



Carleton University acknowledges and respects the Algonquin people, traditional custodian of the land on which the Carleton University campus is situated.

**Carleton University Senate
Meeting of June 19, 2026 at 2:00 pm
Pigiarvik 608 + Zoom Videoconference**

AGENDA

Closed Session

- 1. Welcome & Approval of Agenda**
- 2. Minutes (Closed): May 29, 2026**
- 3. Report of the Senate Honorary Degrees Committee**
- 4. Other Confidential Business**

Open Session:

- 1. Approval of Agenda**
- 2. Minutes (Open):** May 29, 2026
- 3. Matters Arising**
- 4. Chair's Remarks**
- 5. Question Period**
- 6. Administration (Clerk)**
- 7. Reports:**
 - a. SCCASP (D. Mendeloff)
 - b. SQAPC (D. Hornsby)
 - c. SAGC (R. Dansereau)
- 8. Report from Ad Hoc Committee on the Academic Integrity Policy**
- 9. Report from Ad Hoc Committee on Petitions & Appeals**
- 10. Carleton Towards 100 (R. Colbourne)**
- 11. Reports for Information:**
 - a. Senate Executive Minutes
- 12. Other Business**
- 13. Adjournment**

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**Carleton University Senate
Meeting of May 29 2026 at 2:00 pm
PK608 + Videoconference**

**OPEN SESSION
MINUTES**

Present in Person: D. Amundsen, J. Armstrong, S. Blanchard, A. Bordeleau, A. Bowker, J. P. Corriveau, R. Dansereau (Clerk), M. DeRosa, J. Drake, S. Duncan, M. Francoli, R. Goubran, K. Graham, J. Greenberg, M. Heroux, D. Hornsby, A. Hurrelmann, N. Laporte, B. MacLeod, L. Madokoro, D. Mendeloff, L. N. Miller (acting for A. Butler) H. Nemiroff, A. Patrick, P. Rankin, C. Ruiz-Martin, B. Tackaberry, N. Tait, W. Tettey (Chair), D. Tutkishbayeva, S. Viel, G. Wainer, P. Wilson, W. Ye, F. M. Zamani

Present via Zoom: A. Abdou, J. Brunet, N. Bruni, S. Burges, J. Debanné, A. El-Roby, M. El Sayed, E. Gray, X. Haziza, G. Lacroix, G. Maracle, J. Mason, M. Papineau, M. Rooney, S. Sadaf, R. Tfaily, P. Williams

Regrets: M. Bahran, F. Brouard, I. Bumagin, J. C. Jimenez-Garcia, I. Knezevic, A. Masoumi, D. McNair, M. Mullally, R. Renfroe, M. Rivers-Moore, A. Shotwell, C. Trudel

Absent: M. Agha, I. Alma, A. Arya, T. Davidson, N. Giroux-Laplante, N. Hagigi, E. Harlan, S. Hawkins, G. Lachance, R. Miller, K. Nyediin Buoy, K. Patel, E. Peirce, M. Vatankhah

Recording Secretary: K. McKinley

1. Welcome and Call to Order

The meeting was called to order at 2:02 pm. The Chair welcomed the following new student leaders to Senate:

- CASG President Aidan Patrick
- CUSA President Maxwell Heroux
- GSA President Diana Tutkishbayeva
- GSA Vice-President Academic Fatemeh Mohammad Zamani

The Chair next acknowledged the passing of retired Philosophy Professor Randall Marlin, who joined Carleton in 1966. The Chair offered condolences to family members, friends, former colleagues and students.

After a quick review of procedures, the Chair called for a motion to move into Closed Session to approve the Spring 2026 graduates.

It was **MOVED** (G. Wainer, J. Greenberg) that Senate move into the Closed Session of the meeting.

The motion **PASSED**.

(Minutes for the Closed Session of the meeting are in a separate document.)

Minutes after Open Session resumed:

Approval of Open Agenda:

The Chair requested that Item 9 (Carleton Towards 100) be removed from the agenda as this item has been postponed to the June 19th Senate meeting.

It was **MOVED** (L. Madokoro, D. Mendeloff) that Senate approve the open agenda for the meeting of Senate on May 29, 2026, as amended.

The motion **PASSED**.

2. Minutes: April 24, 2026 (open session)

A Senator noted one error in the attendance record to be corrected.

It was **MOVED** (M. Francoli, B. Tackaberry) that Senate approve the minutes of the open session of the Senate meeting on April 24, 2026, as amended.

The motion **PASSED**.

3. Matters Arising

There were none.

4. Chair's Remarks

The Chair noted the following research achievements within the Carleton community:

- Professor Ahmed Abdulla, from the Department of Mechanical and Aerospace Engineering, has been named Canada's 2026 National champion by the Frontiers Planet Prize. This is the world's largest science competition on planetary health, involving over 700 universities and research institutions worldwide. Professor Abdulla's research focuses on direct air capture, a carbon-capture technology designed to address climate change.
- Carleton researcher Thomas Russell has been announced as Carleton's newest Canada Research Chair in Next-Gen Economics. His innovative research focuses on developing advanced economic models that require only limited computing power.
- Allyson Brady and Banu Ormeci have been awarded over \$900,000 from Natural Sciences and Engineering Research Council of Canada and Environment and Climate Change Canada, for their research into plastic science.
- Professor Halim Yanikomeroglu has received the 2026 IEEE Canada R.A. Fessenden Award, for his pioneering research into 4G/5G/6G telecommunications and radio engineering. This prestigious award recognizes a Canadian engineer whose work is shaping the future of wireless communications on a global scale.
- \$1.8M has been awarded by the Carnegie Corporation of New York to Carleton researchers Samuel Ojo Oloruntoba from the Institute of African Studies, and James Milner from the Faculty of Public & Global Affairs, to support their efforts promoting peace and cooperation in border areas and refugee communities across Africa.

The Chair next shared that the Black Entrepreneurship Knowledge Hub (BEKH) has received renewed federal support through 2028. BEKH 2.0 will deepen national research, strengthen and expand partnerships, and advance practical solutions that help Black businesses scale and thrive.

Also on the topic of supporting the Black community, the Chair noted that Carleton along with the University of Ottawa, recently co-hosted the 3rd Inter-Institutional Forum of the Scarborough Charter on May 14 and 15. The forum, held every two years, provides an important platform for dialogue, knowledge-sharing, and collective reflection on progress in addressing anti-Black racism and advancing Black inclusion in Canadian higher education. Co-hosting this event reflects Carleton's leadership role in advancing the Charter's objectives and our ongoing commitment to equity, diversity, and inclusion in

both Carleton's academic mission and institutional practices.

There were no questions or follow-up comments from Senators on these remarks.

5. Question Period

Three questions from two Senators were submitted in advance.

Question from Senator Gabriel Wainer:

The current deferred exam period has once again exposed critical flaws in the self-declaration process. We are seeing a significant surge in deferral requests, with some Engineering courses exceeding 50 deferred students, resulting in an unsustainable work overload for faculty and staff.

According to a recent Registrar's Office report to Senate, deferral cases have risen from 1,000 during the pandemic to 3,000 in the most recent period. There are growing concerns that the system is being exploited to move exams to sessions managed solely by proctors, where the absence of the presiding professor increases the risk of academic misconduct.

In light of this, I would like to know:

- Why are deferrals three times higher now than during the pandemic, and what immediate measures are being currently taken to prevent the misuse of the self-declaration form?
- What happened to the original motion to Senate that included investigation of the root causes of deferral requests and follow up on potential misuse of the form? What is the strategy to ensure this exploitation and to reduce the current burden on faculty and staff?

Response from VPSE Blanchard: This is a topic of concern across the sector, and not just at Carleton. The increased number of deferrals since the pandemic can be partially explained by the fact that during the pandemic compassionate grading options reduced the need and demand for formal exam deferrals. Also, post-pandemic there have been fewer online exams, more assessments as a result of AI, and an increase in general anxiety of students. These factors all have contributed to a larger number of deferrals.

There is no single solution to this issue, and resolving it will take time.

Carleton is taking the following steps to address this issue:

- *Meeting with students who have requested several deferrals to determine if there are underlying issues, thereby looking at the root cause of these requests.*
- *Updating calendar language to make rules clearer*
- *Meeting with Associate Deans regarding statistics and how to mitigate cases*
- *Scheduling examination spots on evenings and weekends*
- *Implementing an annual survey to track numbers*
- *Implementing a \$75 no-show fee for deferred exams*

- *Creating a Faculty Advising Group to improve efficacy of processes*

The VPSE clarified in response to a follow-up question that medical documentation is no longer required for deferred final exams; the self-declaration form is now used instead. She also confirmed that distance deferrals are allowed for in-person courses when warranted, and that this is not a new option.

The discussion concluded with Senator Wainer reiterating his concern that the current process is flawed, and that it puts an extra burden of work on faculty members who need to accommodate these deferrals.

The Chair thanked all for the rich discussion and suggested that it may be helpful to bring the matter to the attention of the Dean of FED since it appears to be related to Faculty level processes and procedures, and requested that the Provost follow up with the Dean.

Questions from Senator Jody Mason:

- We have been discussing Schools and Institutes at Senate. There is no definition for these bodies, or for Departments, in the University Act (though other key terms are defined). Would it not be helpful to have these terms defined? How are Senators to distinguish their meanings? Are they identical?

Response from Provost Rankin: The nomenclature for academic units can be confusing and terms have evolved in their use and definition over time. In previous years, “Institute” has been used to describe organizational structures that group interdisciplinary programs that do not fit within the confines of a traditional department. The term “School” as in the School for Studies in Art & Culture, was used for a structure that traditionally housed several programs in multiple subject areas. Over the years, these terms have taken on other meanings. For example, Carleton’s business Faculty is called a school (Spratt School of Business), and there sometimes we use the term “institute” to describe entities devoted solely to research activities.

Because our governing documents do not include definitions of these terms, the University Secretary and Chief Governance Officer, Amanda Goth, has agreed to review Carleton’s past and current practice, and will perform a benchmarking study of the use of these terms across the university sector. A report will be provided to Senators in the fall, along with a suggested path forward.

- Many program reviews that go the SQAPC mention how increasing budget constraints lead to pedagogical issues (i.e., units are reporting resource problems and documenting how they impact curriculum). Senate has no power to do anything about this. Are these budgetary concerns reported to the Board of Governors? Are members of the Board of Governors made aware of the pedagogical repercussions of their budget decisions?

Response from Provost Rankin: Two Board members sit on Senate and, likewise, there are two seats for Senators on the Board. Therefore, any perceived issues related to academic changes can easily be communicated to the full Board. The Board also receives an annual report on changes to academic programs and has an opportunity to discuss the impacts of such changes at that time.

6. Administration (Clerk)

a. Membership Ratification

The Clerk presented a revised memo to ratify four faculty members and one graduate student for terms on Senate to begin on July 1, 2026. He noted that the memo had been updated to remove Tim Haats, who is no longer available to serve on Senate next year, and to add the newly elected graduate student.

Faculty Member Representatives 5

- John Anderson – FASS
- Frenand Leger – FASS
- Shoeleh Shams – FED
- Sarah Todd – FPGA (Faculty Board Secretary)

Graduate Student Representative

- Rezda Rezal - FPGA

It was **MOVED** (R. Dansereau, A. Bowker) that Senate ratify the following Senate appointments, for service beginning July 1, 2026.

The motion **PASSED**.

b. Senate Meeting Date Change – April 2027

The Clerk informed Senate of a change in the date of the Senate meeting from April 30, 2027 to April 23, 2027, to allow Senators to review and endorse the new Strategic Plan before it is sent to the Board for final approval. There was no motion for Senate.

7. Reports:

a. Senate Committee on Curriculum Admission and Studies Policy (SCCASP)

Committee Chair David Mendeloff presented two items for Senate approval and one item for information. Senators requested that these motions be presented separately, instead of combined into the omnibus that was included in the memo.

It was **MOVED** (D. Mendeloff, D. Hornsby) that Senate approve the revisions to

Regulations R-UG-4.3 Deferred Final Examinations, effective for the 2026/27 Undergraduate Calendar, as presented.

The committee chair noted that two sections of the undergraduate calendar were revised to clarify the assignment of grades in cases of missed deferred final examinations, and to clarify the circumstances under which a student may be granted a deferral following early departure from a final examination.

A Senator asked why the paragraph at the end of section 4.3.2 in the calendar regarding access to course materials was deleted. In response, a representative from the Registrar's Office noted that this is consistent with the implementation of a new approach to gradually remove advice from the calendar and include only the regulations.

In response to another question, the VP Students & Enrolment noted that an ongoing medical condition on its own is not automatically grounds for a deferral, as it is expected that these chronic conditions are being managed. The deferral request must relate to something specific occurring on the day in question.

The motion **PASSED**.

It was **MOVED** (D. Mendeloff, J. Greenberg) that Senate approve the revisions to Regulations R-GR-7 Registration and Course Selection effective for the 2026/27 Graduate Calendar as presented.

Section 7.9 was updated to specify that part-time graduate students will now be limited to registering in fewer than 1.0 credit per term. The change was prompted in part by the introduction of a new per-course tuition framework.

A Senator asked for the rationale for this change and for comparison data from other universities. The Chair recognized Vice-Provost Nadeem Siddiqi, who responded that the change was motivated by the new course-based tuition framework, and that for most students the difference would translate to one course per term. A benchmarking study was completed and demonstrated that for the university sector, 1.0 is the normal cut-off for full-time/part-time designation, although universities varied on which side students with exactly 1.0 credits fall.

For students, the advantage of a full-time designation is greater access to OSAP funding, but also results in an increase in ancillary fees of between \$50 and \$200 per term.

Vice-Provost Siddiqi also noted that for many 4.0 credit programs, students had been able to declare as part time even while moving through the program full time. The adjustment will allow for more accurate reporting of those programs.

In response to another question, Vice-Provost Siddiqi noted that specific tuition (per course) varies by program, not by Faculty.

The motion **PASSED**.

Item for Information: Minor modifications

There was no discussion of this item.

b. Senate Quality Assurance and Planning Committee (SQAPC)

Committee Chair David Hornsby presented one new program, 10 major modifications and 2 cyclical program reviews for Senate approval. The major modification included two program closures that were presented separately. The other eight major modifications were combined into an Omnibus motion for efficiency.

New Program: Bachelor of Entrepreneurship (B.Ent)

This is a full-cost recovery undergraduate program for the Sprott School of Business focusing on small and medium-sized enterprises.

It was **MOVED** (H. Nemiroff, J. Greenberg) that Senate approve the proposed Bachelor of Entrepreneurship program as presented, to commence in Fall 2027.

Program Closures:

Post-Baccalaureate Diploma in Economics

It was **MOVED** (D. Mendeloff, M. Francoli) that Senate approve the closure of the Post-Baccalaureate Diploma as presented with effect from Fall 2027.

The motion **PASSED**.

MA-MBA

It was **MOVED** (D. Mendeloff, L. Madokoro) that Senate approve the closure of the MA-MBA presented with effect from Fall 2026.

The motion **PASSED**.

Major Modifications (omnibus motion)

It was **MOVED** (D. Mendeloff, K. Graham) that Senate approve the major modifications as presented.

The motion **PASSED**.

Individual motions from the Omnibus:

- THAT Senate approve the major modification to the Master of Accounting program as presented with effect from Fall 2026.
- THAT Senate approve the major modification to the undergraduate programs in Law with a concentration in Business Law as presented with effect from Fall 2027.
- THAT Senate approve the major modification to the undergraduate programs in Political Science as presented with effect from Fall 2027.
- THAT Senate approve the deletion of the BGIInS specialization and stream in Latin American and Caribbean Studies as presented with effect from Fall 2027.
- THAT Senate approve the major modification to the BGIInS program as presented with effect from Fall 2027.
- THAT Senate approve the major modification to the BPAPM programs as presented with effect from Fall 2027.
- THAT Senate approve the major modification to the BEng programs in Sustainable and Renewable Energy Engineering as presented with effect from Fall 2027.
- THAT Senate approve the change in governance for the collaborative specialization in Latin American and Caribbean Studies as presented with effect from Fall 2026.

Cyclical Program Reviews

It was **MOVED** (D. Mendeloff, A. Bowker) that Senate approve the Final Assessment Reports and Executive Summaries arising from the Cyclical Reviews of the programs.

Individual Motions from the Omnibus:

- THAT Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the graduate and undergraduate programs in Anthropology.
- THAT Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the graduate and undergraduate programs in Law and Legal Studies.

c. Senate Academic Governance Committee (SAGC)

Committee Chair Richard Dansereau presented a memo to ratify 29 nominees for 8 Senate committees, for service beginning July 1, 2026.

- 1) Senate Committee on Curriculum Admissions and Studies Policy

- Mohammed Mirza (GR Student member)
- 2) Senate Quality Assurance and Planning Committee
 - John Anderson (FASS Faculty member)
 - Jeffrey Erochko (FED Faculty member)
 - Siva Sivathayalan (FED Faculty member)
 - Vandna Bhatia (FPGA Faculty member)
 - Madhav Sewpal (UG Student member)
 - 3) Senate Academic Governance Committee
 - Kevin Graham (Science Faculty member)
 - Victoria Andrews (GR student member)
 - 4) Senate Student Awards Committee
 - Rodney Nelson (Sprott Faculty member)
 - Jacky Chan (UG Student member)
 - Oluwadamilola Omotuyi (GR Student member)
 - 5) Senate Honorary Degrees Committee
 - Nduka Otiono (FASS Faculty member)
 - Shani Pupco (Sprott Faculty member)
 - Jose Galdo (FPGA Faculty member)
 - Seyda Ipek (Science Faculty member)
 - Nazanin Habibpourkouchaki (GR Student member)
 - 6) Senate Academic Integrity Appeals Committee
 - Bob Burk (Science Faculty member)
 - Jean Daudelin (FPGA Faculty member)
 - Rob Langlois (FED Faculty member) Chair
 - Rebecca Kempe (GR student member)
 - Elham Rezazadeh (GR student member)
 - Adrian Ponce (UG student member)
 - 7) Graduate Student Appeals Committee
 - Jeffrey Erochko (FED Faculty member)
 - Guncha Annayeva (GR Student member)
 - 8) Senate Review Committee
 - Gabriel Wainer (FED) Chair
 - Julie Murray (FASS Faculty member)
 - Jeremy Laliberte (FED Faculty member)
 - Chimaobi Amadi (GR Student member)
 - Nya Lual (GR Student member)

It was **MOVED** (R. Dansereau, S. Viel) that Senate ratify the nominees for Senate committees, as presented, for service beginning July 1, 2026.

The motion **PASSED**.

