

Classification of Academic Misconduct Offences: Examples & Penalty Guidelines

For assistance or additional guidance, contact the [Academic Integrity Coordinator](#).

Offence	Examples	Penalty Guidelines	Notes
Plagiarism	<ul style="list-style-type: none"> • Cutting and pasting from the Internet without appropriate references • Using direct quotations without appropriate references • Using paraphrased material without appropriate references • Copying parts of work created by someone else and submitting it as one's own • Presenting someone else's idea as one's own without appropriate reference 	<p>Resubmission</p> <ul style="list-style-type: none"> ○ With no mark deduction ○ With partial mark deduction <p>Mark penalty</p> <ul style="list-style-type: none"> ○ Full deduction (zero on assignment) ○ Partial mark deduction <p>Grade Penalty: appropriate for formative/low-stakes assessments or aggravating factors.</p>	<ul style="list-style-type: none"> • Warning is not an appropriate penalty for plagiarism • Faculty are encouraged to offer resubmission (with or without mark deduction) in first-instance cases of plagiarism: if you are considering resubmission and want to know prior record for this purpose, check with Chair or Academic Integrity Coordinator. • Cases of plagiarism that occur during a test should be categorized as "cheating".
Cheating	<ul style="list-style-type: none"> • Communicating with any person during an examination other than the instructor/proctor • Using or having unauthorized materials or devices in an academic evaluation • Putting one's name on the work of another and submitting it as one's own • Improperly obtaining information about an assessment in advance of the evaluation • Using paraphrasing or translation software such that the assignment submitted does not reflect the student's own learning of the material or is not a product of the student's own work • Distributing test information to students who have not yet taken it. 	<p>Warning</p> <p>Mark penalty</p> <ul style="list-style-type: none"> ○ Full deduction (zero on assignment) ○ Partial mark deduction <p>Grade Penalty: appropriate for formative/low-stakes assessments or aggravating factors.</p>	<ul style="list-style-type: none"> • Faculty should categorize the offence as "cheating" if it involves any form of misconduct during a test (other than impersonation). For example, a student is "cheating" if they used the Internet during a test where they were not permitted to (even if it might otherwise be plagiarism). • Warning is less-commonly appropriate and, in any event, not appropriate if the student submitted work for grading that was not wholly their own.

<p>Unauthorized Collaboration</p>	<ul style="list-style-type: none"> • The preparation and production of work between two or more students ultimately submitted by each in an identical or substantially similar form and/or is represented by each to be the product of one's own individual efforts • Co-operation between student and another person in the preparation and production of work, which is presented as the student's own • Working on take-home work with others • Having someone else help to write or re-write an assignment • Working out answers to homework assignments with others • "Checking" homework answers with others 	<p>Resubmission</p> <ul style="list-style-type: none"> ○ With no mark deduction ○ With partial mark deduction <p>Mark penalty</p> <ul style="list-style-type: none"> ○ Full deduction (zero on assignment) ○ Partial mark deduction <p>Grade deduction appropriate for formative/low-stakes assessments or aggravating factors.</p>	<ul style="list-style-type: none"> • Warning is not an appropriate penalty for unauthorized collaboration where work submitted is not wholly product of student's own work.
<p>Misappropriation of Own Work</p>	<ul style="list-style-type: none"> • Using all, or a significant amount, of an essay, done in a course last semester and submitting it for evaluation for a different course this semester • Submitting the same, or very similar, assignment in two different courses in the same semester • Re-taking a course and submitting previously submitted work 	<p>Resubmission</p> <ul style="list-style-type: none"> ○ With no mark deduction ○ With partial mark deduction <p>Mark penalty</p> <ul style="list-style-type: none"> ○ Full deduction (zero on assignment) ○ Partial mark deduction 	<ul style="list-style-type: none"> • Warning is not an appropriate penalty for misappropriation of own work.
<p>Falsifying Information</p>	<ul style="list-style-type: none"> • Inventing or altering data from a laboratory or field project • Creating fictional citations for a paper • Falsifying, misrepresenting, or forging information relating to hours or activities in relation to an internship, externship, field experience, co-op placement, clinical activity or similar activity 	<ul style="list-style-type: none"> • Failing grade in course • Grade deduction 	<ul style="list-style-type: none"> • Falsifying information is a serious offence that will generally require more serious penalty (failing grade in the course) • Grade deduction may be appropriate in cases involving less serious instances, like signing of attendance sheet where no

