

## Informal Resolution of Academic Misconduct

The University of Saskatchewan *Regulations on Student Academic Misconduct* allow an instructor and student to agree on an appropriate remedy for misconduct due to misunderstanding or carelessness, in cases where the student does not dispute the charge or the remedy, and where the instructor deems that the infraction is minor enough not to warrant a formal hearing.. See an excerpt from these Regulations on the back of this page.

When an infraction is suspected, the instructor or invigilator may, at his or her own discretion, speak informally with the student(s) to discuss the matter and to consider an appropriate remedy.

Course and section: \_\_\_\_\_

Term and year: \_\_\_\_\_

Instructor: \_\_\_\_\_ Invigilator (if applicable): \_\_\_\_\_

Student(s): \_\_\_\_\_ Student number(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of assignment (essay, exam or other academic work): \_\_\_\_\_

**Notification of remedy proposed by instructor:**

\_\_\_ Grade reduction in the identified assignment  
Reduction of assignment grade to \_\_\_\_\_

And/ or

\_\_\_ Requirement for resubmission of the identified assignment  
Resubmission deadline \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**Instructor signature**

**I accept the remedy described above:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Student signature**

Within 14 days of the date shown above, the student or instructor has the right to request that a formal hearing be held about this misconduct allegation. To request a formal hearing, the student or instructor must contact the Dean of the College responsible for the course.

This form will be retained by the instructor as a component of the grading materials for this course but will not be made part of the student's official record. The student should also keep a copy of this form for his or her records.

**Excerpt from the University of Saskatchewan *Regulations on Student Academic Misconduct* (effective January 1, 2010)**

**III. INFORMAL PROCEDURES**

Many cases of alleged academic misconduct on the part of students result from misunderstanding or carelessness. When an infraction is suspected, the instructor or invigilator may, at his or her own discretion, speak informally with the student(s) to discuss the matter and to consider an appropriate remedy.

1. If the student concedes having committed academic misconduct, and if the infraction is deemed by the instructor to be minor enough not to warrant a formal hearing, then the instructor and student may agree on an appropriate remedy.
2. Remedies available to an instructor are limited to the following:
  - (a) The grade on the work that is the subject of the infraction may be reduced to a failing grade or a zero, or by a percentage appropriate to the degree of the academic misconduct; or
  - (b) The student may be asked to resubmit or re-write the examination, assignment or other work.

The instructor must inform the student in writing of the nature of the remedy to be imposed.

3. Remedies applied pursuant to III.2 above are considered to be informal measures and do not result in a permanent record of academic misconduct.
4. If it appears that the academic misconduct was of a more serious nature and therefore that a formal hearing is warranted, or if the student disputes the charge of academic misconduct or the remedy proposed pursuant to III.2 above, then either the instructor or invigilator, or the student, may request a formal hearing. Where the appeal is by the student following imposition of informal measures under (3) above, the appeal must be made within 14 days of notification of the penalty. Such a request should be made to the office of the Dean or designate in the College responsible for the course in which the alleged infraction occurred or, if the matter falls outside the responsibility of a College, to the Provost and Vice-President Academic. Such a request will be subject to the procedures outlined in Section IV.

**IV. FORMAL ALLEGATIONS OF ACADEMIC MISCONDUCT**

1. The formal procedures for allegations of misconduct shall be followed for all allegations serious enough to require a hearing, or for those situations which it has not been possible to resolve at the informal level. It is the responsibility of the person who makes an allegation (the complainant) to provide a rationale for the allegation and to present the evidence in support of it. The allegation shall be specific with the pertinent details of the incident and shall be filed as soon as is possible after the occurrence or discovery of the incident.
2. The formal procedures are designed so that both the complainant and the respondent can present their respective arguments before an impartial board of decision-makers, and the consequences can be both meaningful and appropriate.

**A complete copy of these Regulations is available at:**

**[www.usask.ca/university\\_secretary/honesty/StudentAcademicMisconduct.pdf](http://www.usask.ca/university_secretary/honesty/StudentAcademicMisconduct.pdf)**

**For more information about the informal and formal procedures for dealing with academic misconduct, please contact the College general office or the Office of the University Secretary, Room 212 College Building, phone (306)966-4632 or email [university.secretary@usask.ca](mailto:university.secretary@usask.ca)**