

SENATE POLICY

Policy P5: Graduate Studies Policy on Authorship and Plagiarism

(Senate-approved: March 11, 2009)

The University expects that all researchers will adhere to the proper standards of intellectual honesty in the written or spoken presentation of their work, and will at all times acknowledge in a suitable manner the contribution made by other researchers to their work, as outlined in the Senate Policy on Authorship (available from the Senate website) and the Policy Statement on Research Personnel (available from the Office of Research Services).

Plagiarism is defined as: "the act of copying, reproducing or paraphrasing portions of someone else's published or unpublished material (from any source, including the internet), without proper acknowledgement. Plagiarism applies to all intellectual endeavours: creation and presentation of music, drawings, designs, dance, photography and other artistic and technical works. In the case of oral presentations, the use of material that is not one's own, without proper acknowledgment or attribution, constitutes plagiarism and, hence, academic dishonesty. (Students have the responsibility to learn and use the conventions of documentation as accepted in their area of study.)" Senate Bylaw 31, approved November 2007.

It is expected that all graduate students will be evaluated and graded on their individual merit, and all work submitted at any stage of the research and review process (including drafts) or submitted for evaluation will clearly differentiate the student's own contribution from that of other scholars by means of rigorous and honest academic citation practices.

Graduate students often have to use the ideas of others as expressed in written or published work in preparing essays, papers, reports, theses and publications. It is imperative that both the data and ideas obtained from any and all published or unpublished material be properly acknowledged and their sources disclosed. Failure to follow this practice constitutes plagiarism and is considered to be a serious offence by the University. Thus, anyone who knowingly or recklessly uses the work of another person and creates an impression that it is his or her own is guilty of plagiarism.

It is not permissible for an essay or other paper to be submitted twice. It is expected that a thesis, essay, paper or report has not been, and is not concurrently being, submitted to any other Faculty or University for credit toward any degree, or to this University for any other course. In exceptional circumstances and with the prior agreement of the instructor, a student may use research completed for one course as part of his or her written work for a second course.

Where plagiarized work has been submitted, or where a student has submitted a paper more than once for credit, a failing grade may be assigned by the instructor to that assignment 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 which is the result of the misconduct. The student has the right to appeal this grade to the Dean of Graduate Studies, in accordance with Senate Bylaw 51, Section 2. Disciplinary action may be taken, as set out in Senate Bylaw 31

If a thesis or major paper is found to contain plagiarized material, the normal course of events will be for the plagiarism to be pursued through the University's disciplinary processes under Senate Bylaw 31. If found to have committed the act of misconduct, the student will normally not obtain credit for the work, there will normally be no option for resubmission, and the student will normally be deemed to have failed program requirements. Unlike other grading and academic standing matters that go before the Academic Standing Committee of the Faculty of Graduate Studies, grades for academic work in which plagiarism or other misconduct has been found to have occurred in accordance with the University's disciplinary processes under Bylaw 31, and that have been acted upon by the Academic Standing Committee, cannot be appealed to the Faculty of Graduate Studies Executive Committee.

Grade appeals to the Executive Committee for courses in which plagiarism or other misconduct has been alleged shall be stayed until such time as a final decision has been made in accordance with the University's disciplinary processes under Bylaw 31. In such a case, a student's appeal shall be considered by the Executive Committee only if there is no finding of academic misconduct by a Judicial Panel or a Discipline Appeal Committee under Bylaw 31.

In case of any doubt, students are strongly urged to consult with the instructor or thesis supervisor. In cases where students feel that their intellectual property or copyrighted material has been plagiarized, complaints should be made in writing to the Dean of Graduate Studies.

GRADING AND DROPPING COURSES

For the standards which are required in specific degree programs, see sections on PhD requirements and Master's requirements.

Letter Grades for Graduate Courses:

A+, A, A-, B+, B, B-, C+, C, C-, F, F-, NR (Failure, No Record)

INC (Incomplete - course work only)

IP (In Progress - major paper, project, thesis, or dissertation)

P or NP (Pass or Non-Pass)

S or U (Satisfactory or Unsatisfactory)

The final deadline for dropping one-term (i.e., twelve- or thirteen-week) graduate courses in Fall, Winter, or Summer term without a grade being assigned is nine weeks from the start of the term; for six-week courses in Intersession and Summer Session, three weeks are allowed. Prior to the deadline, courses dropped will be recorded as "Voluntary Withdrawal".

The granting of an Incomplete grade must follow discussion between the student and the course instructor concerning the nature of the work to be completed and the time period for completion. Courses recorded as Incomplete must be completed and a grade reported within twelve months of the original due date unless an earlier deadline has been established. If such a course is not completed within twelve months, the final grade for the course will be calculated based upon the marks awarded for the work submitted up until that point, out of the total value of marks available the course. This final grade will appear on the student's transcript. Normally, a student may carry only one incomplete grade at a time. Graduate students carrying more than one Incomplete grade at the end of a term will have their progress reviewed by their program chair, and a recommendation will be forwarded in each case to the Office of Graduate Studies. Incomplete grades are normally not granted for major papers, theses or dissertations.

The Faculty of Graduate Studies requires that students maintain at least an 8.0 cumulative G.P.A. at all times.

Courses (excluding theses and major paper courses) in which a grade of B- or higher is received will be accepted for graduate credit. In addition, upon the positive recommendation of the program concerned, the Faculty of Graduate Studies may grant credit for not more than two term courses in which a grade of C+, C or C- has been obtained. The regulations of individual departments should be consulted for their particular policies on C grades.

Letter grades or Satisfactory/Unsatisfactory may be assigned for theses and major papers, depending on program policy. A grade of B- or better is required in order to receive credit for theses and major papers, for which a letter grade is assigned.

If a student fails to obtain credit in a course, the course may be repeated once only, at the discretion of the program concerned and the Dean of Graduate Studies. No student may repeat, or replace with another course, more than two term courses in which credit was not obtained. Where there has been a finding of misconduct, under Bylaw 31, for plagiarism or academic misconduct in a major paper or thesis, the student may not replace or retake a thesis or major paper course, or draft of same.