

MEMORIAL UNIVERSITY OF NEWFOUNDLAND  
SENATE

The regular meeting of Senate was held on October 11, 2011 at 4:00 p.m. in Room E5004, Education Building.

14. PRESENT

The President, Dr. G. Gardner (for Dr. D. Wardlaw), Dr. C. Loomis, Dr. M. Bluehardt, Dr. M. Abrahams, Dr. A. Al-Krenawi, Mr. B. Belbin, Mr. G. Blackwood, Ms. L. Busby, Dr. A. Card, Mr. G. Collins, Dr. N. Golfman, Dr. L. Hensman, Dr. L. Rankin, Dr. R. Shea, Dr. R. Venkatesan, Dr. E. Waterman, Dr. W. Zerbe, Dr. P. Bendzsa, Dr. S. Corbin-Dwyer, Mr. C. Couturier, Dr. G. Farrell, Dr. K. Gallagher, Dr. G. George, Dr. R. Helleur, Dr. S. Mulay, Dr. J. Parsons, Dr. D. Peters, Mr. B. Riggs, Dr. A. Rose, Dr. C. Sharpe, Professor D. Walsh, Dr. M. Wernerheim, Dr. P. Wilson, Ms. K. Keats, Mr. J. Robinson, Ms. A. Haighway, Ms. A. Hannaford, Ms. A. Howley, Mr. J. Jeddore, Mr. M. Kehoe, Mr. R. Leamon, Mr. R. Murphy, Ms. C. Simms, Mr. M. Walsh.

Dr. Kachanoski welcomed the following new undergraduate student senators from MUNSU:

Ms. Alison Howley  
Mr. John Jeddore  
Mr. Mitchell Kehoe  
Mr. Ryan Murphy  
Ms. Candace Simms

15. APOLOGIES FOR ABSENCE

Apologies were received from Dr. K. Anderson, Dr. J. Rourke, Dr. J.J. Connor, Dr. J. Connor, Dr. D. Foster, Dr. D. Kelly, Dr. D. Kimberley, Dr. S. Kocabiyik, Dr. E. Warkentin, Mr. S. Despres.

16. MINUTES

It was moved by Mr. Leamon, seconded by Mr. Blackwood, and carried that the Minutes of the regular meeting held on September 13, 2011 be taken as read and confirmed.

CONSENT AGENDA

It was moved by Mr. Riggs, seconded by Dr. Golfman, and carried that the consent agenda, comprising the items listed in 17 and 18 below, be approved as follows:

17. REPORT OF THE SENATE COMMITTEE ON UNDERGRADUATE STUDIES

17.1 Department of Computer Science

Page 471, 2011-2012 Calendar, under the heading 9.4 Computer Science, subheading 9.4.1 First Year Courses, add the following new Computer Science course as follows:

Department of Computer Science (cont'd)

**“1550 Introduction to Multimedia Application Development (F)** is an introduction to programming and computer science with an emphasis on the development of multimedia applications. The course introduces the fundamental principles of programming, including object-oriented and event-driven programming, how to use and create classes and methods and combine them with multimedia libraries to produce animations, handle input from keyboard and mouse, and import sounds and videos to produce multimedia applications which can be directly deployed on the Internet.  
LH: 2 (2 Lab Hours)”

17.2 Grenfell Campus

Page 276, 2011-2012 Calendar, under the heading 6.2 Major in Historical Studies, add “History 3330” to clause 2.a. **Early Western History**.

Page 276, 2011-2012 Calendar, under the heading 6.2 Major in Historical Studies, add “History 3675” to clause 2.b. **Later Western History**.

Page 142, 2011-2012 Calendar, under the heading 9.19.3 Course Descriptions, amend the course description for History 3330 to read as follows:

**“3330 France: 1750-1852** is the study of France from the decline of the Old Regime to the end of the Second Republic.”

17.3 Election of Chair for 2011-2012 Academic Year

In accordance with the **HANDBOOK OF SENATE BY-LAWS AND PROCEDURES, SECTION VI. SENATE COMMITTEES – SELECTION AND PROCEDURES**, A. Senate Committee Procedures, Clause 7, the Senate Committee on Undergraduate Studies, at a meeting held on 22 September 2011, elected Mr. Bert Riggs as Chair for the 2011-2012 academic year.