8. Operating Budget Report (Provost)

University Provost and Vice-President (Academic) L. Pauline Rankin provided highlights from the consolidated 2026-27 Operating and Ancillary budget, which was approved by the Board of Governors in April. She noted that although the university is still in a deficit, there are reasons to be more optimistic about Carleton's financial situation moving forward.

The Provost began by reviewing positive changes to the funding model that were announced by the Ministry in February:

- \$27M of increased provincial grant funding for 2026-27, including:
 - Adjustments to weighted grant units (per student funding)
 - Increases in program weights across select STEM and health science programs
 - Expansion in enrolment funding for STEM health care and trades programs; Carleton will submit a proposal to receive increased funding spaces for growth in Nursing and Engineering programs
- Modest increases to the domestic tuition framework of 2%, and a previously approved 5% increase in tuition for non-Ontario residents, and up to 7.5% increase for select programs (MBA, B. Commerce and BIB). The Provost reminded Senators that while these increases are welcome, they do not close the gap created by 7 years of cuts and freezes.

For the 2026-27 budget, the combined deficit will be approximately \$32M, with projected revenues at \$614M and expenditures projected to total \$646. The Provost noted that the university has little control over many of these numbers, as 78% of revenue is tied to enrolment levels and provincial policy decisions.

Ancillaries are reporting a small deficit due to capital reinvestments, with healthy operating margins. The Provost reminded Senators that ancillaries do not receive subsidies from the operating fund; they must fund their own operating costs and are important to the university because they contribute to the Operating Budget.

Provost Rankin explained that specific planned investments for 2026-27 are targeted to:

- Re-establish international enrolment and global presence
- Modernize planning and operations, including support for implementing a new budget model
- Protect and strengthen the student experience, and
- Pursue strategic workforce planning.

The Provost noted that a comparison of Ontario universities shows that although financial pressures remain, several universities have moved out of their previous deficit position, which is a positive indication for the sector.

Looking forward, enrolment for 2026-27 is trending well and if Carleton can maintain its current aggressive trend, it is projected that enrolment could recover and exceed 2020/21 levels by 2030. Continuing with aggressive enrolment growth will be key to improving our financial outlook.

Key takeaways:

- The university will continue to make targeted investments to support enrolment recovery.
- The university will strengthen financial stewardship through a new budget model and strengthened financial controls.
- The university will use reserves in a careful and time-limited manner to support stability during transition.
- The university will sequence actions deliberately to align with institutional capacity and minimize risk.

The Provost added that a budget webinar will be scheduled within the next 2 weeks, and will contain more fulsome information on budget numbers.

There were no questions from Senators. The Chair thanked the Provost for the informative presentation.

9. Reports for Information:

- a. Senate Executive Minutes (April 24, 2026)
- b. COU Academic Colleague Report

A Senator asked why the Senate Executive Committee minutes do not include the list of questions for Senate Question Period that were deemed out of scope by the committee. In response it was noted that the committee agreed that it may not always be appropriate to share all of the questions submitted, and that the decision on how to minute this item was made collectively by the committee. This collegial approach by the committee does not undermine the new process for reviewing questions.

10. Other Business

None was identified.

11. Adjournment

The meeting was adjourned (S. Blanchard, D. Hornsby) at 3:50 pm.

Question Period Submission for June 19, 2026

Question from Senator Laura Madokoro:

At the last meeting of Senate (May 29) we had a robust discussion about deferred exams. Important measures have been undertaken to ensure that the deferred exams are used for their intended purposes. In the process, however, certain student groups are being made to bear the burden of abuses by others. For instance, the revised policy states that "Minor illnesses and ongoing chronic illnesses under medical management will not be considered valid grounds for granting a deferred final examination." While the discussion at Senate emphasized that students with chronic illnesses are expected to be able to manage these illnesses, this particular framing does not account for those instances when students are not able to manage those illnesses despite their best intentions. Could this policy please be reviewed and revised to fully account for the particular needs of students with chronic illnesses and to ensure that one student group is not being penalized in efforts to deter abuses of the deferred examination system?

Senate Membership Ratifications

June 19, 2026

MOTION: That Senate ratify the following Senate appointments, for service beginning July 1, 2026.

Faculty Member Representatives (acclaimed)

- David Mendeloff - FPGA

Student Member Representatives (acclaimed)

- Nishtha Hurrydass – UG - FASS

MEMORANDUM

The Senate Committee on Curriculum, Admission and Studies Policy (SCCASP)

To: Senate
From: David Mendeloff, Chair of SCCASP
Date: June 16, 2026
Subject: Minor Modifications for Information

Items for Information:

1. Minor Modifications: Nursing B.Sc.N Honours with RN Prescribing

SCCASP reviewed and approved a number of late minor modifications to the Bachelor of Science Honours in Nursing for the 2026-27 calendar. SCCASP ensured that the request conformed to the Senate Policy on Late Calendar Changes and satisfied the criteria for proceeding with a late calendar change. This included the impact on students of delay, the need to address accreditation requirements in a timely manner, and the operational impact of a delay. The Registrar's office confirmed their ability to implement the changes. Details are included for Senate's review in the following attachment:

- NURS_SCCASP_260529

2. Collateral changes

Attached for Senate's review is a list of recent collateral changes to the 2026-27 calendar. Collateral changes are those that follow from regulation, program or course modifications that have already been approved by Senate.

- UG_2627_Collateral_03June2026



DATE: June 11, 2026

TO: Senate

FROM: Dr. David J. Hornsby, Vice-Provost (Academic and Global Learning), and Chair, Senate Quality Assurance and Planning Committee

RE: Calendar Curriculum Proposals
Major Modifications

Background

Following Faculty Board approval, as part of academic quality assurance, major curriculum modifications are considered by the Senate Quality Assurance and Planning Committee (SQAPC) before being recommended to Senate. Major curriculum modifications are also considered by the Senate Committee on Curriculum, Admissions and Studies Policy (SCCASP).

Library Reports (as required)

In electronic communication members of the Library staff, upon review of the proposals, confirmed no additional resources were required for the major modifications included below.

Documentation

Recommended calendar language, along with supplemental documentation as appropriate, are provided for consideration and approval.

Omnibus Motion

In order to expedite business with the multiple changes that are subject to Senate approval at this meeting, an omnibus motion will be moved and include all items below. Senators may wish to identify any of the major modifications that they feel warrant individual discussion that will then not be covered by the omnibus motion. Independent motions as set out below will nonetheless be written into the Senate minutes for those major modifications that Senators agree can be covered by the omnibus motion.

THAT Senate approve the major modifications as presented below.

1. BSc Undeclared

SCCASP approval: May 19, 2026

SQAPC approval: May 28, 2026

Senate Motion June 19, 2026

THAT Senate approve the major modification to the BSc Undeclared program as presented with effect from Fall 2027.

2. MA Communication

SCCASP approval: June 2, 2026

SQAPC approval: June 11, 2026

Senate Motion June 19, 2026

THAT Senate approve the major modification and name change to the MA programs in Communication as presented with effect from Fall 2027.

3. MA European, Russian and Eurasian Studies

SCCASP approval: June 2, 2026

SQAPC approval: June 11, 2026

Senate Motion June 19, 2026

THAT Senate approve the major modification to the MA programs in European, Russian, and Eurasian Studies as presented with effect from Fall 2027.



DATE: June 11, 2026

TO: Senate

FROM: Dr. David J. Hornsby, Vice-Provost (Academic and Global Learning), and Chair,
Senate Quality Assurance and Planning Committee

RE: Final Assessment Report and Executive Summary: Graduate Programs in International Affairs

The purpose of this memorandum is to request that Senate approve the Final Assessment Report and Executive Summary arising from cyclical program review of the graduate programs in International Affairs.

The request to Senate is based on the recommendation from the Senate Quality Assurance and Planning Committee (SQAPC), which passed the following motion at its meeting of June 11, 2026:

THAT SQAPC recommends to Senate the approval of the Final Assessment Report and Executive Summary arising from the Cyclical Program Review of the graduate programs in International Affairs.

The Final Assessment Report and Executive Summary is provided pursuant to article 5.4.1. of the provincial Quality Assurance Framework and article 7.2.24 of Carleton's Institutional Quality Assurance Process (IQAP). Article 7.2.24.3 of Carleton's IQAP (passed by Senate in November 2021 and ratified by the Ontario Universities Council on Quality Assurance in April 2022) stipulates that, in approving Final Assessment Report and Executive Summary 'the role of SQAPC and Senate is to ensure that due process has been followed and that the conclusions and recommendations contained in the Final Assessment Report and Executive Summary are reasonable in terms of the documentation on which they are based.'

In making their recommendations to Senate and fulfilling their responsibilities under the IQAP, members of SQAPC were provided with all the appendices listed on page 2 of the Final Assessment Report and Executive Summary. These appendices constitute the basis for reviewing the process that was followed and assessing the appropriateness of the outcomes.

These appendices are not therefore included with the documentation for Senate. They can, however, be made available to Senators should they so wish.

Any major modifications described in the Implementation Plans, contained within the Final Assessment Reports, are subject to approval by the Senate Committee on Curriculum, Admission, and Studies Policy, the Senate Quality Assurance and Planning Committee (SQAPC) and Senate as outlined in articles 7.4.1 and 5.1 of Carleton's IQAP.

Once approved by Senate, the Final Assessment Report, Executive Summary and Implementation Plan will be forwarded to the Ontario Universities' Council on Quality Assurance and reported to Carleton's Board of Governors for information. The Executive Summary and Implementation Plan

will be posted on the website of Carleton University's Office of Academic Programs and Strategic Initiatives, as required by the provincial Quality Assurance Framework and Carleton's IQAP.

Senate Motion: June 19, 2026

THAT Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Program Review of the graduate Programs in International Affairs.

MEMORANDUM

From: Senate Academic Governance Committee
To: Senate
Date: June 19, 2026
Subject: Senate committee ratifications

MOTION: That Senate ratify the nominees for Senate committees, as presented, for service beginning July 1, 2026

- 1) Senate Quality Assurance and Planning Committee
 - David Amundsen (Science Faculty member)
- 2) Senate Academic Governance Committee
 - Rodney Nelson (Faculty member)
- 3) Senate Review Committee
 - Farah Hosseinian (Science Faculty member)

Notes on the Proposed Revised Academic Integrity Policy (June 2026)

Background

The Ad Hoc Committee was created by Senate almost 2 years ago and began its meetings in November 2024 after Senate ratified the members of the Committee. In addition to a mandate to change the policy to address the removal of the Faculty of Graduate Studies and Postdoctoral Affairs, to include AI related issues in the policy and to make any other changes that the committee felt necessary. While the Policy has been edited a number of times since it was first written over 20 years ago we undertook a careful review to address the many minor ambiguities, inconsistencies and issues that have arisen over the years. In total we met on 20 occasions.

We have consulted broadly - including the undergraduate and graduate student governments, the RO, Grad studies and the committee includes broad representation from across the University including Ombuds Services.

Also note that there continue to be a number of issues that are dealt with in the Policy by relying on the reasonable implementation of the Policy by the Deans and the oversight provided by the appeals processes. In these areas the wide range of situations that must be covered by the Policy are too varied and broad to allow for meaningful and all encompassing statements in the Policy.

Highlights of the proposed changes

1. A **new Senate Academic Integrity Committee** - formalizes a group that has been meeting on an ad hoc basis in one form or another and gives them responsibility for managing the policy and petitions.
2. **Automatic consideration of dismissal of most Academic Integrity cases that are older than 8 months**
3. References to **Artificial Intelligence** have been added
4. Procedures for cases related to **graduate courses, graduate theses** or to other graduate level violations not associated with a course have been added,
5. **Three new student petitions** are formalized and clearly described: petition due to unreasonable delay, a petition to rescind an expulsion from the university, and a petition to remove a transcript notation.
6. The records retention aspects have been brought into compliance with FIPPA and other University Policies.
7. Exceptions for **Accredited Professional Programs** are formally recognized in the policy.
8. The policy has been **restructured and clarified** bringing it into alignment with current practices and expectations.

A more detailed list summarizing the changes can be found at the end of the document.

Additionally, it is important to emphasize that this policy is NOT about deciding and communicating pedagogical expectations such as what an acceptable use of AI might be in a

specific class. These concerns are justified but were not within the TOR for the committee and probably not within the authority of Senate to dictate as they inevitably become related to employment issues and claims of academic freedom.

In responding to issues related to the large numbers of cases we need to understand several issues. For example, are there lingering issues in the way students respond to academic requirements that arose from the Covid-19 pandemic and its impact on both high school and university teaching. Further we need to understand why it is that some classes generate so many cases and others in essentially the same area of study generate few or none. The volume of cases is not in itself wrong but what causes some classes to stand well out from the rest is important background information that the Committee did not have the mandate or the resources to address.

The Ad Hoc Committee's mandate will have been fulfilled when we present to Senate and, for this and a number of other reasons, it will not be possible to refer the document back to the current Ad Hoc Committee.

Summary of Proposed Changes

Overall changes:

1. The Senate Student Academic Integrity Appeals Committee Terms of Reference (TOR) has been removed from the policy and is a stand-alone document. This allows edits and updates to be made to the TOR without opening the policy and is consistent with recent efforts of SAGC.
2. A new numbering system for paragraphs within the major sections of the policy has been added, and Roman numerals that were used for major sections have been replaced with Arabic numerals. This change makes it easier to identify and cite specific sections within the policy.
3. The policy references the creation of **a new Senate Academic Integrity Committee**. This committee will consist of representatives that have experience with academic integrity issues from all Faculties, and it will have new delegated authority from Senate. Moving forward, it will also be the committee responsible for bringing revisions to the Academic Integrity Policy to Senate. (See the committee's Terms of Reference for more information.) While this Committee is new the core members of the Committee have been meeting regularly but informally to discuss Academic integrity Issues for several decades.
4. To prevent backlogs, there will be **an automatic dismissal of most Academic Integrity cases that are older than 8 months** three times per year by the Senate Academic Integrity Committee. (Section 8.6.4)
5. We have **clarified several ways in which students can petition** regarding unreasonable delays, and the removal of notations, and expulsions.

Changes to individual sections:

Section 1 - Introduction:

- Some minor editorial changes were made to this section.

Section 2 - Scope

- First paragraph was moved into the introduction section as 1.5 (better fit)
- Second-last paragraph was removed as it relates to a different policy

Section 3 - Principles

- Minor edits have been made to streamline section.

Section 4 - Definitions

- Some obvious terms have been deleted (Dean, Committee, Faculty, Meeting, Misconduct, Provost).
- Some definitions have been edited for clarity (Allegation, Evidentiary Record) while others have been streamlined (Senate Executive, Senate Student Academic Appeals Committee, University Registrar's Office).
- The new Senate Academic Integrity Committee has been added.

Section 5 - Rights & Responsibilities

- Text in this section has been re-ordered and edited to be more concise.
- 5.4 – New sentence clarifying delegation of responsibility has been added.

Section 6 – Academic Integrity Standards

- 6.2 has been added as a general statement on academic integrity standards, pulled from sentences from several other sections in the earlier policy.
- 6.3 - Violations have been placed in alphabetical order. Some have been renamed for clarity (Unauthorized Cooperation or Collaboration, Violation of Test or Examination Procedures).
- Disruption of Classroom has been omitted as this is not an academic integrity offence.
- **References to Artificial Intelligence have been added** to the section on Plagiarism (6.3.7.1, 6.3.7.3) and Violation of Test or Examination Procedures (6.3.10), which also includes reference to “devices.”
- Various edits have been made to increase clarity of language.

Section 7 - Sanctions

- The Sanctions section now precedes the Procedures section, to create a more logical sequence in the Policy.
- The paragraph listing factors that may impact a sanction has been moved into the section on Procedures.
- Sanctions imposed by Dean – an extra provision has been added to allow a suspension to begin in the current term if the decision is issued prior to the deadline for withdrawal with full fee adjustment.
- Sanctions imposed by Provost – some text has been re-ordered for clarity.
- Sanctions imposed by Senate Executive – a note has been added acknowledging the delegation of authority from Senate to Senate Executive

Section 8 – Procedures

- Language in this section has been revised throughout to **significantly improve clarity**.
- **Procedures for cases related to a graduate thesis or to violations not associated with a course have been added**, and references to FGPA have been omitted.
- 8.4.2 – A time limit has been specified for when the letter of allegation is to be provided to the student by the Dean.
- 8.5 Decision of Faculty Dean – this section has been expanded to include:
 - 8.5.2 – Procedures if Dean determines that further investigation is required (moved from Notification of Decision)
 - 8.5.3 – Procedures for Consideration of Prior Violations
 - 8.5.4 – Listing of factors to consider in determining the sanction (moved from Sanction section of previous version of policy)
- 8.6 – Notification of Decision
 - 8.6.1.2 – new section added outlining procedures if it has been determined that violation of Policy has not occurred.
 - Section 8.6.4 was added to create an automatic dismissal of cases that have not been dealt with in a timely manner.

- Final paragraph on records was omitted from this section (the content is included in Section 12 – Records)

Section 9 – Transcript Notations

- No substantive changes were made to this section.

Section 10 – **Petitions (NEW)**

- This material has been completely reworked.
 - A new **petition due to unreasonable delay has been included.**
 - The section also includes a **petition to rescind an expulsion** from the university, in addition to the original discussion of **petitions to remove a transcript notation.** The process has been clarified.
 - All three types of petitions will be decided by the new Senate Academic Integrity Committee.
- #### Section 11 – Appeal of Sanction
- Edits include re-ordering of sections and revisions for clarity.
 - 11.1.6 and 11.3.1 – clarification of the option to request an interview with student
 - References to specific online forms or websites used when submitting an appeal have been replaced by more general language.

Section 12 – Records

- **This section has been rewritten for compliance with FIPPA, other University Policies** and provides a more comprehensive discussion of Records, including what is included in each type of record, how they are created, used and maintained, and where the primary office of responsibility live. Retention protocols are also included here.

Section 13 - **Exceptions for Accredited Professional Programs (NEW)**

- This is a new section acknowledging existing and future exceptions to the policy that may apply for accredited professional programs.

Report to Senate – This requirement has been removed from the Policy; however, reporting to Senate annually remains in the Terms of Reference for the Senate Student Academic Integrity Appeals Committee (on Appeals) and has also been added to the proposed Terms of Reference for the Senate Academic Integrity Committee (on General Academic Integrity Issues).



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| Policy Name: | Academic Integrity Policy |
| Originating/Responsible Department: | Vice-President (Students and Enrolment) |
| Approval Authority: | Senate |
| Date of Original Policy: | July 2006 |
| Last Updated: | June 2021 |
| Mandatory Revision Date: | June 2028 |
| Contact: | Clerk of Senate |

I INTRODUCTION

Carleton University is a community of scholars dedicated to teaching, learning and research. Academic integrity is the set of principles by which a community of scholars governs the pursuit of scholarly activity. The soundness and reliability of scholarly activity rests on a shared commitment to academic integrity based on principles of honesty, trust, respect, fairness, and responsibility.

