often combine two or more sanctions.*
- 47.6% (30/63) of offences were by domestic students; 52.3% (33/63) offenses were by international students. The offenses most frequently engaged in by domestic students were plagiarism (19/30) and unauthorized collaboration (6/30). The offense most frequently engaged in by international students was plagiarism (25/33), followed by unauthorized collaboration (4/33) and cheating and/or violating exam/test rules (4/33).
- 0 cases were appealed.

Definitions

1. Academic Misconduct means any action taken by a student that gives the student an unearned advantage in matters affecting his/her academic standing. For professional programs, all actions that result in a breach of the rules of conduct as set out by the professional bodies and adopted in whole or in substance by the relevant professional program as part of its code of conduct shall also be considered acts of academic misconduct.
2. Multiple: Two or more complaints of academic misconduct against one student.

Notes

1. This report includes all Faculties, except the Faculty of Law. Cases in the Faculty of Law are dealt with internally within that Faculty, with the exception of appeals to the Discipline Appeal Committee.
2. For comparison purposes, in each of the tables in the Summary of Data section that follows (with the exception of the table immediately below), totals for at least the previous two academic years are provided. The balance of the tables in the other sections that provide more detailed data includes only a comparison with the previous academic year.

SUMMARY OF DATA

1. Total Academic Integrity Complaints

2022/2023	2021/2022	2020/21	2019/20	2018/19
63	230	262	73	72

2. Results of all Investigations

	2022/23 (63 cases)	2021/22 (230 cases)	2020/21 (262 cases)
Student responsible	63	230	257
Dismissed/Insufficient evidence	-	-	5

3. Type of Offence

- Plagiarism comprised most findings of academic misconduct: 68.3% (43 cases). This is a decrease from last year in which plagiarism comprised 81.7% (188/230 cases) of complaints.

In 2022/23, plagiarism was followed by:

- Unauthorized Collaboration 15.9%
- Cheating and/or violating exam/test rules 7.9%

Note: some complaints included multiple academic misconduct allegations.

4. Discipline Appeal Committee

	2022/2023	2021/2022	2020/2021
Complaints heard by University-level Committee	0.0% (0 case)	0.0% (0 case)	0.0% (0 case)
Percentage of cases before University-level Committee settling before a hearing, including mediated settlements	0.0% (0 case)	0.0% (0 case)	0.0% (0 case)
Percentage of cases before University-level Committee requiring a hearing	0.0% (0 case)	0.0% (0 case)	0.0% (0 case)

Sanctions

	2022/23	2021/22	2020/21
Mark Reduction	53 cases	212 cases	236 cases
Admonition	15 cases	51 cases	132 cases
Letter of apology/reflection	23 cases	77 cases	148 cases
Censure	4 cases	6 cases	2 cases
Education Session	1 case	0 cases	0 cases
Suspension	0 cases	1 case	2 cases
Repeat Work	2 cases	8 cases	3 cases
Denial of Registration	1 case	0 cases	0 cases
Dismissed Cases	0 cases	0 cases	5.5% (5/73 files)

6. Repeat Offender

Of the 63 cases where there was a finding of academic misconduct, 2 were repeat offenders; a decrease of 3 cases compared to the previous year.

7. Domestic/International

Note: For comparison, 2021/22 data is in parentheses. Data is presented by the semester due to variations in enrolment. Complaints that were dismissed are included in the numbers.

	Fall 2022			Winter 2023			I/S 2023		
	Domestic	Int'l	Total	Domestic	Int'l	Total	Domestic	Int'l	Total
No. of complaints received against students that were resolved by semester	17 (59)	15 (86)	32 (145)	12 (20)	7 (50)	19 (70)	1 (5)	11 (10)	12 (15)

DETAILED REPORT

1. Summary by Offence and Sanction Imposed

In the cases reported in the next table ***more than one sanction*** was sometimes applied. Under Bylaw 31 professors assign an “Incomplete” in the cases of alleged academic misconduct and in certain cases the grade is later adjusted in accordance with the sanction (if any) once the complaint is processed. Thus, where a student is found responsible for academic misconduct, a grade penalty is often imposed on the academic evaluation in question, in addition to an admonition, letter of apology/reflection, censure, suspension. Other combinations also occur. The possible varieties of outcomes make presenting this data in an easy-to-digest table format somewhat challenging.

Type of Offence	Admonition	Mark Reduction	Repeat Work for Assessment	Censure	Suspension	Letter of Apology/Reflect	Educational Session	Denial of Registration	Dismissed	Totals (2022/2023)	Totals (2021/22)
Plagiarism	7	38	2	1	-	8	-	-	-	56	267
Unauthorized Collaboration	6	10	-	1	-	8	-	-	-	25	41
Academic forgery or fraud	1	1	-	1	-	1	1	-	-	5	-
Cheating and/or Violating exam/test rules (including possession/use of an unauthorized aid)	1	7	-	2	-	2	-	1	-	13	96
Totals (2022/23)	15	56	2	5	-	19	1	1	-	99	-
Totals (2021/22)	56	236	8	6	2	77	19	-	-	-	404

2. Appeals of Associate Dean Decisions to the Discipline Appeal Committee

Type of Offence	Hearing	Settlement Agreement	Withdrawn by Appellant
Plagiarism	-	-	-
Unauthorized Collaboration	-	-	-
Academic forgery or fraud	-	-	-
Cheating and/or Violating exam/test rules (including possession/use of an unauthorized aid)	-	-	-

3. Summary by Repeat Offender

Type of Offence	First Offender	Repeat Offender	Totals (2022/23)
Plagiarism	43	1	44
Unauthorized Collaboration	10	-	10
Academic forgery or fraud	2	0	2
Cheating and/or Violating exam /test rules (including possession/use of an unauthorized aid)	6	1	7
Totals (2022/23)	61	2	63

NOTE: In March 2019, Senate noted that the breakdown of academic integrity cases by Faculty should not be reported to Senate since it implied higher instances of academic misconduct in some areas rather than others, when the numbers in fact could be a result of under-reporting by certain areas or a result of larger Faculties having more students.