Falsifying Information (cont'd)	<ul style="list-style-type: none"> • Falsifying, misrepresenting, or forging an academic record • Falsifying, misrepresenting, or forging a supporting document or information in relation to academic standing, admission into the course or program, pre-requisite requirements, prior learning assessments or academic standing, a request for an extension on an assignment or a deferred test on the basis of medical, religious or compassionate grounds • Altering previously graded work for purpose of seeking re-evaluation of grade or in support of a grade appeal or academic misconduct appeal 		<p>academic advantage would have been gained in the class.</p>
Academic Dishonesty	<ul style="list-style-type: none"> • Providing false or misleading reasons in relation to a request for late submission of an assignment • Providing false or misleading reasons in relation to a request for a make-up test • Providing false or misleading information during the investigation of suspected academic misconduct • Providing false or misleading information for reconsideration of a penalty for academic misconduct 	<ul style="list-style-type: none"> • Warning • Grade deduction 	<ul style="list-style-type: none"> • If a student provides dishonest or misleading information as part of a response to academic misconduct, a penalty for academic dishonesty may be issued in addition to the original complaint. • If the misconduct involves tampering with documentation, it should be categorized as "Falsifying Information".
Attempting to Influence	<ul style="list-style-type: none"> • Presenting an instructor with a gift in exchange for a better grade • Threatening an instructor to grant an extension to an assignment • Offering money in exchange for any unfair academic advantage 	<ul style="list-style-type: none"> • Warning • Failing grade in course 	
Impersonation	<ul style="list-style-type: none"> • Sending an impersonator to sit test (in person or virtual or any academic evaluation 	<ul style="list-style-type: none"> • Failing grade in the course 	<ul style="list-style-type: none"> • This is a serious offence.

Contract Cheating	<ul style="list-style-type: none"> • Using a service to write a customized paper • Paying an "assignment coach" who provides model answers that the student submits as their own • Obtaining answers to an assignment from website designed for this purpose (Chegg, Course Hero, etc.) • Obtaining answers to tests or assignments from a file-sharing service • Having a friend complete an assignment in exchange for a favour 	Resubmission <ul style="list-style-type: none"> ○ With partial mark deduction Mark penalty <ul style="list-style-type: none"> ○ Full deduction (zero on assignment) ○ Partial mark deduction Grade deduction Failing grade in course	<ul style="list-style-type: none"> • Warning is not an appropriate penalty for contract cheating • Levels of seriousness will vary • It may be difficult to prove or ascertain source for contract cheating: instructors may need to rely on student's previous work (which is why obtaining early samples is good practice) • If resubmission is permitted, partial mark deduction is recommended
Facilitating academic misconduct	<ul style="list-style-type: none"> • Assisting another student to commit academic misconduct (any of the forms of academic misconduct listed above) • Lending another student an assignment knowing that it may be used in their own submission of work • Allowing another student to copy answers on a test • Writing another student's test or assignment • Texting answers to a friend who is writing an online test • Participating in a group chat and providing questions from the test to other students • Taking a picture of part of a test and giving it to another student who will be writing the test later 	Grade deduction Failing grade in the course may also be appropriate in cases where the student has breached the integrity of an assessment (taken pictures of test to share with students in another section)	<ul style="list-style-type: none"> • Warning may be appropriate in less serious cases where instructor is satisfied that student completed their own work and shared it to "help a friend". Warning may not be suitable if the student has a prior record of academic misconduct. Academic administrator who reviews prior record after incident is reported can add administrative penalty in those cases.