Academic misconduct, in any form, is ultimately destructive to the values of the University. Conduct by any person that adversely affects academic integrity at Carleton University is a serious matter. The University requires, unequivocally, academic integrity from all of its members, including students. Misconduct in scholarly activity will not be tolerated.

Carleton University's Academic Integrity Policy ("the Policy") governs student academic integrity. The integrity of a student's academic work is critical to enabling student success and ensuring fairness and reliability in the awarding of grades and degrees. Students who violate the principles of academic integrity undermine the quality of their education and the value of a Carleton University degree.

Students are expected to familiarize themselves with this policy and to uphold the principles set out herein. It should further be noted that claiming ignorance of or confusion about the academic integrity standards as described in the Policy does not excuse a student from responsibility for violations of those standards

Carleton University is committed to providing appropriate supports to ensure, as far as possible, that all students, particularly those who may be less familiar with cultural norms in the Canadian university system, understand the norms and standards of academic integrity that the University expects them to uphold. Instructors, teaching assistants, and administrators have a responsibility to ensure that their application of the Academic Integrity Policy upholds our collective commitments to fairness, equity, and integrity.

II SCOPE

It is the goal of the University that, under the auspices of the Policy, everyone be treated in a fair, transparent, and consistent manner while upholding the principles of academic integrity.

The Academic Integrity Policy:

- describes those actions and behaviours which violate Carleton University's standards of academic integrity;
- defines the responsibilities of various offices and individuals in upholding the policy;
- specifies the procedures and processes to be followed when an allegation of violating these standards has been made against a student;
- specifies the sanctions that may be applied to a student who has been found to have violated these standards; and,

- describes the appeal and petition processes open to students who feel they have not been treated fairly under this policy.

This policy applies to all students (as defined by this Policy). Any student who violates the standards of academic integrity set out in this policy will be subject to appropriate sanctions.

The Carleton University Student Rights and Responsibilities Policy governs the non-academic behaviour of students, whereas this Policy governs academic misconduct. In some cases, a student's actions may involve both academic and non-academic issues. In such cases, the student may be subject to the procedures of either or both policies.

Students are reminded that sanctions imposed by the University for breach of this Policy do not prevent the imposition of civil or criminal law sanctions by the relevant authorities in appropriate circumstances.

III PRINCIPLES

Carleton University seeks to ensure that allegations of violations of this Policy are managed appropriately. The following principles serve as the foundation for this policy:

- Carleton University's expectations for students regarding academic integrity will be clearly communicated;
- allegations shall be handled in a fair and equitable manner adhering to principles of procedural fairness;
- students will be advised that they can seek assistance from Ombuds Services to guide them through the process and inform them of their options;
- investigative procedures shall be conducted in a timely and consistent manner;
- where appropriate, sanctions are to be educational and rehabilitative rather than punitive;

IV DEFINITIONS

Appeal refers to the process by which students may appeal a decision pursuant to this Policy.

Allegation refers to information sent to the Dean by an instructor or staff member relating to their concern that a student may have committed a violation of the Policy. For example, an instructor may send a student's assignment and pages taken from an article to the Dean's office for investigation because they think the student's paper has been plagiarised from that article.

Committee refers to the Senate Student Academic Integrity Appeals Committee.

Dean means the chief academic and administrative officer of a Faculty or an Associate Dean of the Faculty who has been designated by the Dean to manage the academic misconduct process.

Disciplinary Record means the record retained by the University in respect of a student who has committed a violation of the Policy. A disciplinary record is kept confidential. It is different from the academic transcript and includes only that information specific to the allegation and decision made pursuant to the Policy.

Evidentiary Records are those records that are created as a result of an allegation that a student has violated the Policy and includes records created for that purpose by instructors, Chairs, Directors and Deans.

Examination includes tests, quizzes, mid-term, final and deferred examinations.

Expulsion from the University means the permanent termination of all of a student's rights and privileges as a student at the University. Students will be withdrawn from all courses effective the date of the expulsion. Return to studies at the University following expulsion is possible only through a petition to Senate.

Faculty may mean:

- A major teaching division of the University divided into departments, schools or other units and headed by a Dean. (e.g. Faculty of Arts and Social Sciences).
- The academic teaching staff of the University.

Instructor means any individual employed by the University to teach.

Meeting refers to a scheduled discussion, held electronically or in person.

Misconduct refers to actions by a student that constitute a violation of the academic integrity standards defined in this policy.

Ombuds Services provides advice and guidance on matters of procedure related to the Policy.

Policy means the Academic Integrity Policy of Carleton University.

Provost refers to the Provost and Vice-President (Academic) who is the chief academic officer of the University.

Senate Executive is a Standing Committee of Senate appointed by Senate. Decisions relating to the rescission or suspension of degrees, diplomas, or certificates are submitted to this standing committee.

Senate Student Academic Integrity Appeals Committee is a Standing Committee of Senate appointed by Senate. Student appeal requests are submitted to the Senate Academic Appeals Committee through the University Registrar's Office.

Student, for the purposes of the Policy, means any person who at the time of the alleged violation of the Policy satisfied at least one of the following criteria:

- was admitted to a program, including an undergraduate or graduate degree, diploma or certificate program;
- was registered in a course;
- was registered in a non-credit course offered by the University; and/or
- was applying to obtain admission, readmission or registration in a program or a course if it is alleged the person violated the Policy in order to obtain admission, readmission or registration.

Suspension is a sanction under this Policy that removes a student's right to register in any courses, or to be awarded a degree, diploma or certificate for a specified period of time. The suspension referred to in this Policy is a sanction and should not be confused with suspension, as defined in the calendar, that is the result, in certain circumstances, of an academic evaluation.

University Registrar's Office refers to the Office that provides procedural advice to instructors, students, Faculties and University administrators with respect to case investigation and documentation in the administration of the appeals process in the Policy and maintains the disciplinary records on students who have violated academic integrity. The office is responsible for maintaining the academic records of all Carleton University students, past and present, undergraduate, graduate and special.

V RIGHTS AND RESPONSIBILITIES

The University upholds and will take reasonable steps to ensure that students are aware of their rights and responsibilities as members of the University community. The importance of confidentiality and privacy of each student's academic and disciplinary University record is recognized and will be protected in accordance with legislative and policy obligations.

Students can expect other members of the Carleton University community to demonstrate honesty and integrity in their teaching, research and administrative practices. Instructors, staff, and administrators hold a responsibility to support an environment that discourages violation of the standards of academic integrity and to assist students in completing their university degree successfully.

Ombuds Services is available to advise students of their rights and responsibilities under the Policy, and to advise them on the procedures to be followed. They may be invited by either the student or the Dean to the scheduled meetings with the Dean and/or hearings with the Senate Student Academic Integrity Appeals Committee pursuant to the Policy.

Students can expect fairness and equity in the assessment of their work.

Students are responsible for being aware of and demonstrating behaviour that is honest and ethical in their academic work (see www.carleton.ca/registrar).

Instructors at both the graduate and undergraduate level have the responsibility to provide clear guidelines concerning their specific expectations of academic integrity (e.g. rules of collaboration or citation) on all course outlines, assignment and examination material.

VI ACADEMIC INTEGRITY STANDARDS

Effective adherence to academic integrity requires that students understand the meaning of academic misconduct. The following list describes conduct that violates standards of academic integrity, which may lead to the imposition of sanctions pursuant to the Policy. It is important to note that this is neither a comprehensive nor exhaustive list.

1. Plagiarism

Plagiarism is presenting, whether intentionally or not, the ideas, expression of ideas, or work of others as one's own.

Plagiarism includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another's data or research findings without appropriate acknowledgement;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own; and
- failing to acknowledge sources through the use of proper citations when using another's work and/or failing to use quotations marks.

2. Co-operation or Collaboration

An important and valuable component of the learning process is the progress a student can make as a result of interacting with other students. In struggling together to master similar concepts and problems and in being exposed to each other's views and approaches, a group of students can enhance and speed up the learning process. Carleton University encourages students to benefit from these activities which will not generally be viewed as a violation of the Policy. With the exception of tests and examinations, instructors will not normally limit these interactions.

Students shall not co-operate or collaborate on academic work when the instructor has indicated that the work is to be completed on an individual basis. Failure to follow the instructor's directions in this regard is a violation of the standards of academic integrity. Unless otherwise indicated, students shall not co-operate or collaborate in the completion of a test or examination.

Group Work: There are many cases where students are expected or required to work in groups to complete a course requirement. Normally, students are not responsible for violations of this policy committed by other members of a group in which they participate.

3. Misrepresentation

Students shall not submit or present false assignments, research, credentials, or other documents or misrepresent material facts for any academic purpose. Examples of misrepresentation include but are not limited to:

- falsified research or lab results and data;
- falsified facts or references;
- falsified medical or compassionate certificates;
- falsified admission documents;
- falsified letters of support or other letters of reference;
- falsified academic records, transcripts, diplomas or other registrarial records;
- falsified dates or times of submission; and
- falsified scores or records of an examination result;

If a student repeats a course, the instructor may reserve the right to request new work from that student.

4. Impersonation

It is a violation of the standards of academic integrity to impersonate another person or enter into an arrangement with another to be impersonated by any means for the purposes of gaining academic advantage including in the taking of examinations, tests, or the carrying out of laboratory or other assignments.

5. Withholding

It is a violation of the standards of academic integrity to withhold records, transcripts or other academic documents to mislead or gain unfair academic advantage.

6. Obstruction and Interference

It is a violation of the standards of academic integrity to obstruct or otherwise interfere with the scholarly activities of another in order to gain unfair academic advantage. This includes but is not limited to interfering or tampering with data or files, with human or animal research subjects, with a written or other creation (e.g. a painting, sculpture, file), with a chemical used for research, with any other object or study or research device or with library, electronic or other materials intended for academic use.

7. Disruption of Classroom Activities, Periods of Instruction, or Examinations

Carleton University has a commitment to provide an appropriate environment for learning. It is a violation of the standards of academic integrity for a student registered in a class to disrupt the class or other period of instruction.

Normally disruption of activities outside of the classroom or outside of periods of instruction or by a student not registered in the class is dealt with under the Student Rights and Responsibilities Policy but in particular cases may be subject also to the Policy.

8. Improper Access

It is a violation of the standards of academic integrity to improperly obtain access to confidential information such as examinations or test questions or to gain undue academic advantage.

9. Improper Dissemination of Confidential Information

It is a violation of the standards of academic integrity to publish, disseminate, or otherwise make available to a third-party confidential information without prior consent. Confidential information includes but is not limited to academic information, data or documents (including draft documents) which are not otherwise publicly available and which have been gathered or held with reasonable expectation of confidentiality. This includes, for example, unpublished data or drafts of articles for publication. In particular, students are expected to follow the Carleton University Policies and Procedures for the Ethical Conduct of Research.

10. Unauthorized Dissemination

It is a violation of the standards of academic integrity to publish, disseminate, or otherwise make available to a third-party instructional material where the instructor has explicitly prohibited their dissemination.

11. Knowingly Assisting in the Violation of the Standards of Academic Integrity

To assist anyone in violating the standards of academic integrity, including by posting material online where there is a reasonable expectation that it could be used in violation of the Policy, is itself a violation of academic integrity standards and is subject to sanction under the Policy. Claiming ignorance of or confusion about the academic integrity standards as described in the Policy does not excuse a student from being responsible for violations of those standards.

12. Tests and Examinations

The University is committed to ensuring fairness and consistency in the completion of examinations. As part of this commitment, students are required to follow proper examinations procedures. A student who commits a violation of this Policy on an examination, test, or take-home examination, or who obtains or produces an answer or unfair advantage are subject to sanction under the Policy.

This includes but is not limited to:

- bringing to the examination/test any unauthorized material;
- consulting any person or materials, including online materials, without permission to do so during an examination;
- intentionally leaving answer papers exposed to view;
- attempting to read other students' examination papers;
- speaking to another student where prohibited;
- disrupting or delaying a test or examination;
- failing to comply with the instruction of a University official administering an examination.

A violation of this Policy may also occur by breaching one of the Rules and Procedures of Examinations or course-specific instructions (please refer to doc...).

VII PROCEDURES

Suspected violations of the Policy are to be considered by the Faculty Dean overseeing the course in which the alleged violation occurred. The objective of the process is to investigate, and is both rehabilitative and educational in nature. It is also meant to:

- provide students with an opportunity to respond to the allegation made against them;
- seek clarification of the evidence;
- help students understand academic integrity standards and responsibilities, and
- enable the Dean to decide whether or not the Policy has been violated and take appropriate action.

The following list describes the requisite procedures to be followed by all relevant parties throughout this process.

1. Alleged Violation

Instructors, advisors and/or supervisors shall report suspected violations of the Policy, along with all relevant evidence to the Office of the Faculty Dean.

All evidence relevant to the allegation should be sent to the Office of the Dean responsible in a timely manner after the discovery of the evidence. In academic units where consultation with the Chair (or delegate) is required, instructors will forward all appropriate documentation to the Chair who will, upon his/her judgment, forward it to the relevant Dean's office in a timely manner after receiving it from the instructor.

The instructor shall ensure that, where reasonable, all assessments are graded and returned without penalty or prejudice. If the allegation remains unresolved past the submission deadline for final grade reports, the instructor shall record a grade of GNA on the e-grades system. The grade of GNA will be replaced by the appropriate grade once the allegation has been resolved. Students should note that the presence of a GNA grade on their transcript will not affect their ability to register or remain registered in subsequent dependent courses. However, if the final resolve results in a grade that does not satisfy prerequisites, the student may be removed from the subsequent dependent courses. In cases where a student would receive an F regardless of the outcome, an F will be entered on the transcript.

2. Review of Allegation by Faculty Dean

Upon review of the documentation, the responsible Dean may determine that:

- there is insufficient evidence to proceed and return the documentation to the instructor.
- there is sufficient evidence to proceed and will contact the student in accordance with Section VII.3 of the Policy.

If the student is a graduate student, the Dean of the Faculty of Graduate Studies and Postdoctoral Affairs will notify the Faculty Dean(s) responsible for the administration of the course or program and the Deans will decide whether all relevant Faculties will be involved in the meeting.

3. Contacting the Student

The Faculty Dean shall provide the student with a Letter of Allegation that will include the nature of the allegation, the details of the associated evidence, and an opportunity for the student to provide a statement in response to the allegation. The student will be advised that they are not permitted to withdraw from the course while the allegation is being investigated. The student will be informed they can seek the advice of Ombuds Services. Ombuds Services will be copied on the Letter of Allegation.

The student has the right to see all of the available evidence that may be used to support the allegation of misconduct. However, the Dean, in their discretion, may make exceptions or redactions to the disclosure of evidence where there is compelling reason or legal obligation to do so.

The Dean may provide the student with the option to assume responsibility and forego a formal statement. If such an option is provided, it will clearly outline the sanction to be applied.

The student or Dean may request a meeting to discuss the allegation. If a meeting is required, it will be scheduled to occur normally within fifteen (15) working days or as soon thereafter as practicable following the receipt of the allegation by the Dean's office. At the request of either the Dean or the student, a representative from Ombuds Services may be invited to the meeting as an impartial observer.

If the student does not respond to the Dean's Letter of Allegation within 5 working days, or if the student does not attend a scheduled meeting, the Dean may then make a decision based on the available evidence.

4. Decision by the Faculty Dean

Based on a review of all of the provided relevant evidence including the student's and the instructor's statements, the Faculty Dean shall determine whether a violation of the Policy has been committed, and if so, an appropriate sanction.

Prior violations of the Policy (whether sanctioned or not), should not be considered as evidence for the purposes of determining whether a violation of the policy has occurred in the present allegation.

Consideration of prior violations for the purpose of determining a present sanction shall only occur if those prior violations were sanctioned prior to the present allegation. Otherwise, such violations shall be treated as concurrent to the present investigation.

5. Notification of Decision

Student The Dean will inform the student of the decision in a timely manner. If the Dean concludes that it is necessary to conduct further investigation, the student will be informed of any new information and be given the opportunity to respond before a final decision is made as to whether the Policy has been violated.

If the Dean determines a violation of the Policy has been committed, then the written decision to the student will include a description of the conduct, the sanction imposed and the relevant details on which the finding and the sanction were based.

In cases where the student has admitted to a violation of the Policy, either during a meeting or through a written response from the student assuming responsibility, reference to this fact will be made in the letter. The student will also be informed of the appeal process and his or her right to take such action.

Other Offices The instructor, Ombuds Services, the University Registrar's Office and where appropriate, the Department/Unit Chair, and other Faculty Deans, will be informed of the Dean's decision. In cases which require action by the University or where penalties affect a student's academic record, the Dean will notify the University Registrar's Office. The University Registrar's Office will record these changes promptly after receiving notification of the penalty decision.

Where the Dean determines that there has been a violation of the Policy and imposes a sanction, a copy of the decision letter will be retained by the University. These records are Disciplinary Records and are maintained and destroyed in accordance with Part XI of the Policy. In cases where the Dean determines there has been no violation of the Policy, the record of the decision will only be kept in the Dean's office.

6. Procedures for Recommending a Sanction to the Provost or Senate Executive

Provost In a case where the Dean recommends an additional sanction to be imposed by the Provost, the Dean will advise the Provost (see Section VIII) of his or her recommendation and forward all evidence involved in the case.

The Provost will arrange a meeting with the student. Notification to the student will occur within ten (10) working days after the Provost has received the Dean's recommendation. The student will be encouraged to seek the advice of Ombuds Services, who may be invited by either the Provost or the student to attend the meeting as an impartial observer. The Provost shall determine, based on the

discussion at the meeting a review of all relevant evidence, and consultation with the Dean, whether or not to apply the recommended additional sanction pursuant to Part IX.

If the additional sanction recommended by the Dean is applied, the student will be informed in writing of the sanction. The student will also be informed of the appeal process and their right to take such action.

If the additional sanction recommended by the Dean is not applied by the Provost, or if after consultation with the Dean, the Provost determines an alternate or additional sanction is deemed necessary, all other sanctions applied by the Dean will remain in effect.

Senate Executive In a case where the Provost recommends rescission or suspension of one or more degrees, diplomas or certificates, the Provost will advise Senate Executive of this recommendation and forward all evidence involved in the case to Senate Executive.

Senate Executive will, upon review of the specific evidence provided by the Provost, determine whether or not to accept the recommendation of rescission or suspension of the degree. If the sanction is upheld, the student will be informed of this decision in writing. The student will also be informed of the appeal process specific to the rescission or suspension and their right to take such action.