18. REPORT OF THE ACADEMIC COUNCIL OF THE SCHOOL OF GRADUATE STUDIES

18.1 Department of Chemistry

Page 580, 2011-2012 Calendar, under the heading 21.8.2 Courses, insert the following new Chemistry course:

**“6370 Nanoscale Phenomena”**

Page 610, 2011-2012 Calendar, under the heading 28.5.2 Courses, insert the following new Chemistry course:

**“6370 Nanoscale Phenomena”**

18.2 Master of Marine Studies (Fisheries Resources Management)

Page 562, 2011-2012 Calendar, under the heading 14.2 Programs, delete the paragraph and replace with the following:

Master of Marine Studies (Fisheries Resources Management) (cont'd)

“There are two graduate programs in Fisheries Resource Management: the **Graduate Diploma** and the **Master of Marine Studies**.”

Page 562, 2011-2012 Calendar, under the heading 14.3 Graduate Diploma, amend clause 2. Program of Study to read as follows:

**“2. Program of Study**

The program is offered online and requires successful completion of 18 credit hours of course work selected from the **Courses** section below:

- 5 core courses (15 credit hours);
- 1 elective course (3 credit hours) from either Category A or Category B Electives”

Page 562, 2011-2012 Calendar, under the heading 14.4 Master of Marine Studies, amend paragraph to read as follows:

“The Master of Marine Studies (Fisheries Resource Management) (M.M.S.) is a multi-disciplinary program of study that will provide the candidate with exposure to all dimensions of modern fisheries resource management in an international context. The program is aimed at professionals working in or intending to enter careers in fisheries management. The program is offered online and requires successful completion of either (a) 24 credit hours of course work and a Major Report, or (b) 30 credit hours of course work. Students who have successfully completed the requirements for the Graduate Diploma may elect to continue their program of study in order to earn the Degree.”

Page 563, 2011-2012 Calendar, under the heading 14.4.1 Admission Requirements, amend the section to read as follows:

**“14.4.1 Admission Requirements**

1. Admission to the program is on a competitive basis. To be considered for admission to the program an applicant must normally have an undergraduate degree with a minimum of a high second class standing from an institution recognized by the Senate.
2. In addition to the academic requirements in 1. applicants will normally have a demonstrated commitment to fisheries through employment or experience in a sector of the fishery, in a regulatory agency or government Department connected to fisheries, in a non-governmental agency, or through self-employment or consulting activities related to fisheries.
3. The deadlines for submission of applications for candidates wishing to enter studies are as follows:

Fall (September) Semester: June 15  
Winter (January) Semester: October 15  
Spring (May) Semester: February 15

Master of Marine Studies (Fisheries Resources Management) (cont'd)

Applications received after listed deadlines will be considered as time and resources permit.”

Page 563, 2011-2012 Calendar, under the heading 14.4.2 Program of Study, amend the section to read as follows:

**“14.4.2 Program of Study**

1. Candidates for the Master of Marine Studies (Fisheries Resource Management) shall be required to complete a minimum of either:
  - a. 24 credit hours of course work plus a Major Report completed in accordance with General Regulation **Theses and Reports** of the School of Graduate Studies. Course work must include the following course selections from the **Courses** section below:
    - 5 core courses (15 credit hours);
    - 1 elective course (3 credit hours) from Category A Electives
    - 1 elective course (3 credit hours) from Category B Electives
    - 1 elective course (3 credit hours) from either Category A or Category B
  - b. 30 credit hours on a comprehensive-course route which must include the following course selections from the **Courses** section below:
    - 5 core courses (15 credit hours)
    - 2 elective courses (6 credit hours) from Category A Electives
    - 1 elective course (3 credit hours) from Category B Electives
    - 2 elective courses (6 credit hours) from either Category A or Category B
2. Dependent upon the applicant’s academic background, other courses may be required by the Academic Advisory Committee.
3. Transfer of credit for graduate courses completed in other programs at the University or at other institutions recognized by Senate will be considered in accordance with School of Graduate Studies General Regulations governing **Transfer of Course Credits**.
4. Those having partially completed the requirements for the degree under 2011-2012 Calendar Regulations may apply to transfer to one of the above program options and will be considered in accordance with the following:
  - a. Those having previously completed all coursework required for the degree, but who have not submitted the Major Report, may satisfy the comprehensive course route requirements by successfully completing an additional 6 credit hours of courses as follows:

