

The Creative Writing Program at UBC:

Policies & Manuals

Academic Regulations

Academic Grievance

The Program hopes that each instructor and each student in a course will work together harmoniously, but has a set of procedures aimed at resolving any difficulty, should it arise, while protecting and being fair to both students and instructors.

Sexual Harassment and Discrimination Grievance

The Creative Writing Program adheres to the Faculty of Arts Guidelines on Informal Resolution of Problems of Harassment or Discrimination. A copy of these Guidelines is available in the Program office.

For Formal Resolution Procedures, see the UBC Policy, which applies to all programs and departments at the university. A copy of this Policy is available in the Program office.

The program's Faculty Advisors for Grievances can help students decide whether they wish to seek an informal or formal resolution of a grievance.

The Faculty Advisors for Grievances are Keith Maillard and Linda Svendsen.

Academic Discipline

The President of the University has the right under the University Act (Section 58) to take whatever disciplinary action is deemed to be warranted by a student's misconduct. The specific provisions as to Offences, Penalties and Procedures which are set out on the following pages should not be construed as limiting the general authority of the President under the University Act.

Offences

Misconduct subject to penalty includes, but is not limited to, the following offences:

1. Plagiarism.

Plagiarism is a form of academic misconduct in which an individual submits or presents the work of another person as his or her own. Scholarship quite properly rests upon examining and referring to the thoughts and writing of others. However, when excerpts are used in paragraphs or essays, the author must be acknowledged through footnotes or other accepted practices.

Substantial plagiarism exists when there is no recognition given to the author for phrases, sentences, and ideas of the author incorporated in an essay.

Complete plagiarism exists when an entire essay is copied from an author, or composed by another person, and presented as original work. (Students in doubt as to what constitutes a case of plagiarism should consult their instructor.)

2. Submitting the same essay, presentation, or assignment for credit in more than one course, unless prior approval has been obtained.
3. Cheating on an examination or falsifying material subject to academic evaluation.
4. Impersonating a candidate at an examination or availing oneself of the results of such impersonation.
5. Submitting false records or information, in writing or orally, or failing to provide relevant or requested information, at the time of admission or readmission to the University.
6. Falsifying or submitting false documents, transcripts or other academic credentials.
7. Disrupting instructional activities, including making it difficult to proceed with scheduled lectures, seminars, etc., and with examinations and tests.
8. Damaging, removing, or making unauthorized use of University property, or the persona property of faculty, staff, or students; and assaulting individuals, including conduct which leads to the physical or emotional injury of faculty, staff, or students, or which threatens the physical or emotional well being of faculty, staff, or students.
9. Failing to comply with any penalty imposed for misconduct.

Penalties

The penalties that may be imposed, singly or in combination, for any of the listed offences may include, but are not limited to, the following:

1. A failing grade or mark of zero in the course, examination, or assignment in which the academic misconduct occurred.
2. Suspension from the University for a specified period of time, or indefinitely.

3. Reprimand, with letter placed in student's file.
4. Restitution in the case of damage to, or removal or unauthorized use of, property.
5. A notation on the student's permanent record of the penalty imposed.

WARNING:

1. The penalty for substantial or complete plagiarism, or for cheating, is suspension from the University.
2. The laying of charges under federal or provincial legislation, or the commencement of civil proceedings, does not preclude disciplinary measures being taken by the University.

Procedures

Section 58 of the University Act gives the President of the University the power to suspend students and to deal summarily with any matter of student discipline through the President's Advisory Committee on Student Discipline. An alleged instance of student misconduct deemed serious enough for action by the President shall be referred to this Committee. After an investigation and a hearing at which the student is invited to appear, the Committee reports to the President. The student then has the opportunity to meet with the President, if he or she wishes, before the President arrives at a decision.

A student suspected or apprehended in the commission of an offence shall be notified within a reasonable period of time of intention to report the alleged offence to the department head, dean, or other appropriate person, before the alleged offence is reported to the President.

Appeals

A student has the right to appeal against the decision of the President to the Senate Committee on Student Appeals on Academic Discipline.