If the rescission or suspension of one or more degrees, diplomas or certificates recommended by the Provost is not supported by Senate Executive, all other sanctions applied by the Provost will remain in effect.

7. Procedural Exceptions

Upon request of any party, or upon their own initiative, the University may make reasonable exceptions or modifications to the procedure set out in this Policy where, in the University's discretion, it is in the interests of fairness or practical necessity to do so.

VIII SANCTIONS

If, upon reviewing all related statements and evidence, the Faculty Dean is satisfied that a violation of the Policy has occurred, the Faculty Dean will determine a sanction that is consistent with the offence.

Factors that may impact the sanction include but are not limited to:

- any record of previous violations,
- the seriousness of the violation
- the relative weight of the work,
- the student's year standing,
- the rehabilitative benefit of the sanction
- the impact of the violation on others or on the University;
- consultation with the student's supervisory committee; and
- any mitigating circumstances.

1. Sanctions may be imposed by the Faculty Dean, or in severe cases, the Faculty Dean may recommend additional sanctions to the Provost, who may further recommend sanctions to the Senate Executive. Any single violation of the Policy may be sanctioned by any one or any combination of the following:

Sanctions that may be imposed by the Faculty Dean

- A written reprimand.
- Requirement to remain registered in the course in which the violation occurred. If a student has dropped the course in which the violation occurred, they may be re-registered.
- Completion of a remediation process. Completion of a remediation process may be either a sanction of its own accord or may be used to reduce a more severe sanction. Examples of remediation are attendance at a Writing Tutorial or study skills workshop, completion of an academic integrity computer tutorial or the submission of a new assignment for grading.

- Resubmission of the piece of academic work in which the violation was committed, for evaluation with or without a grade penalty.
- Assignment of a reduced grade (including a grade of zero or a failing grade) for the piece of academic work in respect of which the violation was committed.
- Assignment of a reduction of the final grade in the course in respect of which the violation was committed.
- Assignment of a grade of unsatisfactory or failure for the course in respect of which the violation was committed.
- Requirement that the final grade for the course not be converted to any other grade (e.g., SAT/UNS).
- Restitution of costs incurred by the University as a result of the violation of this policy.
- Withdrawal from the course in respect of which the violation was committed. In certain cases, the Dean may decide that the student will not be allowed to enroll in the course again for up to three (3) terms.
- An additional requirement of a maximum of 1.0 credit added to the student's program of studies.
- Registration limited to a specified number of credits per term for up to three (3) terms.
- Suspension for up to three (3) terms, normally beginning with the next academic term after the final decision has been made. Students are allowed to complete courses that are ongoing at the time of the decision but will be withdrawn from any courses in which they have registered and which would begin during the suspension.

1. Additional Sanctions that may be imposed by the Provost on referral from the Faculty Dean

Where the Faculty Dean has found a violation of the Academic Integrity Policy and has imposed a sanction, they may refer the case to the Provost for further sanctions. In referring a case to the Provost, the Faculty Dean may recommend that specific sanctions be imposed.

Upon referral of a case from the Faculty Dean, the Provost may additionally impose one or more of the following penalties:

- Suspension for more than three (3) terms normally beginning with the next academic term after the penalty is assigned. As part of a suspension imposed by the Provost, the student may be required to withdraw, without academic penalty, from courses unrelated to the violation, that were ongoing at the time of the imposition of the suspension. Students will be withdrawn from any courses in which they have registered and which would begin during the suspension. The Dean should clearly indicate if the recommendation includes a transcript notation. The recommendation of a notation may be permanent or for a limited time period.
- In the case of suspension for more than three (3) terms, the Provost may determine that a notation be placed on the student's transcript in the form pursuant to Part IX of the Policy. The notation may be permanent or for a limited period. In the case of a limited period, the notation shall be removed at the expiry of the set time limit.
- Expulsion from the University with a notation on the student's transcript.
- Addition of a notation to the student's transcript pursuant to Part IX of the Policy.

2. Sanctions that may be imposed by Senate Executive on recommendation of the Provost

Where the Faculty Dean has found a violation of the Academic Integrity Policy and has referred the case to the Provost for further sanctions, the Provost may, along with possibly adding additional sanctions, refer the case to Senate Executive for the rescission or suspension of one or more degrees, diplomas or certificates obtained by any graduate who, while enrolled at the University, committed any violation of the Policy.

On recommendation of the Provost, Senate Executive may impose the rescission or suspension of one or more degrees, diplomas or certificates. In such cases, a notation will be made on the student's transcript pursuant to Part IX of the Policy.

IX TRANSCRIPT NOTATIONS

All transcript notations shall include:

- the reason for the notation (for example, "Suspended for academic misconduct")
- the date the notation was applied (for example, "beginning Sept. 1, 2015")
- the date the notation is to be removed (for example, "until Aug 31, 2018")

Unless otherwise specified, the notation regarding a suspension shall be removed at the end of the period of suspension. Other notations (for example, for expulsion or for the rescission of a degree) are normally permanent. If Senate at some later date reinstates this student, this will be followed by the notation: Reinstated from Term 20xx

Petition to Remove Notation

A petition may be made to have a notation removed after the penalty has expired. Such a petition shall not be considered before five years from the date the notation was added to the transcript. A petitioner has no right to have a notation removed. The decision to remove a notation is at the discretion of Senate, acting through Senate Executive.

1. A student may initiate such a petition by a written request to the Clerk of Senate.
2. The Clerk of Senate shall refer the petition to the Senate Student Academic Integrity Appeals Committee for consideration.
3. The Senate Academic Integrity Appeals Committee will follow procedures analogous to those it uses for appeals.
4. The Senate Student Academic Integrity Appeals Committee will make, in timely fashion, a written recommendation to Senate Executive. The recommendation may include any conditions that the Committee feels that Senate Executive should impose.
5. Acting on behalf of Senate, upon receipt of the recommendation from the Senate Student Academic Integrity Appeals Committee, Senate Executive will make the decision whether or not to grant the petition.
6. In making a decision to remove a notation, Senate Executive may impose such conditions as it considers reasonable.
7. The Clerk of Senate, on behalf of Senate Executive, will inform the student in writing of the decision of Senate Executive.
8. Senate Executive will inform Senate, in a closed session, of the petition and its decision.
9. The decision of Senate Executive is final and not subject to appeal.

X APPEAL OF SANCTION

All students have the right to appeal a sanction imposed pursuant to the Policy to the Senate Student Academic Integrity Appeals Committee.

An appeal shall be based on:

- new information and facts not considered by the original decision maker
- a claim that this policy and related procedures were not properly followed
- a claim that the sanction imposed was not consistent with the offence

The Committee may

- consult with the Dean;
- determine that there is no basis for the appeal;
- deny the appeal;
- allow the appeal and refer the case back to the Dean;
- allow the appeal and refer the case to another Dean;
- allow the appeal and refer the case to a committee consisting of three Deans not involved

- in the original decision to re-hear the case; and
- consult with a subject matter expert as deemed necessary.

In a case where the Committee finds that the student has presented evidence that they were not treated equitably under the Policy, the case may be referred to an alternate Dean for reconsideration. In this case, this Dean is expected to consult with the original decision maker regarding matters of fact and the level of sanctions typical in the student's faculty for similar violations of the Policy.

In the case where a student is appealing a decision made by the Provost on a recommendation made by a Dean, the Senate Student Academic Integrity Appeal Committee is empowered to make a new decision, where it feels grounds exist, regarding the recommendation.

Carleton University recognizes that there are circumstances that make following the time constraints imposed in this policy difficult or impossible. In cases where the time constraints specified in this policy are not followed by either the student or the university, an appeal based on delay shall only be granted in cases where the delay is unreasonable, unjustified or places an undue burden on the student.

The Appeal Process

An appeal should be started by a student at the University Registrar's Office within ten (10) working days from the time that the student receives the letter notifying them of the sanction imposed under the Policy.

The original sanction will remain in effect until the appeal process is completed. In cases of extreme hardship, and following a request from the student, the Committee may grant a student a stay of sanction pending appeal. In this case, a grade of GNA may be given to the student until the appeal is decided.

Appeals are submitted on-line using the University Registrar's Office On-line Appeal Application form made available on the University Registrar's Office website. The appeal must contain a concise statement that identifies precisely the grounds for the appeal. Students are advised to consult with Ombuds Services for assistance in completing their appeal documentation.

Within five (5) working days of the submission of the on-line appeal application form the Associate Registrar, Enrolment and Records (or designate) shall:

- provide the student with a written acknowledgement of receipt of their appeal,
- notify the student of information missing from the on-line appeal application form and;
- inform the original decision-maker of the appeal.

Normally within seven (7) working days of the Associate Registrar, Enrolment and Records (or designate) sending acknowledgement of the notice of appeal, the student may make an appointment with the University Registrar's Office and review their file. In this case, the student will normally have an additional five (5) working days to provide additional evidence responding to material in the file, or further documenting the case made in the notice of appeal. When the student's documentation is complete, they will be notified of the date when the Committee will first consider their appeal. The student will also be informed of any further meetings where their appeal is considered.

Decision Making Process:

The Committee shall decide upon appeals after considering documentation provided by the student, the file provided by the Dean's office, and other relevant information. The procedural rules for the hearing of an appeal are attached to the Policy as Terms of Reference.

The Committee shall communicate its appeal decision to the student, the original decisionmaker(s), Ombuds Services, and individuals who received a copy of the Dean's decision letter in writing within ten (10) working days from the time that the Committee's decision is made.

XI RECORDS

The University Registrar's Office shall maintain Disciplinary Record under the Policy. The purpose of a Disciplinary Record, which shall be kept separate from any other of the student's records, is to determine whether there has been a previous violation, before a sanction is imposed. Such a record of violations shall not be used for any other purpose without the student's consent.

The Dean's Office shall maintain the evidentiary record under the Policy. The purpose of this record is to preserve the evidence used by the Faculty Dean in making a determination so that it can be used in the event the student makes a petition or appeal regarding the case. This record is considered confidential and shall be kept separate from all other records.

Destruction of Records related to Violations of this Policy

The University Registrar's Office and each Faculty will annually undertake a process to destroy all disciplinary records and evidentiary records of academic integrity decisions relating to students who have graduated in the past year and, where appropriate, for students who have ceased studying for at least five (5) years. Individual student records must be maintained for at least 30 days after the student graduates in order to allow all students proper access to the appeals process. Students who wish to have returned to them, work that was kept as evidence and would normally have been returned must make their wishes known in a written request to the appropriate Dean's office within 30 days of their graduation.

Records, both disciplinary and evidentiary, for students who have transcript notations will be held indefinitely in the University Registrar's Office and are to be used only in the event of a subsequent appeal by the student for which the violation of the Policy is relevant or for a petition regarding the transcript notation.

When the penalty includes a transcript notation as described in Part IX, and the student's petition to delete the transcript notation has been granted by the Senate, Senate may direct the University Registrar's Office to destroy the disciplinary and evidentiary record when the transcript notation is deleted.

Destruction of Records in cases where there is no Violation of this Policy

In the event that a student has been found not to have violated the Policy (by a Faculty Dean, the Provost, Senate Executive or on appeal) then all disciplinary records of the relevant allegation of a violation of this Policy held in the University Registrar's Office shall be destroyed.

XII REPORT TO SENATE

The University will keep the statistics on academic misconduct cases. These statistics shall be presented to Senate in an annual report by the Senate Student Academic Integrity Appeal Committee, together with any other comments on the characteristics of violations, on compliance with the Policy, and any other relevant information.

TERMS OF REFERENCE

A. SENATE STUDENT ACADEMIC INTEGRITY APPEALS COMMITTEE: MEMBERSHIP

The Senate Student Academic Integrity Appeals Committee (“the Committee”) is a Standing Committee of Senate appointed by Senate consisting of:

five faculty members, including at least one member from the Faculty of Arts and Social Sciences or the Faculty of Public Affairs, and at least one member from the Faculty of Engineering or the Faculty of Science;

- two undergraduate students; and
- two graduate students.
- University Registrar’s Office representative

Members will be asked to commit to membership of the Committee for a minimum of twelve (12) months. Student members of the Committee must be in good academic standing. The non-voting secretary of the Committee will be the Associate Registrar, Enrolment and Records or delegate. The Committee shall select its own Chair from members of the Committee. The Committee shall meet as needed in response to appeals made by students. The quorum for the Committee shall consist of two faculty members and one student. A case may be decided by a panel consisting of a selection of members of the committee preassigned to the case by the Chair. Panels will follow the rules and procedures set down for the committee including the quorum requirements.

Where a member of the Committee has a conflict of interest, that member will remove themselves from the case. In the event that there are recusals or other reasons for not having full representation, the Chair will strike a subcommittee to hear the specific case(s) ensuring that quorum is met and that there are more faculty members than students. In the case of an appeal by a graduate student, all reasonable efforts will be made by the Committee to ensure the attendance by a graduate student representative on the Committee at all meetings concerning the appeal.

B. Senate Student Academic Integrity Appeals Committee: Rules and Procedure or Appeals

1. The Senate Student Academic Integrity Appeals Committee (“the Committee”) will meet in accordance with the membership, quorum and conflict of interest requirements described in the Academic Integrity Policy (“the Policy”).
2. Students have a right to appeal decisions and/or penalties made under the Policy to the Committee only on the grounds set out in the Policy.
3. The appeal process should follow the timelines set out in the Policy. Timeframes are subject to extension only in exceptional circumstances, such as medically documented illness or religious obligations. A request for an extension should be directed to the University Registrar’s Office. The Office of Equity Services will provide students with advice on how to document religious obligations.
4. The Committee requires that students submit the appeal by completing the on-line form available on the University Registrar’s Office website. Requests for appeals not made on the standard form will be accepted, however students will be requested to fill in the standard form before the Committee hears the appeal.
5. The decision to permit the student or others to attend and observe all or some of the hearing proceedings shall be made by the Committee as required, based on any adverse impact this may have on the parties involved.
6. The Hearing shall be chaired by the chair of the Committee or, in the case of conflict of interest or the chair’s absence by a member of the Committee elected by the Committee.

7. If an oral hearing is held, the student is encouraged to bring representation in the form of a friend, peer, or student advocate. The student or the Committee may invite a delegate of Ombuds Services to attend the hearing as an impartial observer.
8. In the event of an oral hearing, the Committee shall advise the student ahead of time of any time limits on the student's statement or witnesses' statements.
9. An oral hearing is not analogous to a legal trial and should avoid overly technical or litigious language, motions and procedures. The student and Committee members should play an active role in the proceeding, and have an opportunity to ask and respond to relevant questions. Oral hearings generally begin with an in camera meeting of the Committee. The remainder of the oral hearing will normally take the following form:
 - I. A brief welcome and summary of procedures from a member of the Committee.
 - II. The student's statement (or, when appropriate, a statement from the student's representative or advocate).
 - III. Questions and requests for clarification by Committee members.
 - IV. Witness statement(s), when relevant.
 - V. Questions and responses to witness statement(s) by the Committee and then the student.
 - VI. Any witness will normally only be permitted at the hearing for the duration of the witness's presentation.
 - VII. Any further questions for the student by the Committee, followed by questions for the Committee by the student.
10. The Committee shall grant a student's appeal when they have provided a clear and convincing case.
11. The Committee shall take decisions by majority vote. The chair of the Committee will vote.
12. The Committee shall communicate the Committee's decision to the student in writing, within ten working days from the time that the Committee's decision is made.
13. The Committee shall report to Senate as described in the Senate Student Academic Integrity Policy.

Senate Ad Hoc Committee on the Academic Integrity Policy

Terms of Reference

The purpose of the Senate Ad Hoc Committee on the Academic Integrity Policy is to recommend changes to update the Academic Integrity Policy to meet the current requirements of the University community, including addressing the recent restructuring of the former Faculty of Graduate and Postdoctoral Affairs.

Responsibilities

The Senate Ad Hoc Committee on the Academic Integrity Policy recommends to Senate changes to the Academic Integrity Policy that

- are required to respond to the Senate approved changes to Graduate Academic Governance,
- are required to address issues not currently considered in the Policy (for example, the use of artificial intelligence),
- are a result of a review of the current approach to implementation of the Policy, and,
- are a result of other issues related to academic integrity identified by the Ad Hoc Committee

Reporting

The Senate Ad Hoc Committee on the Academic Integrity Policy (through its Chair) reports regularly to Senate on its work and progress with the intent of bringing a report and recommendations to Senate by March 2025.

Membership

The Senate Ad Hoc Committee on the Academic Integrity Policy is constituted as follows:

- One faculty member nominated by the Senate Academic Governance Committee as Chair.
- One faculty member from each Faculty nominated by the corresponding Dean.
- One faculty member nominated by the Provost and Vice-President (Academic) with experience with the past Academic Integrity Policy practices of the former Faculty of Graduate and Post-doctoral Affairs.
- Two support staff members, one from the Registrar's Office with experience in supporting the academic integrity appeals process, and one representing Ombuds Services.
- The Chair of the Senate Ad Hoc Committee on Petitions and Appeals.

The Committee may invite others to serve as non-voting resources to provide information as required.

Quorum and Voting

Quorum is a minimum of six of the ten voting members of the Committee where the majority of quorum must be faculty members. Voting is by majority vote, with the Chair being non-voting except to break any ties. The Committee is expected to work in consultation with stakeholders.

Meetings and Workload

Members selected for the Committee are expected to serve until the Committee completes its work. The Committee will meet regularly and be supported by staff from the Senate Office.



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| Policy Name: | Academic Integrity Policy |
| Originating/Responsible Department: | Senate Academic Integrity Committee |
| Approval Authority: | Senate |
| Date of Original Policy: | July 2006 |
| Last Updated: | May 2026 |
| Mandatory Revision Date: | June 2032 |
| Contact: | Clerk of Senate |

1. INTRODUCTION

1.1 Carleton University is a community of scholars dedicated to teaching, learning and research. Academic integrity is the set of principles by which we, as a community of scholars, govern the pursuit of scholarly activity. Our work rests on a shared commitment to academic integrity based on principles of honesty, trust, respect, fairness, and responsibility.

1.2 Carleton University's Academic Integrity Policy ("the Policy") governs student academic integrity. It is essential that the University is able to base its evaluation of each student on their own work and not the work of others. In addition, it is essential that the University be able to rely on the accuracy and truthfulness of all materials submitted to the University, no matter what the purpose of the submission. Any actions of a student that do not adhere to these ideals violate the principles of academic integrity and undermine the quality of their education and the value of a Carleton University degree.

1.3 Students are expected to familiarize themselves with this policy and to uphold the principles set out in it. Claiming ignorance of or confusion about the academic integrity standards as described in the Policy does not excuse a student from responsibility for violations of those standards.