Master of Marine Studies (Fisheries Resources Management) (cont'd)

- MSTM 6005 (for students who completed the former FRM 6009 to satisfy the 24 credit hours of courses required under previous program regulations, an additional elective course chosen from Category A or B must be selected in place of this course)
  - One further elective course (3 credit hours) from Category A or B electives
- b. Those having previously partially completed the coursework required for the degree may satisfy the Major Report route requirements by successfully completing:
- MSTM 6001 (or the former FRM 6001)
  - MSTM 6002 (or the former FRM 6002)
  - MSTM 6003 (or the former FRM 6003)
  - MSTM 6004 (or either of the former FRM 6004 or FRM 6005)
  - MSTM 6005 (or the former FRM 6009)
  - a Major Report completed in accordance with General Regulation **Theses and Reports** of the School of Graduate Studies
- together with the following course selections from the **Courses** section below:
- 1 elective course (3 credit hours) from Category A Electives
  - 1 elective course (3 credit hours) from Category B Electives
  - 1 elective course (3 credit hours) from either Category A or Category B. The former FRM 6007 and/or FRM 6008 may be used to partially satisfy the elective requirement.
- c. Those having previously partially completed the coursework required for the degree may satisfy the comprehensive course route requirements by successfully completing:
- MSTM 6001 (or the former FRM 6001)
  - MSTM 6002 (or the former FRM 6002)
  - MSTM 6003 (or the former FRM 6003)
  - MSTM 6004 (or either of the former FRM 6004 or FRM 6005)
  - MSTM 6005 (or the former FRM 6009)
- together with the following course selections from the **Courses** section below:
- 1 elective course (3 credit hours) from Category A Electives
  - 1 elective course (3 credit hours) from Category B Electives
  - 3 elective courses (9 credit hours) from either Category A or Category B. The former FRM 6007 and/or FRM 6008 may be used to partially satisfy the elective requirement”

Master of Marine Studies (Fisheries Resources Management) (cont'd)

- “1. Candidates for the Master’s Degree must obtain a grade of B or better in all program courses.”

Page 563, 2011-2012 Calendar, under the heading 14.4.3 Evaluation, amend clause 3 to read as follows:

- “3. The major report will normally be undertaken towards the end of the program. The topic of the report ... School of Graduate Studies.”

Page 563, 2011-2012 Calendar, under the heading 14.5 Courses, delete the section and replace with the following:

**“14.5 Courses**

1. Core Courses:

- MSTM 6001 Fisheries Ecology (CR: the former FRM 6001)
- MSTM 6002 Fisheries Resource Assessment Strategies (CR: the former FRM 6002)
- MSTM 6003 Fisheries Economics (CR: the former FRM 6003)
- MSTM 6004 Fisheries Policy and Planning (CR: the former FRM 6004; FRM 6005)
- MSTM 6005 Overview of World Fisheries (CR: the former FRM 6009)

2. Category A Electives:

- MSTM 6006 Business Management for Fisheries (CR: the former FRM 6006)
- MSTM 6007 Fisheries Technology
- MSTM 6008 Social and Philosophical Issues of Fisheries Management
- MSTM 6009 Current Issues for Sustainable Fisheries
- MSTM 6010 Legal Aspects of Fisheries Resource Management

3. Category B Electives:

- MSTM 6022 Communication and Conflict Resolution in a Technical Environment
- MSTM 6023 Strategic Planning, Policy, Participation and Management in Technical Operations
- MSTM 6033 Quality Systems
- MSTM 6034 Project Management in the Offshore, Health, Fisheries and Engineering Technology Environments
- MSTM 6039 Sustainability and Environmental Responsibility
- MSTM 6044 Marine Environment Law and Pollution Control
- MSTM 6056 Management for International Development
- MSTM 6071 Management of Aquaculture Technology”

18.3 Constitution of the Academic Council, School of Graduate Studies

A copy of the School of Graduate Studies Constitution of the Academic Council was received proposing amendments to its Constitution.

## REGULAR AGENDA

### 19. REPORT OF THE SENATE COMMITTEE ON UNDERGRADUATE STUDIES

#### 19.1 Grenfell Campus

It was moved by Mr. Riggs, seconded by Mr. Leamon, and carried to approve the following calendar changes to Grenfell Campus.

