



<b>Policy Title:</b>	Performance Issues and Misconduct	No.: 2.08
Approved By:	Director of Dietetics	
Approval Date:	August 22, 2022	Next Review: Spring 2026
Original Version:	New Policy; BSFN (Policy No. 1.08), last revised and approved 2021	
Audience:	Students, Practice Education Partners, Faculty and Staff	

## Preamble

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The UBC Dietetics Program is committed to advancing equity, diversity and inclusion for the Program and dietetics profession, as it relates to the Program’s vision of inspiring learners to advance dietetic practice and food systems. Our core values of justice, integrity, inclusion, collaboration, and community-focus drive our approaches to Program planning, delivery, evaluation, and community engagement.

The Program is located on UBC’s Point Grey Campus, which is situated on the traditional, ancestral, and unceded territory of the xwməθkwəyəm (Musqueam). Practice education placements take place on the traditional, ancestral and unceded territories of many Indigenous peoples, in locations throughout present day British Columbia. The Program recognizes the original stewards of these lands, and engages in ongoing efforts towards decolonization of the Program and the dietetics profession.

**Purpose:** Student academic performance in the Program is monitored following *Policy 2.07. Progression and Completion of the Dietetics Program*. Non-academic expectations are summarized in *Policy 2.06 Respectful Learning Environment*. When it has been determined that a student is not meeting academic or non-academic performance expectations, including suspected academic misconduct, the principles and procedures of this policy are followed. This policy also includes information about G+PS withdrawal and LFS appeals procedures.

## Abbreviations

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BC	British Columbia
G+PS	Faculty of Graduate and Postdoctoral Studies
ICDEP	Integrated Competencies for Dietetics Education and Practice
LFS	Faculty of Land and Food Systems
MND	Masters of Nutrition and Dietetics
The Program	UBC Dietetics Program – Graduate (MND)
UBC	University of British Columbia



## Policy

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### Setting Performance Expectations

Student performance expectations (academic and non-academic) are communicated through various methods, including course syllabi as well as [Program](#), [G+PS](#) and [UBC](#) policies. Students are expected to familiarize themselves with [their responsibilities](#) and relevant policies upon admission to UBC and throughout their time in the Program. Students also agree to abide by the [Student Code of Conduct](#) when they are admitted to UBC; see the [Academic Calendar](#) for examples of non-academic misconduct and related regulations

### Principles When Addressing Performance Issues

The Program uses the following principles when addressing student performance issues:

- *Early identification of issues* – the Program routinely instructs students, UBC faculty/staff and practice education preceptors to communicate any performance concerns to the MND Team as early as possible to support successful resolution.
- *Comprehensive assessment* – performance issues are complex and require thorough information gathering and assessment. The MND Team conducts a comprehensive assessment of performance issues with the individuals involved in each situation, recognizing that each person involved in a student's situation has a unique perspective.
- *Confidentiality* – student performance issues are sensitive. The Program ensures that all conversations with students and others involved (e.g., student peers, preceptors, course instructors) are formally documented and only shared and discussed with those who need to be informed of the situation.
- *Consultation* – the Program is responsible for monitoring and ensuring acceptable resolution of student performance issues. The Program may involve various units within UBC (e.g., G+PS, Centre for Accessibility) and at practice education placements sites, when addressing student issues.

### Performance Issues Management

Students are responsible for self-monitoring progress in all courses, and should seek out extra support from the course instructor, their peers, MND faculty, the Centre for Accessibility (CFA), or other UBC services as necessary, in order to understand and apply course concepts and complete all required assessments to a satisfactory degree.

In these situations, the role of the MND team, course instructors and practice education preceptors is to support students to implement strategies that will result in performance improvements. Student insight and accountability are essential to successfully address identified performance issues.

Students are responsible for (1) actively taking part in creating plans to support their learning, and (2) showing performance improvements to course instructors, preceptors, and the MND Team (as appropriate). Course instructors and preceptors are resources who can support students to achieve the learning plans they have developed for themselves.

Given that each performance issue situation is unique, the Program will explore a variety of



interventions to support student learning. There are operational constraints in the academic and practice education environments; not all interventions will be possible or suitable to implement for every situation. In practice education courses, operational constraints limit the amount of time that can be given to each practice education placement. Typically, placements cannot be extended beyond the pre-established, scheduled placement length (usually 6 weeks).

If documented performance improvement plans are not successful, the Program will follow G+PS withdrawal procedures. Students may fail a maximum of one practice education placement during the MND and remain in the program; in some situations, a student will need to complete an added placement to achieve all ICDEP performance indicators. If the student fails a second placement, the Program will follow G+PS withdrawal procedures.

### Withdrawal

As per the [LFS Grad Student Handbook](#), a graduate student may have to withdraw from the University under two conditions relevant to the MND Program:

1. “Progress is considered unsatisfactory because of poor performance in coursework, research, or other academic endeavors.”
2. “Circumstances arise which make it unlikely that the program will be successfully completed within [a reasonable time period.](#)” e.g., maximum 5 years for a Masters

As described in the earlier section, prior to initiating the G+PS withdrawal procedure, “the student must receive prior notice in writing that progress has been unsatisfactory, and be given a clear definition of remedial action with realistic deadlines.” ([LFS Grad Handbook](#)).