1.4 Carleton University is committed to providing appropriate supports to ensure, as far as possible, that all students, particularly those who may be less familiar with cultural norms in the Canadian university system, understand the norms and standards of academic integrity that the University expects them to uphold. Instructors, teaching assistants, and administrators have a responsibility to ensure that their application of the Academic Integrity Policy upholds our collective commitments to fairness and equity.

1.5 It is the goal of Carleton University that, under the auspices of the Policy, everyone be treated in a fair, transparent, and consistent manner while upholding the principles of academic integrity.

2. SCOPE

2.1 The Academic Integrity Policy:

- describes those actions and behaviours which violate Carleton University's standards of student academic integrity;
- defines the responsibilities of various offices and individuals in upholding the policy;

- specifies the procedures and processes to be followed when an allegation of violating these standards has been made against a student;
- specifies sanctions that may be applied to a student who has been found to have violated these standards; and
- describes the appeal and petition processes open to students who feel they have not been treated appropriately under this policy.

2.2 This policy applies to all students (as defined by this Policy). Any student who violates the standards of academic integrity set out in this policy will be subject to appropriate sanctions.

2.3 Students are reminded that sanctions imposed by the University for breach of this Policy do not prevent the imposition of civil or criminal law sanctions by the relevant authorities in appropriate circumstances.

3. PRINCIPLES

3.1 Carleton University seeks to ensure that allegations of violations of this Policy are managed appropriately. The following principles serve as the foundation for this policy:

- Carleton University's expectations for students regarding academic integrity will be clearly communicated;
- allegations shall be handled in an equitable manner adhering to principles outlined in this policy;
- students will be advised that they can seek assistance from Ombuds Services to guide them through the process and inform them of their options;
- investigative procedures shall be conducted in a timely and consistent manner; and
- where appropriate, sanctions are to be educational and rehabilitative rather than punitive.

4. DEFINITIONS

Allegation refers to a formal letter sent to a student by the Dean based on a report by an instructor or staff member relating to their concern that a student may have committed a violation of the Policy. For example, an instructor may send a student's assignment and pages taken from an article to the Dean's office for investigation because they think the student's paper has been plagiarised from that article. If the Dean believes that the student's actions constitute a possible violation of this policy a letter of allegation will be sent to the student.

Appeal refers to the process by which students may appeal a decision pursuant to this Policy.

Disciplinary Record means the record retained by the University in respect of a student who has committed a violation of the Policy. A disciplinary record is kept confidential. It includes only that information specific to the allegation and the final decision made pursuant to the Policy.

Evidentiary Records are those records that are created as a result of an allegation that a student has violated the Policy and normally include the report submitted to the Dean along with any additional evidence used in resolving an allegation.

Examination includes tests, quizzes, mid-term, final and deferred examinations.

Expulsion from the University means the permanent termination of all of a student's rights and privileges as a student at the University. Students will be withdrawn from all courses effective the date of the expulsion. Return to studies at the University following expulsion is possible only through a petition to Senate.

Instructor means any individual employed by the University to teach.

Ombuds Services provides advice and guidance on matters of procedure related to the Policy.

Policy means this Policy, the Academic Integrity Policy of Carleton University.

Senate Academic Integrity Committee is a standing committee of Senate.

Senate Executive is a Standing Committee of Senate.

Senate Student Academic Integrity Appeals Committee is a Standing Committee of Senate.

Student, for the purposes of the Policy, means any person who at the time of the alleged violation of the Policy satisfied at least one of the following criteria:

- was, or applied to be, admitted to a program, including an undergraduate or graduate degree, diploma or certificate program; and/or
- was, or applied to be, registered in a course (credit or non-credit).

Suspension is a sanction under this Policy that removes a student's right to register in any courses, or to be awarded a degree, diploma or certificate for a specified period of time. The suspension referred to in this Policy is a sanction and should not be confused with suspension, as defined in the calendar, that is the result, in certain circumstances, of an academic evaluation.

University Registrar's Office is responsible for maintaining the academic records of all Carleton University students, past and present, undergraduate, graduate and special. The Registrar's Office also may provide general information on the policy to instructors, students, faculty members and university administration, when requested.

5. RIGHTS AND RESPONSIBILITIES

5.1 Instructors, staff, and administrators hold a responsibility to create an environment that discourages violation of the standards of academic integrity and to assist students in completing their university degree successfully. All instructors have the responsibility to provide clear guidelines concerning their specific expectations of academic integrity (e.g. rules of collaboration, citation or use of artificial intelligence) on all course outlines. Students are responsible for the academic integrity of their academic work.

5.2 The University will ensure appropriate confidentiality and privacy is given to each student and their University records.

5.3 Ombuds Services is available to advise students of their rights and responsibilities under the Policy, and to advise them on the procedures to be followed. A representative from Ombuds Services may be invited by either the student or the Dean to the scheduled meetings with the Dean and/or hearings with the Senate Student Academic Integrity Appeals Committee pursuant to the Policy.

5.4 A Dean, Chair or Director may delegate any responsibilities given to them under this Policy. Any such delegation needs to be publicly disclosed.

6. ACADEMIC INTEGRITY STANDARDS

6.1 Effective adherence to academic integrity requires that students understand the meaning of academic misconduct. The following list describes conduct that violates standards of academic integrity, which may lead to the imposition of sanctions pursuant to the Policy. It is important to note that this is neither a comprehensive nor exhaustive list and specific conduct may fall under more than one category.

6.2 In general a student is expected to submit their own work and take appropriate steps to clearly indicate when portions of the submissions are the work of others. Students are expected to be honest and truthful in their interactions with the University. Claiming ignorance of or confusion about the academic integrity standards as described in the Policy does not excuse a student from being responsible for violations of those standards.

6.3 Conduct that violates the Standards of Academic Integrity

6.3.1 Assisting in the Violation of the Standards of Academic Integrity It is a violation of academic integrity standards to assist anyone in violating the standards of academic integrity, including by posting material online where there is a reasonable expectation that it could be used in violation of the Policy.

6.3.2 Impersonation It is a violation of the standards of academic integrity to impersonate another person or enter into an arrangement with another to be impersonated by any means for the purposes of gaining academic advantage including in attendance in a class or lab, the taking of examinations, tests, or the carrying out of laboratory or other assignments.

6.3.3 Improper Access It is a violation of the standards of academic integrity to improperly obtain access to confidential information such as examinations or test questions or to gain undue academic advantage by using material that is not publicly available.

6.3.4 Improper Dissemination of Confidential Information It is a violation of the standards of academic integrity to publish, disseminate, or otherwise make available to a third-party confidential information without prior consent. Confidential information includes but is not limited to academic information, data or documents (including draft documents) which are not otherwise publicly available and which have been gathered or held with reasonable expectation of confidentiality. This

includes, for example, unpublished data or drafts of articles for publication. In particular, students are expected to follow the Carleton University Policies and Procedures for the Ethical Conduct of Research.

6.3.5 Misrepresentation Students shall not submit or present falsified assignments, research, credentials, or other documents or misrepresent material facts for any academic purpose.

6.3.5.1 If a student repeats a course, the instructor may reserve the right to request new work from that student.

6.3.5.2 Examples of misrepresentation include but are not limited to submitting:

- falsified research or lab results and data;
- falsified facts or references;
- falsified medical or self-declaration submissions;
- falsified admission documents;
- falsified letters of support or other letters of reference;
- falsified academic records, transcripts, diplomas or other records;
- falsified dates or times of submission;
- falsified scores or records of an examination result; and
- previously submitted work in courses where an instructor has required new work.

6.3.6 Obstruction and Interference It is a violation of the standards of academic integrity to obstruct or otherwise interfere with the scholarly activities of another in order to gain unfair academic advantage. This includes but is not limited to interfering or tampering with data or files, with human or animal research subjects, with a written or other creation (e.g. a painting, sculpture, file), with a chemical used for research, with any other object or study or research device, or with library, electronic or other materials intended for academic use.

6.3.7 Plagiarism is presenting, whether intentionally or not, the ideas, expression of ideas, or work of others as one's own.

6.3.7.1 Plagiarism includes reproducing or paraphrasing portions of published or unpublished material, regardless of the source, and presenting these as one's own without proper acknowledgement, or without citation or reference to the original source. The source of the material may be another student's work or any material obtained through the unauthorized use of artificial intelligence and related technologies.

6.3.7.2 Examples of sources from which the ideas, expressions of ideas or works of others may be drawn include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

6.3.7.3 Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another's data or research findings without appropriate acknowledgement;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own; and
- failing to acknowledge sources through the use of proper citations when using another's work, failing to use quotations marks, or misrepresenting material obtained through artificial intelligence as their own.

6.3.8 Unauthorized Co-operation or Collaboration An important and valuable component of the learning process is interacting with other students and struggling together to learn. Carleton University encourages students to benefit from these activities which will not generally be viewed as a violation of the Policy. With the exception of tests and examinations, instructors will not normally limit these interactions.

6.3.8.1 Students shall not cooperate or collaborate on academic work when the instructor has clearly indicated that the work is to be completed on an individual basis. Failure to follow the instructor's directions in this regard is a violation of the standards of academic integrity. Unless otherwise indicated, students shall not cooperate or collaborate in the completion of a test or examination.

6.3.8.2 There are many cases where students are formally expected or required to work in groups to complete a course requirement. Normally, students are not responsible for violations of this policy committed by other members of a group in which they were required to participate.

6.3.9 Unauthorized Dissemination It is a violation of the standards of academic integrity to publish, disseminate, or otherwise make available to a third-party instructional material where the instructor has explicitly prohibited its dissemination.

6.3.10 Violation of Test or Examination Procedures The University is committed to ensuring fairness and consistency in testing and examining students and has established procedures to achieve this. Students are required to follow the University's examination procedures. A student who commits a violation of this Policy on an examination, test, or take-home examination, or who obtains an answer or unfair advantage has violated the standards of academic integrity. This includes but is not limited to:

- bringing to the examination/test any unauthorized material or device;
- consulting any person or materials, including online materials, without permission to do so during an examination;

- intentionally leaving answer papers exposed to view;
- attempting to read other students' examination papers;
- speaking to another student where prohibited;
- disrupting or improperly delaying a test or examination; and
- failing to comply with the instruction of a University official administering an examination.

7. SANCTIONS

7.1 Sanctions that may be imposed by the **Faculty Dean**

7.1.1 Any single violation of the Policy may be sanctioned by any one or any combination of the following:

- A written reprimand.
- Requirement to remain registered in the course in which the violation occurred. If a student has dropped the course in which the violation occurred, they may be re-registered.
- Completion of a remediation process. Completion of a remediation process may be either a sanction of its own accord or may be used to reduce a more severe sanction. Examples of remediation are attendance at a writing tutorial or study skills workshop, completion of an academic integrity tutorial or the submission of a new assignment for grading.
- Resubmission of the piece of academic work in which the violation was committed, for evaluation with or without a grade penalty.
- Assignment of a reduced grade (including a grade of zero or a failing grade) for the piece of academic work in respect of which the violation was committed.
- Assignment of a reduction of the final grade in the course in respect of which the violation was committed.
- Assignment of a grade of unsatisfactory or failure for the course in respect of which the violation was committed.
- Requirement that the final grade for the course not be converted to any other grade (e.g., SAT/UNS).
- Restitution of costs incurred by the University as a result of the violation of this policy.
- Withdrawal from the course in respect of which the violation was committed. In certain cases, the Dean may decide that the student will not be allowed to enroll in the course again for up to three (3) terms.
- An additional requirement of a maximum of 1.0 credit added to the student's program of studies.
- Registration limited to a specified number of credits per term for up to three (3) terms.
- Suspension for up to three (3) terms, normally beginning with the next academic term after the final decision has been made. Students are allowed to complete courses that are ongoing at the time of the decision but will be withdrawn from any courses in which they have registered and which would begin during the suspension. If the decision is issued prior to the deadline for withdrawal with full fee adjustment the Dean may determine that the suspension will begin with the current academic term in which case the student will be withdrawn from any courses in the

current term.

7.1.2 In severe cases, the Faculty Dean may recommend additional sanctions to the Provost, who may further recommend sanctions to the Senate Executive.

7.2 Additional Sanctions that may be imposed by the **Provost** on referral from the Faculty Dean

7.2.1 When the Faculty Dean has found a violation of the Academic Integrity Policy and has imposed a sanction, they may refer the case to the Provost for further sanctions. In referring a case to the Provost, the Faculty Dean may recommend that specific sanctions be imposed. The Dean should clearly indicate if the recommendation includes a transcript notation. The recommendation of a notation may be permanent or for a limited time period.

7.2.2 Upon referral of a case from the Faculty Dean, the Provost may additionally impose one or more of the following penalties:

- Suspension for more than three (3) terms normally beginning with the next academic term after the penalty is assigned. As part of a suspension imposed by the Provost, the student may be required to withdraw, without academic penalty, from courses unrelated to the violation that were ongoing at the time of the imposition of the suspension. Students will be withdrawn from any courses in which they have registered and which would begin during the suspension.
- The Provost may determine that a notation be placed on the student's transcript in the form pursuant to this Policy. The notation may be permanent or for a limited period. In the case of a limited period, the notation shall be removed at the expiry of the set time limit.
- Expulsion from the University with a notation on the student's transcript.

7.2.3 In severe cases, the Provost may recommend further sanctions to the Senate Executive.

7.3 Sanctions that may be imposed by **Senate Executive** on recommendation of the Provost.

7.3.1 When the Faculty Dean has found a violation of the Academic Integrity Policy and has referred the case to the Provost for further sanctions, the Provost may, along with possibly adding additional sanctions, refer the case to Senate Executive for the rescission or suspension of one or more degrees, diplomas or certificates obtained by any graduate who, while enrolled at the University, committed any violation of the Policy.

7.3.2 On recommendation of the Provost, Senate Executive may impose the rescission or suspension of one or more degrees, diplomas or certificates. In such cases, a notation will be made on the student's transcript pursuant to this Policy.

7.3.3 Note that in the Policy on the Rescission of Degrees, Senate delegates the authority for these sanctions to Senate Executive.

8. PROCEDURES

8.1 Suspected violations of the Policy are to be considered by the Faculty Dean overseeing the course in which the alleged violation occurred or in the case of violations not associated with a course, the Faculty Dean overseeing the student's program of study. For cases related to a graduate thesis, or other non-coursework graduate research milestones, the Faculty Dean will work in consultation with Graduate Studies. These procedures are meant to:

- be both rehabilitative and educational in nature;
- provide students with an opportunity to respond to the allegation made against them;
- give the Faculty Dean an opportunity to further investigate the allegation and seek additional evidence or clarification of the evidence;
- help students understand academic integrity standards and responsibilities; and
- enable the Dean to decide whether or not the Policy has been violated and take appropriate action.

8.2 Reporting of Suspected Violations of the Policy

8.2.1 Instructors, advisors, supervisors, or other officers of the University shall report suspected violations of the Policy, along with all relevant evidence to the appropriate Faculty Dean in a timely manner after the suspected violation has been discovered.

8.2.2 Normally and when reasonable, if the evidence consists of any material that would be graded, that material will be graded with feedback and returned to the student so that, should it later be determined that a violation of the policy has not occurred, the student will not have been hindered in completing a course. A copy of the material will be sent to the Dean to be used as evidence.

8.2.2.1 Whenever possible, in grading material that an instructor suspects is evidence that the policy has been violated there should not be an immediate grade penalty.

8.2.3 In Faculties that require that the instructor consult with their Chair or Director, instructors will forward all appropriate documentation to the Chair or Director who shall, if they believe further investigation is warranted, forward it to the relevant Dean's office in a timely manner.

8.2.4 If the suspected violation remains unresolved past the submission deadline for final grade reports, the instructor shall record a grade of GNA on the e-grades system. The grade of GNA will be replaced by the appropriate grade once the suspected violation has been resolved. Students should note that the presence of a GNA grade on their transcript will not affect their ability to register or remain registered in subsequent dependent courses. That is, a GNA grade satisfies prerequisite requirements. However, if the final decision results in a grade that does not satisfy prerequisites, the student may be removed from the subsequent incomplete dependent courses. In cases where a student would receive an F regardless of the outcome of the allegation, an F will be entered on the transcript.

8.3 Review of a Suspected Violation by the Faculty Dean

8.3.1 Upon review of the documentation, the responsible Dean may determine either that there is sufficient evidence to proceed with a formal allegation and will contact the student, or that there is insufficient evidence to proceed and will return the documentation to the instructor with an instruction to

grade the student's work without penalty or prejudice.

8.4 Contacting the Student

8.4.1 If, having reviewed the report from the instructor or University official, the Faculty Dean determines that a formal allegation is warranted, the Faculty Dean shall provide the student with a Letter of Allegation in a timely fashion. The letter shall include the nature of the allegation, provide details of the associated evidence, and offer an opportunity for the student to provide a statement in response to the allegation. The student will be advised that they are not permitted to withdraw from the course while the allegation is being investigated. The student will be informed they can seek the advice of Ombuds Services. Ombuds Services will be copied on the Letter of Allegation.

8.4.2 The Letter of Allegation will be normally provided to the student by the Dean within ten (10) working days of the receipt of a report of a suspected allegation.

8.4.3 The student has the right to see all of the available evidence that may be used to support the allegation of misconduct. However, the Dean, in their discretion, may make exceptions or redactions to the disclosure of evidence where there is compelling reason, including legal obligation, to do so.

8.4.4 The Dean may provide the student with the option to assume responsibility and forego a formal statement. If such an option is provided, it will clearly outline the sanction to be applied.

8.4.5 The student or Dean may request a meeting to discuss the allegation. If a meeting is required, normally it will be scheduled to occur within fifteen (15) working days, or as soon thereafter as practicable, following the provision of the Letter of Allegation to the student by the Dean's office. At the request of either the Dean or the student, a representative from Ombuds Services may be invited to the meeting as an impartial observer.

8.4.6 If the student does not respond to the Dean's Letter of Allegation within 5 working days, or if the student does not attend a scheduled meeting, the Dean may then make a decision based on the available evidence.

8.5 Decision by the Faculty Dean

8.5.1 Based on a review of all of the relevant evidence the Faculty Dean shall determine whether a violation of the Policy has been committed, and if so, shall determine an appropriate sanction. Prior violations of the Policy should not be considered as evidence for the purposes of determining whether a violation of the policy has occurred in the present allegation.

8.5.2 If the Dean determines that it is necessary to conduct further investigation, the student will be informed of any new information and be given the opportunity to respond before a final decision is made as to whether the Policy has been violated.