Page 283, 2011-2012 Calendar, under the heading 7.8 Articulation Agreements With the College of the North Atlantic, insert as a second paragraph the following:

“Students who have graduated from either the two-year Fish and Wildlife Technician program or the two-year Forest Resources Technician Diploma program offered by the College of the North Atlantic, or who are in their final semester of one of these programs, can apply for entry with advanced standing into the Bachelor of Resource Management (B.R.M.) offered by Grenfell Campus.”

Page 285, 2011-2012 Calendar, following the section 7.8.3 Tourism Studies Major for Graduates of the Two-Year Hospitality Management Diploma Program, insert the following two new sections:

#### **“7.8.4 Bachelor of Resource Management for Graduates of the Two-Year Fish and Wildlife Technician Diploma Program**

Students who have graduated from the two-year Fish and Wildlife Diploma Program offered by the College of the North Atlantic and who are entering the Bachelor of Resource Management (B.R.M.) Program will be awarded a total of 60 credit hours towards the 120 credit-hour degree program. Students will be required to complete an additional 60 credit hours for the Grenfell Campus B.R.M. Degree as follows:

Chemistry 1200, 1001

Economics 2010

English 1000

Environmental Studies 3000, 3001, 4000

Geography 1001

Sustainable Resource Management 2000, 2001, 3000, 3001, 3002, 4000, 4001, 4010, 4950

One of Environmental Science 3130, 3131, 3110, 3072 or Earth Sciences 3811

6 credit hours in elective courses (students must select 3 credit hours from **Breadth of Knowledge Requirement** Group A as per section 3, #3 **Grenfell Campus Core Program Requirements**, page 272 of 2011-2012 Calendar)

#### **7.8.5 Bachelor of Resource Management for Graduates of the Two-Year Forest Resources Technician Diploma Program**

Students who have graduated from the two-year Forest Resources Diploma Program offered by the College of the North Atlantic and who are entering the Bachelor of Resources Management (B.R.M.) Program will be awarded a total of 60 credit hours towards the 120 credit-hour degree program. Students will be required to complete an additional 60 credit hours for the Grenfell Campus B.R.M. Degree as follows:

Grenfell Campus (cont'd)

Biology 1002, 2600  
Chemistry 1200, 1001  
Economics 2010  
English 1000  
Environmental Studies 3000, 3001, 4000  
Geography 1001  
Sustainable Resource Management 2000, 2001, 3000, 3001, 3002, 4000,  
4001, 4010, 4950  
3 credit hours from **Breadth of Knowledge Requirement** Group A as per  
section 3, #3 **Grenfell Campus Core Program Requirements**, page 272 of  
2011-2012 Calendar.”

20. REPORT OF THE ACADEMIC COUNCIL OF THE SCHOOL OF  
GRADUATE STUDIES

20.1 General Regulation 2.2.12 - Academic Behaviour

It was moved by Dr. Golfman, seconded by Mr. Collins, and carried that on  
pages 516-519, 2011-2012 Calendar, delete the section 2.4.12 Academic  
Behaviour up to and including the section 2.4.12.9 Right of Appeal and  
replace with the following:

**“2.4.12 Academic Misconduct**

**2.4.12.1 Principles**

In the course of a graduate degree program students are expected to adhere  
to those principles which constitute proper academic conduct. Within the  
University Community there is a collective responsibility to maintain a high  
level of scholarly integrity. Dishonesty has no place in the academic  
community. Academic misconduct cannot be condoned or even appear to be  
condoned. Students have the responsibility to ascertain those actions which  
could be construed as dishonest or improper. Certain flagrant violations are  
listed below under **Academic Offences**. Students are reminded that for  
guidance on proper scholarly behaviour they should seek assistance from  
their instructors and supervisors. The Graduate Students’ Union will provide  
students with information on their legal rights and the information that advice  
about acceptable writing standards is available through the Writing Centre.

**2.4.12.2 General Information**

1. These procedures shall apply to all academic offences relating to graduate  
studies involving, but not limited to, those students who either have been or  
who are enrolled at Memorial University of Newfoundland. Notification of  
an allegation of academic misconduct will be forwarded to the last known  
mailing address of the student as noted on the files at the Office of the  
Registrar, and to the official University email address of the student. The  
University reserves the right to implement action under these procedures  
where an allegation has been made against a student but where reasonable  
efforts to contact the student are unsuccessful.