However, Senate agreed that the breakdown of academic integrity cases by faculty should be reported to APC and the Associate Deans Group.

4. Breakdown of Academic Integrity Cases by Faculty

Type of Offence	Business	Education	Engineering	FAHSS	HK	Nursing	Science	Graduate Studies	Totals (2022/23)
Plagiarism	1	-	-	15	10	-	5	5 (SCI) 8 (ENG) 13 TOTAL	44
Unauthorized Collaboration	2	-	-	-	1	-	7	-	10
Academic forgery or fraud	-	-	-	1	-	1	-	-	2
Cheating and/or Violating exam/ test rules (including possession/use of an unauthorized aid)	1	-	-	1	-	-	2	1 (SCI) 2 (ENG) 3 TOTAL	7
Totals (2022/23)	4	-	-	17	11	1	14	16	63

numbers included dismissed cases, if any.

[Report compiled by the University Secretariat]

University of Windsor
Academic Policy Committee

5.3 Faculty of Arts Humanities and Social Sciences (All Programs) – Revision Admission Requirements

Item for: **Approval**

Forwarded by: **Faculty of Arts Humanities and Social Sciences (FAHSS)**

MOTION: That the proposed revisions to the admissions requirements for all FAHSS programs be approved, effective for Fall 2025 admissions.

Proposed Revisions:

[revisions are in bold and strikethrough]

All programs require successful completion of the OSS Diploma and a minimum 70% average of six Grade 12 U or M courses, including ENG4U. Exceptions are listed below. This average may be higher, depending on the number of applicants.

FAHSS programs require successful completion of the OSS Diploma and a minimum 70% average of six Grade 12 U or M courses, with a minimum average of 60% in ENG4U.

[...]

Rationale/Approvals:

- At present, there is no minimum high school average required for students who take ENG4U.
- A minimum grade requirement in high school English of 60% would indicate that students possess the foundational skills necessary to communicate effectively in written and verbal forms.
- This proposal would align us with other Ontario universities who have a similar or higher minimum average requirement for ENG4U (e.g., Trent, Carleton, Laurier).
- English is a fundamental subject that requires proficiency in reading, writing, and critical thinking, which are essential skills needed to succeed in many FAHSS programs. This change will help with retention in all FAHSS programs.
- The proposal was approved by the Faculty of Arts Humanities and Social Sciences (April 11, 2024).

**University of Windsor
Academic Policy Committee**

5.4 **FAHSS – Dean’s Honour Roll (Revision)**

Item for: **Information**

Forwarded by: **Faculty of Arts Humanities and Social Sciences (FAHSS)**

Dean’s Honour Roll

Faculty of Arts, Humanities and Social Science

1. Must have completed at least 10 or more courses with a major from the Faculty of Arts, Humanities, and Social Sciences at the University of Windsor.
2. Must have obtained a cumulative average of at least 80% by the end of the academic year and reviewed at the end of the Winter semester annually.
3. Must have enrolled in courses with a major from the Faculty of Arts, Humanities, and Social Sciences at the University of Windsor in at least one semester during the academic year (i.e. Summer, Fall, Winter).

Proposed Changes:

Faculty of Arts, Humanities and Social Sciences

To be eligible for the Dean’s Honour Roll, a student must have:

1. Full-time student status in both the Fall and Winter terms.
2. Completed at least 10 or more courses with a major from the Faculty of Arts, Humanities, and Social Sciences at the University of Windsor.
3. Must have obtained a cumulative average of at least 80% by the end of the academic year, reviewed at the end of the Winter term annually.
4. Must have obtained a term average of at least 80% in both the Fall and Winter terms of the academic year reviewed.
5. Must have enrolled in courses with a major from the Faculty of Arts, Humanities, and Social Sciences at the University of Windsor in at least one term during the academic year (i.e. Summer, Fall, Winter).

Rationale:

Changes are mostly related to language to clarify the eligibility criteria. Eligibility for the Dean’s Honour Roll is restricted to full-time students (meant to be implied in original point 1 but not clearly stated and could be misinterpreted so a specific point about this has been added) with a major (not a minor) in a FAHSS program who have an annual cumulative average of at least 80% as well as Fall and Winter term averages of at least 80% (a criteria that has been used but is not clearly stated) in the academic year reviewed. Number 5 is there to ensure that students are enrolled in FAHSS courses for at least one term during the academic year reviewed.

Change from ‘semester’ to ‘term’ as this is the most appropriate language reference. Student transcripts list ‘term average’ not ‘semester average’ so the use of ‘term’ is more appropriate even though there is a long history at the University of Windsor of equating terms with semesters and vice versa and other eligibility criteria for Dean’s Honour Rolls use ‘semester.’