8.5.3 Prior violations of the Policy should be considered when determining a sanction. For the purpose of determining a sanction, the Dean may only consider prior violations for which a student has received the final sanction letter before the date of the current offence being considered. If a student

has not received the final letter of sanction before the date of the current alleged offence, it will be treated as concurrent to the present investigation. For students in a degree program, the Dean may only consider prior offences that occurred during the student's current degree program and sanctions that resulted in a transcript notation that was present on the date on which the violation occurred.

8.5.4 Factors that may be considered in determining the sanction include but are not limited to:

- any record of previous violations,
- the seriousness of the violation
- the relative weight of the work,
- the student's year standing,
- the rehabilitative benefit of the sanction
- the impact of the violation on others or on the University;
- consultation with the student's supervisory committee; and
- any mitigating circumstances.

8.6 Notification of Decision

8.6.1 The Dean will inform the student of the decision in a timely manner.

8.6.1.1 If the Dean determines a violation of the Policy has been committed, the Dean will issue a written decision letter to the student. This statement will include a description of the offence, a summary of the relevant details on which the finding and the sanction were based, and a notification of the sanction being imposed. The statement will also describe the appeal process and inform the student of their right to appeal.

8.6.1.2 If the Dean does not determine that a violation of the Policy has been committed, then the written decision letter to the student will state that no further action will be taken regarding the allegation.

8.6.2 In cases where the student has admitted to a violation of the Policy, either during a meeting or through a written response from the student assuming responsibility, reference to this fact will be made in the letter.

8.6.3 The instructor, Ombuds Services and where appropriate, the Department/Unit Chair and other Faculty Deans, will be sent copies of the Dean's decision letter. In cases which require action by the University or where penalties affect a student's academic record, the Dean will send a copy of the written decision letter to the University Registrar's Office. The University Registrar's Office will record these changes promptly after receiving notification of the penalty decision.

8.6.4 Dismissal by the University of Cases due to Unreasonable Delay

8.6.4.1 Three times a year, on a regular basis, the Senate Academic Integrity Committee will consider cases of suspected violations of the Policy for which:

- at least eight (8) months have passed since the report was received by the Dean, and,
- a formal allegation letter has not been sent from the Dean to the student.

8.6.4.2 The Faculty Deans will submit to the Senate Academic Integrity Committee all such cases upon the request of the Committee. Cases related to graduate and undergraduate theses and other similar materials that are disseminated publicly will not be considered.

8.6.4.3 All such cases will normally be dismissed by the Senate Academic Integrity Committee except in situations where the Dean can demonstrate to the Academic Integrity Committee exceptional circumstances that justify a delayed response.

8.6.4.4 The Committee will inform the Dean responsible for the case who will in turn communicate the dismissal to the student and others required to be informed of the decision.

8.7 Procedures for Recommending a Sanction to the **Provost**

8.7.1 In a case where the Dean recommends an additional sanction that may only be imposed by the Provost or that the Provost must recommend to Senate Executive, the Dean will advise the Provost of the recommendation and forward all evidence involved in the case to the Provost together with a summary of the basis for the recommendation and a summary of the student's previous violations of the policy.

8.7.2 The Provost will arrange a meeting with the student. Normally, notification to the student will occur within ten (10) working days after the Provost has received the Dean's recommendation. The student will be encouraged to seek the advice of Ombuds Services, who may be invited by either the Provost or the student to attend the meeting as an impartial observer. The Provost shall determine, based on the discussion at the meeting, a review of all relevant evidence, and consultation with the Dean, whether or not to apply any of the additional sanctions that may be imposed by a Provost .

8.7.3 The student and the Dean will be informed in writing of the decision of the Provost. A copy of the letter will be provided to the Registrar's Office and to the Ombuds Office. The student will also be informed of the appeal process and their right to take such action.

8.7.4 Notwithstanding the decision of the Provost, all sanctions applied by the Dean will remain in effect.

8.8 Procedures for Recommending a Sanction to the **Senate Executive**

8.8.1 In a case where the Provost recommends rescission or suspension of one or more degrees, diplomas or certificates, the Provost will advise Senate Executive of this recommendation and forward all evidence involved in the case to Senate Executive together with a summary of the basis for the recommendation and a summary of the student's previous violations of the policy.

8.8.2 Pursuant to the Policy on Rescission of Degrees, Senate Executive may, upon review of the

specific evidence provided by the Provost, impose the penalty as recommended by the Provost for a rescission or suspension of the degree.

8.8.3 The student, Provost, and relevant Dean will be informed of the decision of Senate Executive in writing. The student will also be informed of the appeal process specific to the decision of Senate Executive regarding rescission or suspension and their right to take such action.

8.8.4 Notwithstanding the decision of Senate Executive, all other sanctions applied by the Provost and Dean will remain in effect.

8.9 Procedural Exceptions

8.9.1 Upon request of any party, or upon their own initiative, the University may make reasonable exceptions or modifications to the procedure set out in this Policy where, in the University's discretion, it is in the interests of fairness or practical necessity to do so.

9. TRANSCRIPT NOTATIONS

9.1 All transcript notations shall include:

- the reason for the notation (for example, "Suspended for academic misconduct")
- the date the notation was applied (for example, "beginning Sept. 1, 2015")
- the date the notation is to be removed (for example, "until Aug 31, 2018")

9.2 Unless otherwise specified, the notation regarding a suspension shall be removed at the end of the period of suspension. Other notations (for example, for expulsion or for the rescission of a degree) are normally permanent. If Senate at some later date reinstates this student, this will be followed by the notation: Reinstated from Term 20xx.

10. PETITIONS

10.1 There are three types of petitions available to students under this Policy.

10.2 Petition to Dismiss Due to Unreasonable Delay

10.2.1 Students who have not received a formal letter of allegation within 4 months of the date on which the violation of the policy is alleged to have occurred may petition the University to dismiss the case based on unreasonable delay. Such Petitions will be considered by the Senate Academic Integrity Committee.

10.2.2 Graduate and undergraduate theses and other similar materials that are disseminated publicly are not eligible for Petition to Dismiss Due to Unreasonable Delay.

10.2.3 In deciding to dismiss a case due to unreasonable delay the Committee, in consultation with the Dean, will consider issues of fairness, procedural necessity, and the impact of the delay on the student's

progress in their studies. In addition, the Committee will take into consideration any circumstances that would justify a further delay in responding to the report from the instructor.

10.2.4 The Committee will inform the Dean responsible for the case who will in turn communicate the dismissal to the student and others required to be informed of the decision.

10.3 Petition to Remove a Transcript Notation

10.3.1 A petition may be made to the Senate to have a notation removed. Such a petition shall normally not be considered before five years from the date the notation was added to the transcript. A petitioner has no right to have a notation removed. The decision to remove a notation is at the discretion of Senate, acting through the Senate Academic Integrity Committee.

10.3.1.1 A student may initiate such a petition by a written request to the Clerk of Senate.

10.3.1.2. After determining the petition is substantive, the Clerk of Senate shall refer the petition to the Senate Academic Integrity Committee for consideration. The Disciplinary and Evidentiary Records associated with case will be provided to the Committee by the Registrar's Office.

10.3.1.3. The Senate Academic Integrity Committee will follow procedures analogous to those used for academic integrity appeals.

10.3.1.4. The Senate Academic Integrity Committee will decide, in a timely fashion, whether or not to grant the petition, and will inform the Clerk of Senate of the decision. The Senate Academic Integrity Committee will also make a determination on the destruction of the records associated with the case.

10.3.1.5. The Clerk of Senate will inform the student in writing of the decision and will inform Senate, in a closed session, of the petition and the decision.

10.4 Petition to Rescind an Expulsion from the University

10.4.1 A petition may be made to the Senate to have an expulsion rescinded. Such a petition shall normally not be considered before five years from the date of the expulsion. A petitioner has no right to have an expulsion rescinded. The decision to rescind an expulsion is at the discretion of Senate, acting through the Senate Academic Integrity Committee.

10.4.1.1. A student may initiate such a petition by a written request to the Clerk of Senate.

10.4.1.2. After determining the petition is substantive, the Clerk of Senate shall refer the petition to the Senate Academic Integrity Committee for consideration.

10.4.1.3. The Senate Academic Integrity Committee will follow procedures analogous to those used for academic integrity appeals.

10.4.1.4. The Senate Academic Integrity Committee will make, in timely fashion, a written

recommendation to Senate Executive.

10.4.1.5. Acting on behalf of Senate, upon receipt of the recommendation from the Senate Academic Integrity Committee and with reference to any policies governing the rescission of degrees, Senate Executive will make the decision whether or not to grant the petition to rescind the expulsion.

10.4.1.6. The Clerk of Senate, on behalf of Senate Executive, will inform the student in writing of the decision and will inform Senate, in a closed session, of the petition and the decision.

11. APPEAL OF SANCTION

11.1 All students have the right to appeal a sanction imposed pursuant to the Policy to the Senate Student Academic Integrity Appeals Committee. This is not an appeal of the determination that a violation of the policy occurred. An appeal shall be based on one or more of the following reasons:

- new information and facts not considered by the original decision maker;
- a claim that this policy and related procedures were not properly followed; and
- a claim that the sanction imposed was not consistent with the offence.

11.1.1 The Committee may

- determine that there is no basis for the appeal; or
- deny the appeal.

11.1.2 The Committee may also, after consultation with the Dean,

- allow the appeal and refer the case back to the Dean;
- allow the appeal and refer the case to another Dean;
- allow the appeal and refer the case to a committee consisting of three Deans not involved in the original decision to reconsider the case; and
- consult with a subject matter expert as deemed necessary.

11.1.3 Normally, when a case has been referred to the Dean, another Dean, or a Committee of Deans, a new sanction will be imposed that considers the findings of the Senate Student Academic Integrity Appeals Committee. In some cases, for example, when new information has been submitted, a new determination on whether a violation of this policy occurred and, if required, a new sanction, may be made.

11.1.4 In the case where a student is appealing a decision made by the Provost on a recommendation made by a Dean, or a decision made by Senate Executive on the recommendation of the Provost, the Senate Student Academic Integrity Appeal Committee may empower a committee of three Deans to make a new decision, where it feels grounds exist, regarding the recommendation.

11.1.5 Carleton University recognizes that there are circumstances that make following the time constraints imposed in this policy difficult or impossible. In cases where the time constraints specified in

this policy are not followed by either the student or the university, an appeal based on delay shall only be granted in cases where the delay is unreasonable, unjustified or places an undue burden on the student.

11.1.6 In exceptional circumstances the Committee may request an interview with the student.

11.2 The Appeal Process

11.2.1 An appeal should be started by a student at the University Registrar's Office within ten (10) working days from the time the letter was sent notifying them of the sanction imposed under the Policy.

11.2.2 The original sanction will remain in effect until the appeal process is completed. In cases of extreme hardship, and following a request from the student, the Committee may grant a student a stay of sanction pending appeal. In this case, a grade of GNA may be authorized by the committee in consultation with the Dean. If a grade of GNA is authorized by the committee, the Registrar's Office shall enter it into the student's record pending decision on the appeal.

11.2.3 Appeals should be submitted to the University Registrar's Office. The appeal must contain a concise statement that identifies precisely the grounds for the appeal. Students are advised to consult with Ombuds Services for assistance in completing their appeal documentation.

11.2.4 Within five (5) working days of the submission of the appeal the Associate University Registrar (or designate) shall:

- provide the student with a written acknowledgement of receipt of their appeal;
- notify the student of information missing from the on-line appeal application form; and
- inform the original decision-maker of the appeal and give the Dean or Provost an opportunity to submit any additional information for consideration.

11.2.5 Normally within seven (7) working days of the Associate University Registrar (or designate) sending acknowledgement of the notice of appeal, the student may make an appointment with the University Registrar's Office to review their file. In this case, the student will normally have an additional five (5) working days to provide additional evidence responding to material in the file, or further documenting the case made in the notice of appeal.

11.2.6 Once the appeal documentation is complete, the student will be notified of the date when the Senate Student Academic Integrity Appeals Committee will begin considering their appeal. The student will also be informed of any further meetings where their appeal is considered.

11.3 Decision Making Process:

11.3.1 The Committee shall decide upon appeals after considering documentation provided by the student, the information provided by the Dean's office, and other relevant information. In exceptional circumstances the Committee may request an interview with the student.

11.3.2 The Committee shall communicate its appeal decision to the student, the original decision maker(s), Ombuds Services, and individuals who received a copy of the Dean's

decision letter in writing within ten (10) working days from the time that the Committee's decision is made.

12 RECORDS

12.1 There are three sets of records maintained by the University under this policy: No Violation Records, Disciplinary Records and Evidentiary Records.

12.2 No Violation Records

12.2.1 No Violation Record shall consist of the Dean's letter informing the student that the decision made in response to an allegation is that the student has not violated this policy.

12.2.2 These records may be used for anonymized statistical studies of violations of this policy. No Violation Records shall not be used for any other purpose without the student's consent.

12.2.3 The No Violation Record is created by the Dean and shall be maintained by the Dean's Office responsible for the decision.

12.2.4 No Violation Records shall be kept separate from any other of the student's records.

12.3 Disciplinary Records

12.3.1 A Disciplinary record in a case shall consist of the Dean's letter informing the student of the finding of an offence and imposing a sanction, and, as applicable, letters from the Provost, from the Clerk on behalf of Senate Executive with respect to additional sanctions, or from the Senate Academic Integrity Appeal Committee with respect to appeals of sanction.

12.3.2 These records may be used for anonymized statistical studies of violations of this policy. Disciplinary records shall not be used for any other purpose without the student's consent.

12.3.3 The Disciplinary Record is created by the Dean and, when applicable, the Provost, the Senate Student Academic Integrity Appeals Committee or the Senate Academic Integrity Committee. The Disciplinary Records shall be maintained by the University Registrar's Office and a copy of the Disciplinary Record may be kept in the Dean's Office responsible for the decision.

12.3.4 Disciplinary Records shall be kept separate from any other of the student's records. The Registrar's Office shall, upon request by a Dean, provide the Dean with the records of any prior violations committed by a student and the sanctions imposed, for the purpose of the Dean determining whether a student has committed a previous violation, before a sanction is imposed in a present case.

12.4 Evidentiary Records

12.4.1 The Evidentiary Record preserves the evidence and any other information used by the Dean in making a determination so that the evidence can be used in the event the student

makes a petition or appeal regarding the case. The Dean's Office shall maintain the evidentiary record. This record is considered confidential and shall be kept separate from all other records or with the copies of the Disciplinary Records kept by the Dean's office.

12.4.2 When the violation is associated with a particular offering of a course, the Evidentiary Record may not be used to determine if additional violations of the Policy have occurred.

12.4.3 Evidentiary records may also be used for anonymized statistical studies of violations of this policy. Evidentiary records shall not be used for any other purpose without the student's consent.

12.5 Destruction of Records

12.5.1 Records of all decisions made under this policy must be available to students in order to provide adequate time for the student to exhaust all appeal opportunities and to comply with FIPPA legislation.

12.5.2 Records of all decisions made under this policy must be kept for a minimum of 12 months from the date of the decision.

12.5.3 Records of all decisions made under this policy must be destroyed in compliance with the deadlines set below.

12.5.4 Records held by the individual reporting the case, No Violation Records and Evidentiary records must be destroyed no later than 16 months of the date of the decision.

12.5.5 Destruction of Disciplinary Records

12.5.5.1 Disciplinary Records for students who have graduated must be kept until at least 12 months after the student has graduated and destroyed no later than 16 months of their graduation.

12.5.5.2 Disciplinary Records for students who have ceased their studies must be kept until at least five (5) years from when the student became inactive and must be destroyed no later than five (5) years and 4 months from the time the student ceased their studies.

12.4.3 Evidentiary Records must be maintained for a minimum of one year after the date of the decision and these records must be destroyed no later than 16 months of the date of the decision.

12.4.4 Evidentiary Records may contain original student work. Reasonable efforts will be made to return original student work to the student. Students who wish to ensure that their original work is returned to them, should make their wishes known in a written request to the appropriate Dean's office no later one year after the decision is made.

12.5 Exception

12.5.1 Records, both disciplinary and evidentiary, for students who have permanent transcript notations (including students who have been expelled) will be held indefinitely in the University Registrar's Office and are to be used only in the event of a subsequent petition or appeal. The Dean must transfer the Evidentiary Records to the University Registrar's Office in cases requiring a transcript notation.

12.5.2 When the penalty includes a transcript notation and the student's petition to delete the transcript notation has been granted by the Senate Academic Integrity Committee, the Committee may direct the University Registrar's Office to destroy the disciplinary and evidentiary record a minimum of one year after the date of the decision to delete the notation and these records must be destroyed no later than 16 months of the date of this decision.

12.5.3 In the case that a sanction includes a time limited transcript notation, the University Registrar's Office will destroy the disciplinary and evidentiary record when the notation is removed.

13 EXCEPTIONS FOR ACCREDITED PROFESSIONAL PROGRAMS

13.1 Programs in disciplines in which accreditation is required for graduates to obtain professional registration or licensure may request specific exceptions to this policy. Any exceptions must be approved by both the Faculty and by the Senate Academic Integrity Committee. Senate must be informed of these exceptions, which will also be made publicly available on a university website.

Senate Academic Integrity Committee:

Terms of Reference

Type of Committee: Standing Committee

Purpose: The Senate Academic Integrity Committee is responsible for the effective implementation of the Academic Integrity Policy.

Responsibilities: The Senate Academic Integrity Committee will

1. provide a forum for inter-Faculty consultation on issues pertaining to Academic Integrity.
2. respond to petitions as specified in the Academic Integrity Policy
3. report annually to Senate on the statistics of Academic Integrity cases, together with any other comments on the characteristics of the cases, on compliance with the Policy, and any other relevant information.
4. recommend to Senate changes to the Academic Integrity Policy
5. keep Senate informed on issues related to Academic Integrity.

Composition:

- five faculty members, one nominated by the Dean in each faculty. These Faculty members should be engaged in the process of responding to reports that that students have violated the policy;
- a representative from Ombuds services;
- a representative from Graduate Studies;
- an undergraduate student
- a graduate student
- the chair of the Senate Student Academic Integrity Appeals Committee

The Committee shall choose one of its faculty members to serve as Chair.

Quorum and Voting: Quorum and voting are by simple majority.

Reporting: The Committee reports to Senate.

Review: These terms of reference will be reviewed every seven years, or as required.
Document Origin Date: May 2026

To: Carleton University Senate
From: Senate Ad Hoc Committee on the Academic Integrity Policy
Date: June 8, 2026
Re: Recommendations

The Senate Ad Hoc Committee on the Academic Integrity Policy has reviewed the existing policy and practices in detail, consulted broadly across the University Community, and considered all suggestions and comments provided to the Committee. The Ad Hoc Committee unanimously recommends that Senate approve the following motion adopting the attached policy and establishing a Standing Committee of Senate (proposed Terms of Reference attached) to oversee the Policy. An additional document entitled “Notes on AI Policy Revisions for Senate” contains a detailed overview of the work of the Committee and changes being recommended.