2. Meetings and interviews stipulated in this regulation will be held in person,  
or at a distance using telephone or other interactive technologies.



General Regulation 2.2.12 - Academic Behaviour (cont'd)

3. A student who wishes to pursue research, or to attend classes, laboratories or other educational activities while an investigation under these procedures is being carried out, can normally do so with the understanding that if the allegation of academic misconduct is proven and the penalty involves either suspension or expulsion, credit will not be granted for work completed prior to a finding of guilt. This provision excludes students charged with an offence under the *Code of Student Conduct*. For information regarding the *Code of Student Conduct* contact the **Office of Student Affairs and Services**.

4. Although a student can continue in a program of studies, if eligible, while an investigation under these procedures is being carried out, the University does not accept liability for any consequences to the student's progress. However, the University may take these consequences into account, as appropriate and to the extent feasible, in cases where charges are dropped or the student is not found guilty. The consequences arising from an investigation and any negative decision rendered may include retroactive effects on grades, examination results or promotion within a program.

5. A student accused of academic misconduct may consult advisors or facilitators. Such advisors may include a representative from the Graduate Students' Union, an international student advisor, a faculty advisor, a University counselor or a faculty member who is familiar with these Regulations and who is willing to undertake the role of advisor whether resolution is sought through **Procedures for Resolution of Alleged Academic Offences at the Unit Level** or **Procedures for Resolution of Alleged Academic Offences through the School of Graduate Studies**.

**2.4.12.3 General Procedure**

1. When a member of the University community (faculty, staff, student) has grounds for belief that an academic offence has been committed there should be an attempt between the parties concerned to resolve allegations of minor offences. If the alleged offence is not deemed to be minor by the accuser, or resolution proves impossible, or one party is dissatisfied with the resolution, the matter shall be reported, without delay, to the head (or other appropriate officer) of the academic or administrative unit. If resolution is achieved and it is agreed that an academic offence has been committed, then the offence, together with the penalty applied, shall be reported to the head of the academic or administrative unit.

2. Where resolution is not achieved, and if in the judgment of the head of the academic or administrative unit, the alleged offence warrants resolution at the unit level, the individuals involved will be advised to attempt to resolve the matter through **Procedures for Resolution of Alleged Academic Offences at the Unit Level**. In the event that no resolution is possible through these procedures between the individual parties, the head of the academic or administrative unit will institute proceedings through the School of Graduate Studies.

3. If, in the judgment of the head of the academic or administrative unit, the alleged offence against University regulations is such as to warrant resolution through the School of Graduate Studies, the head of the academic or administrative unit will refer the matter to the Dean, and **Procedures for**

General Regulation 2.2.12 - Academic Behaviour (cont'd)

**Resolution of Alleged Academic Offences by the School of Graduate Studies** will be implemented.

4. In all cases, it is the responsibility of the academic or administrative unit to ensure that fairness and impartiality are achieved in the treatment of students.

**2.4.12.4 Academic Offences**

In the following section the plural shall be deemed to include the singular.

Academic offences shall be deemed to include, but shall not be limited to, the following:

- **Cheating:** This includes copying from another student's work or allowing another student to copy from one's own work; consulting with any unauthorized person during an examination or test, or using unauthorized aids; or knowingly recording or reporting false empirical or statistical data. The work referred to includes presentations, examinations, theses, assignments, work term reports, projects, internship reports, or any other tests or evaluations which are to be used in judging the student's performance in a course or program of study, or any special tests which the University may offer; or in any presentations or publications related to academic work.
- **Impersonation:** Impersonating another student or allowing oneself to be impersonated. By impersonation is meant the imitation of a student or entrance into an arrangement with another person to be impersonated for purposes of taking examinations or tests or carrying out laboratory or other assignments.
- **Plagiarism:** Plagiarism is the act of presenting the ideas or works of another as one's own. This applies to all material such as theses, essays, laboratory reports, work term reports, design projects, seminar presentations, statistical data, computer programs, and research results. The properly acknowledged use of sources is an accepted and important part of scholarship. Use of such material without acknowledgment, however, is contrary to accepted norms of academic behaviour. Information regarding acceptable writing practices is available through the Writing Centre at [www.mun.ca/writingcentre/about/](http://www.mun.ca/writingcentre/about/).
- **Theft of examination papers or other material:** By theft is meant obtaining by an improper means examination papers, tests, or any other such material.
- **Use and/or distribution of stolen material:** The use of material which the student knows to have been improperly obtained and/or the distribution of such material is considered to be an academic offence.
- **Submitting false information:** This offence includes falsifying, submitting or causing to submit false academic transcripts, forms or records, credentials, medical or other certificates, or making a false or incomplete declaration to the University.