### Review of Assigned Standing

As described in the LFS Graduate Student Handbook – Section 16, “any dispute concerning grades should first be discussed with the instructor, then with the Graduate Program Advisor [(e.g., Director of Dietetics)] and finally with the Associate Dean, Graduate and Postdoctoral Studies in LFS.” This review is solely based on disagreements of grades assigned, **based on academic judgment**. The Program will support relevant procedures as needed during the review. See the [Academic Calendar](#) entry for regulations and procedures for a Review of Assigned Standing.

### Appeals on Academic Standing

As described in the Policy [Senate Appeals on Academic Standing](#), students may protest a decision relating to their academic studies, on the basis that the decision **has been arrived at through improper or unfair procedures**—including a failure to consider information that should have been considered, or consideration of information that ought not to have been considered (section 2.4).

The protest should be made initially to the relevant Faculty member making the decision. If the issue is not resolved informally, it must be taken to the Program Director, then to the LFS Associate Dean, Graduate and Postdoctoral Studies, and then to Dean of G+PS. Procedures for appeals within LFS and G+PS, including timelines, are found in the; procedures for appeals to the UBC Senate are found in the Academic Calendar.



### Academic Misconduct

The Program shares resources related to academic integrity with students upon admission and throughout their program. Students are responsible for understanding the [standards for academic integrity at UBC](#), which may differ from other institutions. See the [Academic Calendar](#) for definitions of Academic Misconduct and related procedures.

An instructor who detects or suspects academic misconduct in course work must notify, in writing, as soon as possible,

- i. the student (who should be invited to meet the instructor) and
- ii. the MND Team, specifically the Director of Dietetics.

The MND Team will then let the instructor and student know, in writing, to access resources from the Office of the Ombudsperson [related to Academic Misconduct](#) for support through this process.

“If, after giving the student an opportunity to respond to the allegations of academic misconduct, the instructor is satisfied that the student has committed academic misconduct, the instructor may make an academic response to the student's offence,” e.g., giving 0% on the assignment ([G+PS](#)). The instructor should consult and inform the Director of Dietetics and MND Lead about their response.

All incidents of academic misconduct will be reported to the G+PS Dean by the MND Grad Advisor with the support of the course instructor.

Action	Who	When
<u>Performance Issues</u>		
1. Notify student in writing of unsatisfactory academic progress or performance	MND Team	As issues arise
2. Assess student performance issues	MND Team	As issues arise
a) Gather information through methods such as, reviewing academic records, reviewing relevant documentation, meeting with student and others involved		
3. Address identified issues	MND Team	Following assessment of issue(s)
a) Decide options for addressing the issue(s), with student and relevant individuals/units		
b) Establish a plan with clear performance expectations and timelines, with student and relevant individuals/units		
c) Prepare documentation of named issue(s) and plan. Share a copy of documentation with student and other relevant individuals/units		
4. Monitor student progress and ensure that performance issue(s) plan is achieved by agreed-upon timeline	MND Team	At times specified in the student's plan



Action	Who	When
<u>Withdrawal and Appeal</u>		
5. If performance issue(s) have not been resolved by agreed upon timeline, <a href="#">follow G+PS procedures for withdrawal:</a> a) Contact G+PS to discuss the student’s lack of progress and a possible withdrawal b) Meet with student to discuss possibility of being required to withdraw. Student is offered the choice to withdraw voluntarily from the graduate program. c) If student does not wish to withdraw voluntarily, send a recommendation for required withdrawal to G+PS d) If there is sufficient reason, the Dean of the Faculty of Graduate and Postdoctoral Studies will require the student to withdraw	MND Team	As needed
6. Initiate appeal of decision within LFS, following LFS Grad Student Handbook procedures.	Student	As necessary, following timelines in LFS Grad Student Handbook
<u>Academic Misconduct</u>		
1. Share UBC academic integrity resources with students	MND Team	Upon admission, and throughout program.
2. Understand and follow UBC standards for academic integrity	Student	Upon admission, and throughout program
3. If academic misconduct detected or suspected, notify student and MND Team	Course Instructor	As issues arise, as soon as possible
4. Share resources from the Office of the Ombudsperson with student and instructor	MND Team	Promptly, after receiving notification
5. a. Meet with student and decide whether academic misconduct occurred. b. Consult and notify MND Team related to evidence of misconduct, decision, and academic response	Course Instructor	Promptly, following notification



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<b>Action</b>	<b>Who</b>	<b>When</b>
6. Notify G+PS Dean of incidents of academic misconduct and academic response.	MND Grad Advisor; with Course Instructor	Promptly, following meeting
7. Follow any directives from G+PS Dean, and/or UBC Senate related to academic misconduct investigation	MND Team; Student;	As needed, as described in Academic Calendar

**Reviewed by:**

	<b>Action</b>	<b>Date</b>	<b>Status</b>
MND Team	New Policy	July 30, 2022	New policy, based on BSFN policy <i>1.08 Student Performance Issues</i> and <i>1.09 Termination and Appeal</i>
Director of Dietetics	Review	Aug 22, 2022	Approved