Motion:

- a) That Senate approve the proposed revisions to the Academic Integrity Policy in the attached document and implements these revisions beginning in September of 2026,
- b) That Senate establish a new standing Committee to carry out the duties assigned to it in the revised policy, and,
- c) That Senate instructs the new committee to deal with any additional issues or concerns that may be raised in Senate.

Note: The parts a) and b) of the motion must be considered together as the Policy assigns responsibilities to the new Committee.

MEMORANDUM TO SENATE

To: Carleton University Senate

From: Paul Wilson
Chair, Ad Hoc Committee on Petitions and Appeals Policy

Date: June 11, 2026

Re: Report of Senate Ad Hoc Committee on Petitions and Appeals Policy

On behalf of the Ad Hoc Committee on Petitions and Appeals Policy, I am pleased to submit this report to Senate on our activities and to recommend the adoption of the proposed Policy.

Background

At its meeting on September 27, 2024, Senate established an Ad Hoc Committee on Petitions and Appeals Policy with a mandate to recommend to Senate:

- a Senate policy on Petitions and Appeals;
- any required changes to the Terms of Reference of the Senate Undergraduate Studies Committee (SUSC);
- any other actions, within the purview of Senate, that result from a review of the current approach to Petitions and Appeals and, in particular, actions required to respond to the recent restructuring of the former Faculty of Graduate and Postdoctoral Affairs.

Although the terms of reference anticipated a report to Senate by March 2025, this timeline proved overly optimistic.

The membership of the committee was:

Faculty Representatives

| | |
|---------------------|-----------------------|
| Paul Wilson | Chair |
| Paul Keen | FASS |
| Marc Hanvelt | FPGA |
| Chris Smelser | FED |
| Matthias Neufang | Science |
| Emily Jones Joannis | Sprott |
| Mike Hildebrand | Office of the Provost |

Support Staff

| | |
|----------------|-------------------------------|
| Dotty Nwakanma | University Registrar's Office |
|----------------|-------------------------------|

Kevin McEwan
Melanie Chapman

Office of Graduate Studies
University Ombudsperson

The committee began meeting in November, 2024, and consulted on multiple occasions with a range of stakeholders, including: the Clerk of Senate; University Registrar and Vice-President (Students and Enrolment); Vice-Provost (Graduate Studies); Senate Academic Governance Committee (SAGC); Senate Committee on Curriculum, Admission, and Studies Policy (SCCASP); SUSC; Senate Graduate Student Appeal Committee (GSAC); University General Counsel; University Archivist; President of Carleton Academic Student Government; President of the Graduate Student Association.

Summary of the Proposed Petitions and Appeals Policy (the Policy)

The committee recommends that Senate approve the Policy (attached).

Currently, the rules and process for student petitions and appeals related to the application of University regulations and to course grades are established in section 3.3 of the Undergraduate Calendar and section 15 of the Graduate Calendar. The committee found that current practice largely works well, and therefore recommends maintaining much of the existing framework. The proposed Policy draws heavily on existing Calendar language, reformulating it into a stand-alone policy document.

Here is an overview of the proposed Policy, noting some of the changes from current practice.

Section 1 Purpose

- This is a new section which largely draws on existing language from section 3.3.1 of the Undergraduate Calendar.

Section 2 Principles

- This is a new section. It states principles which the committee believes undergird current practice but which, for the most part, had not been specifically articulated previously.
- Subsection 2.1.1 which encourages informal resolution where possible, extends a principle which is currently stated in section 3.3.4 of the Undergraduate Calendar with respect to resolving grade disputes.

Section 3 Scope

- This is a new section.
- It explicitly states that the Policy does not apply in cases when an appeal process has been prescribed under another Senate policy (for example, the Academic Integrity Policy, Academic Consideration Policy for Students in Medical or Other Extenuating Circumstances, Academic Accommodation Appeal Process for Students with Disabilities Policy).

Section 4 Definitions

- This is a new section, included for the sake of clarity.
- The definition of “extenuating circumstances” is taken close to word for word from the definition used in the Senate Academic Consideration Policy for Students in Medical or Other Extenuating Circumstances.

Section 5 Administrative Petitions

- This section maintains the current process for student petitions with respect to University rules, regulations or deadlines as expressed in the Undergraduate and Graduate Calendars.
- The Policy now refers to “administrative” petitions instead of “academic” petitions in order to more clearly differentiate from petitions related to academic work and course grades (which are dealt with in section 7).
- Deciding undergraduate petitions related to common academic regulations is the responsibility of SUSC (5.2.2). However, reflecting current practice, SUSC may delegate this responsibility to the University Registrar’s Office.
- Similarly, deciding petitions related to Faculty-specific academic regulations and admission decisions is the responsibility of each Faculty’s Committee on Admission and Studies (CAS) or Joint Committee on Admission and Studies (JCAS) (s. 5.2.3). Also following current practice, that responsibility may be delegated to the University Registrar’s Office or to the University Admissions Office.
- Note that CASs are not mentioned in the current Undergraduate Regulations. The proposed Policy maintains the existing process but makes it more transparent.
- When deciding petitions, the University Registrar’s Office and the Admissions Office may rely on principles and guidelines provided by SUSC or the relevant CAS. Section 5.2.4 provides that, for transparency, relevant principles and guidelines shall be published on each Office’s website.
- Graduate petitions will be submitted to the Office of Graduate Studies and decided by the Vice-Provost (Graduate Studies), as currently.
- While the Undergraduate Calendar specifies deadlines for petitions (section 3.3.1), the proposed Policy does not include these but requires that the office responsible for receiving petitions (usually the University Registrar’s Office or the Office of Graduate Studies) establish and publicize deadlines.

Section 6 Administrative Appeals

- This section recognizes that students have a right to appeal administrative decisions and have their views meaningfully considered.
- Language in section 6.1.2 is new and gives examples of possible grounds for appeal: “error in process, material error of fact, bias, unfair treatment, or new information which could not have been known earlier or would be in the interest of fairness to consider.”
- Section 6.2 sets out different pathways for undergraduate administrative appeals:

- Initial decisions made by the University Registrar’s Office related to common academic regulations may be appealed to SUSC;
 - Initial Faculty-specific decisions made by the University Registrar’s Office or by Admission Services may be appealed to the relevant CAS;
 - Initial decisions made by a Faculty CAS may be appealed to SUSC (this is currently provided for in the SUSC terms of reference);
 - Initial decisions on a petition made by SUSC may only be appealed to SUSC. This is current practice but, so we are given to understand, rare. Normally, such an appeal would be based on new information.
- Graduate Administrative appeals will be decided by GSAC (s. 6.3).
 - Two graduate-only appeal processes are specified: Reconsideration of Process of Examination by Committee or other Non-Coursework Milestones (s. 6.4); and Reconsideration of Denial of Degree or Required Withdrawal (s. 6.5). The text here is mostly drawn from the current Graduate Calendar, except that the Committee proposes to refer to “reconsideration” instead of “review.”

Section 7 Grade Petitions and Appeals

- In many respects, the Policy follows the process and language in the current Undergraduate Calendar. However, the Policy proposes some changes:
 - The Policy proposes a change of nomenclature. The current Undergraduate Calendar uses the term “informal appeal of grade” (s. 3.3.4) to describe when a student approaches their instructor with questions or concerns about their grades. If the student is not satisfied or receives no response, they may then request a “formal appeal of grade” (s. 3.3.5). The committee proposes referring to the first stage of inquiry as a “grade petition” instead of an “informal grade appeal.” This maintains consistency across the Policy that the first stage of inquiry is a petition, which may in some circumstances be followed by an appeal.
 - The Policy harmonizes the process for grade petition and appeal in graduate courses with the Undergraduate process.
 - Section 7.1.4 states that “students may petition instructors to address their concerns.” This is implied but not explicitly stated in the current Calendar.
 - While the Undergraduate Calendar affirms students’ right to have grade-related questions addressed, it does not impose a corresponding obligation on instructors to address such questions. The Policy does not propose such an obligation. However, it provides that an instructor’s failure to respond may constitute grounds for requesting a grade appeal (s. 7.1.6) and may be considered by the Dean in determining whether an appeal proceeds (section 7.2.6).
 - The Undergraduate Calendar currently states that a Dean may decide not to proceed with an appeal “if...reasonable grounds have not been established,” including when “the informal process has adequately addressed the student’s concerns or where...a reasonable expectation of error or bias in the original grade has not been established.” The Policy lists additional circumstances in section 7.2.7, including when the appeal “is based solely on disagreement with the

instructor’s judgement about the academic merit of the student’s work,” or the appeal “lacks sufficient specificity or supporting documentation.”

- The current Undergraduate Calendar does not list reasons why the Dean may choose to proceed (as opposed to not proceed) with an appeal. The Policy now proposes such reasons for proceeding, including “error, bias, improper application of rules or procedures, or inconsistency with the course outline” and, as mentioned above, “an instructor’s failure to respond in a timely fashion to the student’s request for information” (7.2.6).
- The current Undergraduate Calendar says that the student shall be informed of the Dean’s decision on a grade appeal. The proposed Policy requires that, in addition to the student, the Dean shall also inform the University Registrar’s Office, Ombuds Services and the Chair of the unit offering the course, and may inform the course instructor.

Section 8 Retention of Records

The Policy adds a new section which references retention of records under the University’s Retention schedule. The Manager for Records Management and Corporate Archives in the University Secretariat advises that records relating to student petitions and appeals must be retained for at least one year. While the Committee felt it was better not to refer to the specific number in the Policy itself, this will be communicated in supporting communication materials.

Section 9 Exceptions for Accredited Professional Programs

The Policy provides that programs which require professional accreditation may request exemptions from this Policy, and states that requests for exemptions must be approved by the relevant Faculty Board and Senate.

Consequential Amendment to Calendar Regulations

The proposed Policy is designed to replace rather than supplement the current Calendar sections related to petitions and appeals. Should Senate approve the proposed Policy, then, in order to avoid duplication and inconsistencies, section 3.3 of the Undergraduate Calendar and section 15 of the Graduate Calendar should be repealed prior to the Policy coming into force.

Since Calendar changes are normally considered by SCCASP, the Ad Hoc Committee recommends that Senate request that SCCASP review the regulations and report back to Senate at an early date to recommend such changes as are required to bring the Undergraduate and Graduate Calendars into conformity with the Policy.

Terms of Reference for the Senate Undergraduate Studies Committee

The Ad Hoc Committee has proposed revisions to the S USC Terms of Reference in order to make them consistent with the Policy. These revised Terms of Reference are attached.

Since Senate Committee terms of reference are normally considered by SAGC, the Ad Hoc Committee recommends that, if Senate approves the Policy, these draft SUSC terms of reference be referred to SAGC for consideration, and that SAGC be requested to report back to Senate at an early date to recommend updated SUSC Terms of Reference that would be congruent with the Policy.

Approval and Coming into Force of the Policy

The Ad Hoc Committee recommends that Senate approve the proposed Policy now, but that it not come into force until Senate approves the necessary changes to the Calendar regulations, as proposed by SCCASP, and the revised Terms of Reference for SUSC, as recommended by SAGC.

Procedural Review by the Clerk

Section 3.3.3 of the current Undergraduate Calendar provides that students may request a procedural review by the Clerk of decisions made by SUSC. The Graduate Calendar also refers to reviews on procedural grounds (s. 15.3). The Ad Hoc Committee has omitted these sections from the Policy since they apply to administrative decisions more broadly than just petitions and appeals. The Committee concluded that the process for procedural review should instead be set out in a stand-alone Senate Policy.

There is a document posted on the Senate web site entitled “Appeals and Procedural Review” which sets out the right of students to request procedural review of decisions by Deans, SUSC, GSAC, the Senate Academic Accommodation Appeals Committee (SAAAC), and the Senate Academic Integrity Appeals Committee (SAIAC). However, it is unclear whether this document has been formally approved by Senate.

The “Appeals and Procedural Review” document may be found at <https://carleton.ca/senate/appeals-and-procedural-review/>

The Ad Hoc Committee recommend that Senate task SAGC to develop a policy on procedural review by the Clerk, and that this be adopted prior to the Petitions and Appeals Policy coming into force.

Text of Motions for Senate

Pursuant to its terms of reference, the Senate Ad Hoc Committee on Petitions and Appeals recommends that Senate:

1. Approve the proposed Petitions and Appeals Policy as presented, and that the Policy come into force upon approval of the necessary Calendar changes and revised Terms of Reference for SUSC;

2. Refer the proposed revisions to the SUSC Terms of Reference to SAGC and request that SAGC report back to Senate at an early date to recommend updated SUSC Terms of Reference that would be congruent with the Policy.
3. Request that SCCASP review the Undergraduate and Graduate Calendars (in particular, s 3.3 and s. 15 respectively) and report back to Senate at an early date to recommend such changes as are required to bring the Undergraduate and Graduate Calendar regulations into conformity with the Policy.
4. Request that SAGC develop a policy on procedural review by the Clerk for recommendation to Senate.

POLICY ON PETITIONS AND APPEALS (ADMINISTRATIVE AND GRADE)

For Presentation to Senate, June 19, 2026

1. Purpose

1.1 The Senate of the University establishes academic rules, regulations and deadlines which are designed to ensure that academic standards are upheld and that all students are treated fairly and equitably. All students are responsible for following these rules and regulations, and for meeting all academic obligations and requirements.

1.2 However, the University understands that administrative errors can occur, and that extenuating circumstances may adversely affect a student's ability to meet academic obligations. In those instances, a student may request reconsideration of how the rules have been applied, or may request relief from the normal application of those rules (administrative petition). They may also request reconsideration of the grade assigned to a piece of work or in a course (grade petition).

1.3 This Policy outlines the procedures which are to be followed in the case of administrative and grade petitions and appeals unless a different process is specified in another Senate policy.

2. Principles

2.1 The following principles should be considered in determining petitions and appeals:

2.1.1 University rules should be applied consistently, equitably and in a timely manner;

2.1.2 Where possible, informal resolution is encouraged;

2.1.3 Students have a right to know the basis on which decisions affecting them have been made;

2.1.4 Students have a right to appeal a decision on a petition in accordance with this Policy, and to submit their views for meaningful consideration as part of that appeal;

2.1.5 Students should be aware of their rights under this Policy, including their right to consult with Ombuds Services;

2.1.6 Students are encouraged to submit a petition where reasonable grounds exist. No reprisal or threat of reprisal shall be made against students for exercising their rights under this Policy; and

2.1.7 In determining petitions and appeals, academic standards must be maintained.

3. Scope

3.1 Unless otherwise indicated, the Policy applies to all students (including undergraduate, graduate and special students) in the following circumstances:

3.1.1 Requests by students for exceptions to the normal application of academic procedures and regulations. Examples include (but are not limited to) petitions concerning: adding or dropping a course after a deadline; deferred exams; missed application deadlines; exceeding normal course load; denied request to study elsewhere;

3.1.2 Requests by students for redress because a rule or regulation has not been properly or equitably applied;

3.1.3 Requests by students for reconsideration or correction of grades assigned to course work, or the calculation of the final grade assigned in a course.

3.2 The Policy does not apply to decisions with respect to the following:

3.2.1 Initial Admission to the University;

3.2.2 Decisions related to other appeal processes which have been prescribed by Senate under other policies, including appeals related to:

- Academic integrity;
- Academic accommodation for students with disabilities; or
- Requests for short-term or long-term academic consideration for academic deliverables.

4. Definitions

Administrative appeal means the process by which a student may challenge, in writing, the decision on an administrative petition;

Administrative petition means:

- a request by a student for an exception to the normal application of the University's rules, regulations or deadlines based on extenuating circumstances, or a request for redress because a rule or regulation has not been properly or equitably applied;
- at the graduate level only, a request by a student for a reconsideration of the process for examination-by-committee (or other non-coursework milestones); and
- at the graduate level only, a request by a student for a reconsideration of the decision to deny the award of a degree or to require the withdrawal of a student.

Dean means the Dean of the relevant Faculty or their delegate.

Department Chair means the Chair of an academic department or their delegate, and includes the Director of a School or Institute.

Extenuating circumstances: are understood as circumstances that:

- are beyond a student's control;
- have a significant impact on the student's capacity to meet their academic obligations; and
- could not reasonably have been avoided.

Extenuating circumstances may include sudden illness or incapacitation, including mental health and compassionate circumstances.

Experiencing diverse challenges and stressors is considered typical within the university experience and is not normally considered an extenuating circumstance. Factors which would typically not be considered extenuating circumstances include, for example, managing academic workload, employment, competing academic deadlines and inclement weather.

Grade appeal means the process by which a student may challenge, in writing, the decision on a grade petition;

Grade petition means a request by a student for reconsideration by the course instructor of a grade awarded for any course component, including a final exam, or of the final grade awarded in a course;

Records mean requests made in writing by a student for an administrative or grade petition or appeal and supporting documentation in any format, and include, but are not limited to: university forms, graded examinations or assignments, related correspondence, petitioner statements and statements of decision.

Vice-Provost (Graduate Studies) may include a delegate from within the Office of Graduate Studies.

5. Administrative Petitions

5.1 General Rules for Administrative Petitions

5.1.1 A student may petition for an exception to the normal application of the University's rules, regulations and/or deadlines based on extenuating circumstances, or because a rule or regulation has not been properly or equitably applied to the student's record.

5.1.2 Petitions shall be granted if, in the opinion of the decision-maker, the rule or regulation identified in the petition has not been properly or equitably applied, or if the student establishes that they were prevented from complying with the rule, regulation, or deadline due to extenuating circumstances.

5.1.3 The office responsible for receiving the petition shall establish deadlines for submission of petitions as well as forms and procedures. These shall be clearly published on the office's web site.

5.1.4 In the event of petitions submitted by undergraduate or special students with respect to graduate courses, or by graduate students with respect to undergraduate courses, the University Registrar's Office and the Office of Graduate Studies will consult to determine the proper office for considering the petition.

5.2 Process for Undergraduate Petitions

5.2.1 All administrative petitions related to undergraduate and special students shall be submitted to the University Registrar's Office in writing, except that petitions concerning admission into undergraduate degree programs shall be submitted to the Undergraduate Admissions Office.

5.2.2 The Senate Undergraduate Studies Committee (SUSC) is responsible for deciding administrative petitions related to common academic regulations of the University, but may delegate responsibility for considering petitions to the University Registrar's Office, who shall decide petitions on behalf of the SUSC based on SUSC principles and guidelines.