General Regulation 2.2.12 - Academic Behaviour (cont'd)

- **Submitting work for one course, project or publication which has been or is being submitted to another course, project or publication without express permission to do so:** This includes the presentation of an essay, report or assignment to satisfy some or all of the requirements of a course when that essay, report, or assignment has been previously submitted or is concurrently being submitted for another course without the express permission of the professor(s) involved.
- **Ethical Practice:** Failure to follow relevant University/Faculty/School guidelines on ethics, including but not limited to, ethical practice in research.

**2.4.12.5 Procedures for Resolution of Alleged Academic Offences at the Unit Level**

**2.4.12.5.1 General Information**

These procedures will not be applied to cases involving alleged offences on comprehensive examinations, examination of theses, allegations of impersonation or allegations of submission of forged documents. Such alleged offences are governed by the **Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies**. The principle that a resolution should be mutually satisfactory to both the accuser and the accused should be upheld throughout the attempt for resolution at the unit level.

**2.4.12.5.2 Explanation of Procedures**

If, upon receiving a report of an alleged academic offence, the head of the academic or administrative unit decides that an attempt should be made to resolve that matter at the unit level the following procedures shall apply:

- Normally within one week of notification, the head of the academic or administrative unit shall request a meeting with the accuser and the accused and at the meeting the head of the academic or administrative unit shall state the allegation, review the **Procedures for Resolution of Alleged Academic Offences at the Unit Level** including the range of applicable penalties, and arrange a second meeting between the accuser and the accused only.
- At the second meeting the accuser and accused shall endeavour to obtain a mutually satisfactory resolution of the matter.
- The accuser and accused shall report jointly to the head of the academic or administrative unit on the result of their second meeting.
- If the report is of a resolution which the head of the academic or administrative unit considers to be fair and equitable the matter shall be considered closed. If the head of the academic or administrative unit considers the reported resolution to be unfair and/or inequitable he or she will endeavour to obtain an alternative satisfactory resolution directly with the parties.

General Regulation 2.2.12 - Academic Behaviour (cont'd)

- Should all reasonable efforts to obtain a mutually satisfactory resolution at the unit level fail, the head of the academic or administrative unit will refer the case to the Dean of the School of Graduate Studies and shall inform the accuser and the accused accordingly. From this stage onward **Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies** will apply.
- At any stage of the **Procedures for Resolution of Alleged Academic Offences at the Unit Level**, the student or the accuser may ask that the case be referred to the Dean, and thereafter the **Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies** will apply.
- Should the accused be found guilty, a brief description of the offence and the penalty(ies) applied shall be forwarded by the head of the academic or administrative unit to the School of Graduate Studies.

**2.4.12.5.3 Failure to Appear or Respond**

- If at any stage of the **Procedures for Resolution of Alleged Academic Offences at the Unit Level**, the accused fails to respond to a charge, without reasonable cause, within two weeks of notification of an allegation, action may be taken on the charge in the absence of the accused.
- If at any stage of the **Procedures for Resolution of Alleged Academic Offences at the Unit Level**, the accuser fails to appear at a scheduled meeting to defend an allegation, without reasonable cause, the action will be dismissed.

**2.4.12.5.4 Penalties in the Case of Resolution at the Unit level**

A student who has been found guilty of an academic offence will be subject to a penalty or penalties commensurate with the offence. Some cases may warrant more than one penalty for the same offence, and previous academic misconduct will be taken into account in determining the severity of penalties. The range of penalties and their determination is:

- **Resubmission** of work with appropriate reduction in grade: will allow a student to complete and submit the work a second time.
- **Reprimand:** This shall be in the nature of a warning in writing by the head of the academic or administrative unit to the student that his/her conduct has been unacceptable to the University.
- **Reduction of grade:** A reduction of grade will apply to an examination, test, or assignment to which an offence is relevant, or to the entire course, and will be decided by the head of the academic or administrative unit. Since graduate students must obtain a grade of B or PASS in required courses a reduction of grade could lead to termination of program.

General Regulation 2.2.12 - Academic Behaviour (cont'd)

**2.4.12.6 Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies**

**2.4.12.6.1 General Procedure**

If the matter cannot be resolved following the **Procedures for Resolution of Alleged Academic Offences at the Unit Level**, or if, in the opinion of the head of the academic or administrative unit, the allegation involves a major breach of University regulations, or in cases involving alleged offences on comprehensive examinations, thesis examinations, allegations of impersonation or allegations of submission of forged or falsified documents, the following **Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies** shall apply.

**2.4.12.6.2 Explanation of Procedures**

- If the head of the academic or administrative unit (in consultation with the Dean of his or her faculty or school) is satisfied that the student has a serious case to answer, that person shall inform the student in writing of the nature of the case against him or her. In addition, the head of the academic or administrative unit shall report to the Dean of Graduate Studies who will, normally within one week, appoint as an investigator a member of the Academic Misconduct Investigations Board of the School of Graduate Studies (Investigations Board). The investigator will interview separately the accuser and accused and relevant witnesses. At these interviews, the investigator, the accuser, the accused and relevant witnesses all have the right to be accompanied by a registered student or a member of the Faculty or Staff of the University.
- Upon completion of these interviews, the investigator shall submit a written report of all findings to the Dean of Graduate Studies. The Dean of Graduate Studies shall present this report to both the accuser and accused for perusal and comment. Once in receipt of this report, the accuser and accused shall have two weeks in which to submit to the Dean of Graduate Studies any additional comments on the report that the person wishes to be considered. The investigator will be given the opportunity to correct any errors of fact should they arise from the comments of the accused and accuser prior to consideration of the allegation by the Investigations Board.
- Upon receipt of all information from the investigator as well as comments from the accuser and accused, the Dean of Graduate Studies shall present the documents to the Investigations Board for a decision.
- The investigator for the case shall attend the meetings of the Investigations Board to answer questions and provide information pertinent to the case, but shall be absent from the formal discussion and voting.
- Once a vote is taken, should the accused be found guilty, the Investigations Board shall take appropriate action in accordance with **Penalties in the Case of Resolution by the School of Graduate Studies**.

General Regulation 2.2.12 - Academic Behaviour (cont'd)**2.4.12.6.3 Failure to Appear or Respond**

- If at any stage of the **Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies**, the accused fails to respond to a charge, without reasonable cause, within two weeks of notification of an allegation, action may be taken on the charge in the absence of the accused.
- If at any stage of the **Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies**, the accuser fails to appear at a scheduled interview to defend an allegation, without reasonable cause, the action will normally be dismissed; however, the investigation may proceed at the discretion of the Dean in consultation with the Investigations Board if the allegation or evidence warrants such action.

**2.4.12.6.4 Penalties in the Case of Resolution by the School of Graduate Studies**

A student who has been found guilty of an academic offence will be subject to a penalty or penalties commensurate with the offence. Enforcement of penalties resulting from **Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies** will be overseen by the Registrar. Some cases may warrant more than one penalty for the same offence, and previous academic misconduct will be taken into account in determining penalties. Penalties shall be imposed on the basis of the student's status at the time of the offence. The range of penalties and their determination is:

- **Reprimand:** This shall be in the nature of a warning in writing by the Investigations Board to the student that his/her conduct has been unacceptable to the University.
- **Reduction of grade:** A reduction of grade will apply to an examination, test, or assignment to which an offence is relevant, or to the entire course, and will be decided by the Investigations Board. Since a passing grade for graduate students is at least a grade of B or Pass, a reduction of grade could lead to termination of program.
- **Change in outcome of an examination:** This will apply to Comprehensive Examinations and the examination of **Theses and Reports** and could lead to termination of program.
- **Probation:** This is a trial period the length of which will be determined by the Investigations Board. The Investigations Board will inform the student that the finding of any further academic offence during the period of probation may lead to suspension or expulsion.
- **Suspension:** Suspension will apply to a course, department, faculty, school, or the University. The period of suspension will be determined by the Investigations Board and shall not exceed three consecutive semesters, and shall be part of the allowable time for a graduate program.