5.2.3 Each Faculty's Committee on Admission and Studies (CAS), including any CAS representing two or more Faculties jointly, is responsible for deciding administrative petitions related to academic regulations and admission decisions that are specific to the programs and degrees within their respective Faculties. Each CAS may delegate responsibility for considering petitions to the University Registrar's Office or to the Undergraduate Admissions Office, as appropriate, who shall decide petitions on behalf of the relevant CAS based on any principles and guidelines provided by that CAS.

5.2.4 The University Registrar's Office and the Admissions Office shall publish on their websites the current relevant principles and guidelines.

5.3 Process for Graduate Petitions

5.3.1 All administrative petitions concerning graduate students shall be submitted in writing to the Office of Graduate Studies, and shall be considered and decided by the Vice-Provost (Graduate Studies).

6. Administrative Appeals

6.1 General Rules for Administrative Appeals

6.1.1 Students have a right to submit an appeal in accordance with this Policy with respect to the decision made on a petition and to submit their views for meaningful consideration as part of that appeal.

6.1.2 Grounds for appeal include, for example, error in process, material error of fact, bias, unfair treatment, or new information which could not have been known earlier or would be in the interest of fairness to consider.

6.1.3 Appeals must normally be submitted in writing within 10 working days of the decision having been sent to the student.

6.1.4 The office receiving the appeal shall forward it, along with any other information it believes relevant, including information on previous petitions and appeals submitted by the student, to the appropriate appeal committee.

6.1.5 The respective appeal committee shall decide appeals brought to it for consideration and a concise explanation of their decision, including any decision not to proceed with an appeal, shall be provided to the student. The responsible office as well as the relevant Faculty Dean, the departmental chair, and Ombuds Services shall also be notified. The Instructor of the course may also be notified as appropriate.

6.2 Process for Undergraduate Administrative Appeals

6.2.1 Administrative appeals concerning undergraduate matters must be submitted in writing to the University Registrar's Office. It is the student's responsibility to ensure that the appeal submission is complete and includes all relevant matters which the committee should consider in rendering its decision.

6.2.2 The SUSC will decide appeals in respect of petition decisions made by the University Registrar's Office on behalf of the SUSC.

6.2.3 Petitions decided initially by the SUSC may only be appealed to the SUSC according to the general rules set out in section 6.1.

6.2.4 The relevant Faculty CAS will decide appeals in respect of petition decisions made by the University Registrar's Office or by the Admissions Office on behalf of that CAS.

6.2.5 Petitions initially decided by a Faculty CAS may be appealed to the SUSC.

6.3 Process for Graduate Administrative Appeals

6.3.1 Administrative appeals concerning graduate students must be submitted in writing to the Office of Graduate Studies. It is the student's responsibility to ensure that the appeal submission is complete and includes all relevant matters which the committee should consider in rendering its decision.

6.3.2 Graduate administrative appeals shall be decided by the Graduate Student Appeal Committee (GSAC).

6.4 Reconsideration of Process of Examination by committee or other non-coursework milestones (Graduate Students Only)

6.4.1 Petition: Within 20 working days of the examination by committee (comprehensive examination, qualifying paper, thesis, or research essay) or other non-coursework

milestones, a graduate student may request reconsideration of the process of examination. Such reconsiderations will only be conducted on procedural grounds. This petition shall be submitted to the departmental chair.

6.4.2 Appeal: a graduate student may submit a formal appeal when the petition has not addressed their concerns. The appeal must be submitted to the Office of Graduate Studies, who may establish requirements for documentation as well as additional procedures that are consistent with this Policy.

6.4.3 The Vice-Provost (Graduate Studies) may decide not to proceed with the appeal if, in their opinion, reasonable grounds have not been established as a basis for the appeal. If the Vice-Provost (Graduate Studies) decides not to proceed with the appeal, the student will be informed of the reasons for the decision.

6.4.4 After reaching a decision on the appeal, the Vice-Provost (Graduate Studies) will communicate the decision in writing to the student and the Faculty Dean (and other involved parties, if applicable), and will work with all parties to implement any needed remedy. This decision is final.

6.5 *Reconsideration of Denial of Degree or Required Withdrawal (Graduate students only)*

6.5.1 Petition: Within one academic term following the denial of a degree or a required withdrawal from a program, a graduate student may petition the Vice-Provost (Graduate Studies) to reconsider the University's decision. This petition may only be on the grounds that the student has been denied a degree or forced to withdraw because of some error, or improper conduct by the University, its officers, or employees.

6.5.2 Appeal: A graduate student may appeal decisions of the Vice-Provost (Graduate Studies), with explicit evidence, to the GSAC. Such appeals must be based on the following:

- The misapplication of an academic regulation contained in the graduate calendar; or
- The inappropriateness of the application of a regulation contained in the graduate calendar in the particular circumstances of the student.

7. Grade Petitions and Appeals

7.1 *Grade Petition*

7.1.1 There may be a number of circumstances in which students will have questions regarding their grades. These questions may be about understanding the grading scheme; about the grade awarded for a specific piece of work, including work that has not been returned; or about the determination of the final grade in the course.

7.1.2 Students have the right to view all graded material, including graded material that has not been returned. In some cases, the original submitted work will remain in the possession of the University and the viewing of this work may be supervised.

7.1.3 Students have the right to have questions regarding the evaluation of their work addressed.

7.1.4 Students may petition instructors to address their concerns. Wherever possible, both during the term and after, such concerns about the grading of student work should be settled informally between the student and the instructor. As a result of this petition process the original grade may be raised, lowered or left unchanged.

7.1.5 Students should initiate this petition by contacting their instructor within seven working days of the day on which the grade in question was made available.

7.1.6 Failure of the course instructor to address the student's questions about the evaluation of one or more pieces of work or about their final grade in the course within 10 working days of the student contacting them with questions about a grade is grounds to submit a grade appeal.

7.1.7 In cases where a student has concerns regarding the determination of their final grade, the student will be provided with a list of their grades on all components of the course and a description of how their final grade was calculated.

7.2 *Appeal of Grade*

7.2.1 A student may submit an appeal of grade when the petition process has not addressed their concerns. The appeal must be submitted with required supporting documentation, normally within 10 working days from the day on which the grade petition process was completed.

7.2.2 Appeals with respect to undergraduate courses must be submitted to the University Registrar's Office.

7.2.3 Appeals with respect to graduate courses must be submitted to the Faculty Dean.

7.2.4 The resolution of an appeal of grade is the responsibility of the Dean of the Faculty offering the course.

7.2.5 The appeal must be specific to one or more graded components of the course and/or the calculation of the final grade.

7.2.6 The Faculty Dean shall conduct a preliminary review to determine whether the information provided is sufficient to proceed with the appeal. Reasons to proceed include error, bias, improper application of rules or procedures, or inconsistency with the course outline. The Dean may consider an instructor's failure to respond in a timely fashion to the student's request for information as grounds to proceed with an appeal.

7.2.7 The Dean may decide not to proceed with an appeal if reasonable grounds have not been established as a basis for the appeal, including in the following circumstances:

- the petition process has adequately addressed the student's concerns;

- the appeal does not disclose a reasonable expectation of error, bias, improper application of rules or procedures, or inconsistency with the course outline;
- the appeal is based solely on disagreement with the instructor's judgement about the academic merit of the student's work;
- the appeal lacks sufficient specificity or supporting documentation to permit a meaningful review;
- the appeal raises matters that fall outside the scope of a grade appeal under this Policy; or
- the outcome sought is not one that may be granted under this Policy.

7.2.8 Where the Dean decides not to proceed with the appeal, the student will be informed in writing of the reasons for the decision.

7.2.9 In proceeding with an appeal, the Dean may consult as needed, and may arrange for one or more qualified readers other than the instructor to reassess the work. In this case, the identity of the reader(s) will not be made known to the appellant and the identity of the appellant will not be made known to the reader(s).

7.2.10 After due consultation, the Dean, as chief academic officer of the Faculty, will assign the grade. The decision of the Dean is final. As a result of this appeal process the original grade may be raised, lowered or left unchanged. The student will be given a concise explanation of the decision in writing. The Dean shall inform the University Registrar's Office, Ombuds Services and the relevant chair with respect to the decision on the appeal, and may also inform the instructor.

8. Retention of Records

8.1 Records under this Policy will be maintained in accordance with the Carleton University Retention Schedule.

9. Exceptions for Accredited Professional Programs

9.1 Programs in disciplines in which accreditation is required for graduates to obtain professional registration or licensure may request specific exceptions to this Policy, subject to approval by the relevant Faculty Board and by Senate on the recommendation of the Senate Committee on Curriculum Admissions and Studies Policy (SCCASP). These exceptions will also be made publicly available on the university's website.

SENATE UNDERGRADUATE STUDIES COMMITTEE (SUSC)

TERMS OF REFERENCE

Revisions Proposed to Senate, June 19, 2026

1. The Senate Undergraduate Studies Committee (SUSC) shall exercise its authority as set out in the Senate Policy on Petitions and Appeals.
2. SUSC has authority to decide petitions and appeals submitted by undergraduate or special students related to common academic regulations of the University.
3. SUSC may delegate authority for considering petitions to the University Registrar's Office and to the Admissions Office, who shall decide petitions on behalf of SUSC based on SUSC principles and guidelines.
4. SUSC will also provide to the University Registrar's Office, the Admissions Office, and the Committees on Admission and Studies (CAS) or Joint Committees on Admission and Studies (JCAS) any principles and guidelines which shall govern their consideration of petitions on behalf of SUSC.
5. SUSC also has the authority to review decisions made by any CAS/JCAS, and shall decide appeals of petition decisions made by a Faculty CAS or JCAS, taking into consideration any circumstances arising from exceptions due to requirements of professional accreditation.
6. SUSC will decide its own quorum rule, but it is recommended that the quorum be the Chair and two faculty representatives.
7. The Committee will maintain a record of all precedents established to serve as a guide for the future. This record of decisions would be available to the Office of the University Registrar and to the CASs and JCAS.
8. The Chair of SUSC may refer individual cases to and seek advice from the CASs and the JCAS and vice versa.

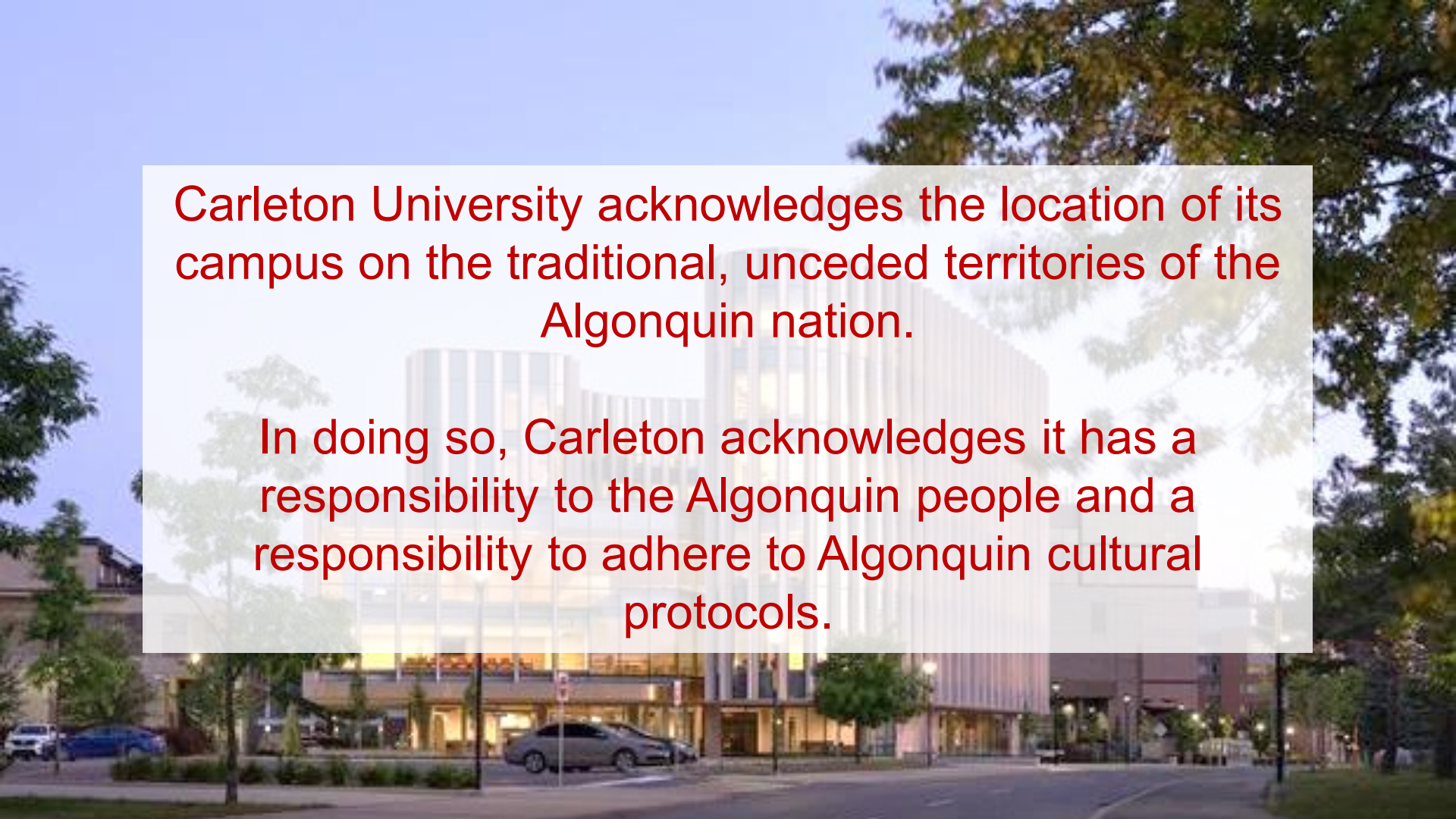
Composition

1. A faculty member elected by Senate to serve as Chair.
2. Two representatives from the FASS/FPGA JCAS or a delegate designated by the FASS/FPGA JCAS.
3. One representative or their designate from each other CAS.
4. One representative from the Undergraduate Petitions and Appeals Secretariat, non-voting
5. One representative from the Admissions Services, non-voting.

May 29, 2026

Towards Carleton@100: Senate Update





Carleton University acknowledges the location of its campus on the traditional, unceded territories of the Algonquin nation.

In doing so, Carleton acknowledges it has a responsibility to the Algonquin people and a responsibility to adhere to Algonquin cultural protocols.

Rick Colbourne



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What futures are possible?

- how might Carleton navigate a more differentiated, volatile and vulnerable higher-education landscape

What do those futures demand from us?

- the academic capabilities, structures, governance, and institutional readiness required to sustain quality, relevance and long-term solvency

What might we begin to shape today?

- which academic shifts matter most for resilience, differentiation and institutional health

What are we aiming for by 2032 and into 2042?

- a shared academic horizon that orients decisions, trade-offs, and investments over time

This process determines the boundaries of institutional action

- Where Carleton will **concentrate capability and commit to excellence**
- Where Carleton will **deprioritize, limit, or exit activity**
- What the institution will **identify as trade-offs in strategic decision-making**



Progress Since Strategic Visioning

Completed Milestones

- Project initiation, governance and framework established
- Public launch and engagement began on March 25, 2026
- Formation and activation of Working Groups

Current Activity (Spring–Summer 2026)

- Conducting environmental scans across all five themes
- Early detection of:
 - System-level conditions and opportunities
 - Gaps in evidence and emerging trends

Upcoming Deliverables

- Interim assessment scheduled for June 2026
- Completion of environmental scans by July 2026



Project Timeline



Initiation & Governance (Jan–Mar '26)

Starting the collaborative work and establishing core governance.

Orientation & Planning (Apr–Sep '26)

Building dedicated working groups to drive the roadmap forward.

Consultation & Engagement (Sep–Nov '26)

Listening and learning from voices across the community.

Strategic Themes (Oct–Dec '26)

Identifying and focusing on the issues that matter most.

Preliminary Plan Development (Dec '26–Mar '27)

Shaping the strategic direction through collaborative drafting.

Final Strategic Plan (Mar–Apr '27)

Confirming the path forward and launching the official plan.

Proposed Touch Points

September 18, 2026

- Review of early signals
- Working Group consultation and engagement plans

October 23, 2026

- Project progress report
 - Working Group consultation and engagement

December 11, 2026

- Working Group Strategic Directions

February 26, 2027

- Draft Strategic Plan

April 23, 2027

- Review of *Towards Carleton@100*



Does this align with expectations?

Are additional reporting areas advised?

Questions

thank
you



Senate Executive Committee
May 19, 2026
TB503C + TEAMS videoconference

MINUTES

Attending: R. Dansereau (Clerk), G. Lacroix, N. Hagigi, D. Hornsby, A. Hurrelmann, P. Rankin, R. Renfroe, W. Tettey (Chair)

Recording Secretary: K. McKinley

1. Welcome & Approval of the Agenda

The meeting was called to order at 11:02 am.

It was **MOVED** (A. Hurrelmann, R. Renfroe) that the agenda of the meeting of the Senate Executive Committee on May 19, 2026 be approved, as presented.

The motion **PASSED**.

2. Approval of Senate Executive Committee Minutes

a) April 14, 2026 Meeting

It was **MOVED** (P. Rankin, R. Dansereau) that the Senate Executive Committee approve the minutes of the Senate Executive Committee meeting on April 14, 2026, as presented.

The motion **PASSED**.

b) March 3, 2026 e-poll

It was **MOVED** (G. Lacroix, A. Hurrelmann) that the Senate Executive Committee approve the minutes of the Senate Executive Committee e-poll on March 3, 2026, as presented.

The motion **PASSED**.

3. Review of Senate Minutes (April 24, 2026)

The minutes of the Senate meeting on April 24, 2026, and the minutes of the closed session of the Senate meeting on February 27, 2026 were circulated in advance. No suggestions for corrections or changes were brought forward by the committee.

4. Draft Senate Agenda – May 29, 2026

A draft Senate agenda for the May 29th Senate meeting was circulated to Senate Executive members in advance. No changes or additions were requested by the committee.

It was **MOVED** (R. Dansereau, R. Renfroe) that the Senate Executive Committee approve the proposed agenda for the Senate meeting of May 29, 2026 as presented.

The motion **PASSED**.

5. Question Period Submissions

Senate Executive Committee members reviewed questions submitted for the Question Period of the May 29th meeting. The committee determined that two of the questions submitted were operational in nature and should be redirected to the appropriate party/unit to provide a specific response. The other questions were approved for the binder.

6. Other Business

No other business was identified.

7. Adjournment – The meeting was adjourned (G. Lacroix, P. Rankin) at 11:37 am.