General Regulation 2.2.12 - Academic Behaviour (cont'd)

- **Expulsion:** The recommendation for expulsion from the University will be made by the Investigations Board to the President for his/her final decision. Prior to the President's decision, the Investigations Board will notify the accused, in writing, of the recommendation for expulsion from the University. The accused will be allowed a period of two weeks following the date of release of such notification to lodge an appeal before the President's final decision concerning expulsion from the University. Any such appeal should be made in writing or email to the Executive Committee of Senate, c/o the Office of the Registrar.
- **Revocation of Degree:** The recommendation for revocation of a degree previously awarded by the University will be made by the Investigations Board of the School of Graduate Studies to Senate for a final decision. Prior to Senate's decision, the Investigations Board of the School of Graduate Studies will notify the accused, in writing, of the recommendation for revocation of the degree. The accused will be allowed a period of two weeks following the date of release of such notification to lodge an appeal before the Senate's final decision concerning the revocation of the degree. Any such appeal should be made in writing to the Executive Committee of Senate, c/o the Office of the Registrar.

**2.4.12.7 Transcript Entries**

Transcript entries shall relate to the penalty(ies) imposed as follows:

<b>Penalty</b>	<b>Transcript Entry</b>
Reprimand	No transcript entry
Reduction of Grade	Entry of final grade for course
Change in outcome of examination	Entry of final outcome for the examination
Probation	“On probation at the University for Academic Misconduct until Day, Month, Year”*
Suspension	“Suspended from the School of Graduate Studies for Academic Misconduct until Day, Month, Year”*
Expulsion	“Expelled from the University for Academic Misconduct”
Revocation of Degree	“Degree revoked for Academic Dishonesty Misconduct”

*\* The transcript entries for 'probation' or 'suspension' will be removed entirely upon the expiration of the penalty.*

**2.4.12.8 Disposition of Documentation**

The disposition of documents relating to allegations under these procedures shall be as follows:

1. The cases where the allegation was either found “not proven” or “unfounded” no documentation shall be retained in the student files.
2. In the case of a resolution effected through **Academic Misconduct - General Procedure or Procedures for Resolution of Alleged Academic Offences at the Unit Level**, a brief description of the offence and the penalty(ies) applied shall be forwarded by the head of the academic or administrative unit to and retained by the School of Graduate Studies, separate from the student files.

General Regulation 2.2.12 - Academic Behaviour (cont'd)

3. In the case of a resolution effected through the **Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies**, all documentation shall be retained in the School of Graduate Studies, separate from the student files.

**2.4.12.9 Right of Appeal**

Appeals against decisions of the Investigations Board of the School of Graduate Studies made under **Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies** shall be directed to the Executive Committee of Senate, c/o Office of the Registrar.”

21. Items for Information

21.1 The Executive Committee of Senate denied the following appeal:

ECS 2011-12: # 1 - Appeal against the Senate Committee on Undergraduate Studies and the Appeals Committee, Faculty of Engineering and Applied Science, to deny the student promotion from Academic Term 5.

21.2 In accordance with section VII.M.2.b.iii. of the Senate By-Laws and Procedures, the Executive Committee of Senate approved the following nomination from the Senate Committee on Elections and Committees:

**Committee on Academic Appeals**

Travis Perry (Undergraduate Student, MUNSU)

22. REMARKS FROM THE CHAIR - QUESTIONS/COMMENTS FROM SENATORS

Dr. Kachanoski noted that the Senate Committee on Honorary Degrees and Ceremonial will soon begin its deliberations regarding Honorary Degree candidates for the 2012 calendar year. In this regard, he encouraged Senators to submit nominations for the award of honorary doctorates to the Secretary of Senate. Nomination forms are available at the Senate website.

Dr. Kachanoski reported on his major activities since the last meeting noting in particular activities relating to Grenfell Campus Convocation, Deans and Directors Retreat, first meeting of the Joint Government/University Committee on University Autonomy set for October 18, 2011, 50<sup>th</sup> year anniversary celebrations of Human Kinetics and Recreation, and preparation of budget proposals for 2012/13 for the October 20, 2011 Board of Regents meeting.

23. ADJOURNMENT

The meeting adjourned at 4:17 p.m.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
SECRETARY