

Lassonde Academic Honesty FAQ

Where can I find the policy on Academic Honesty?

The policy is available on the University Secretariat website: <https://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>

I got an email about a potential breach, now what?

We know this can feel stressful and overwhelming. Rest assured we have a process in place that is fair for all parties, including students. The next step is to wait for an email from honesty@yorku.ca to schedule an exploratory meeting. This meeting will give you a chance to ask questions and talk through the suspected breach. More details are explained below.

Can I just come in and talk to you to straighten this all out? Can I just go and talk to my Professor about this?

This is the purpose of the Exploratory Meeting; an opportunity for you to talk with your Professor and hopefully come to an informal resolution. We understand that this is a stressful situation and that you want to find a resolution as fast as possible, but we must adhere to the Senate Policy on Academic Honesty. We kindly ask that you wait until your Exploratory Meeting to engage in this conversation with both your Professor and our office.

How long will the process take?

That all depends on where the process takes us. As per the Policy, we are required to give you 7 days' notice prior to your Exploratory Meeting, which is set to only take 30 minutes. If an agreement is reached that the Exploratory Meeting, then your case may go to the Committee on Evaluations and Academic Standards (CEAS) for ratification and be concluded within a month. If no agreement can be reached at the Exploratory Meeting and you decide to go to a Full Hearing or Penalty Hearing we are required to give you 21 days' notice before this is scheduled, and a decision will be made at the end of the meeting. Process information can be found under section 3.5 and 3.6 of the Policy.

What exactly is an Exploratory Meeting/what can I expect?

The Exploratory Meeting is a meeting between yourself and your professor, that is facilitated by the Manager, Academic Honesty. This meeting is a chance for both parties to review and discuss what may or may not have happened. The aim of this meeting is to come to a common understanding of events surrounding the suspected breach and hopefully agree on an informal resolution. Sometimes we can't come to an agreement and that is okay. In this case we move towards either a Full Hearing or a Penalty Hearing. You can read more about those processes in section 3.5 and 3.6 of the Policy.

Can I bring someone with me to my Exploratory Meeting?

Yes, in accordance with the Policy you can bring a representative or support person to the meeting. Please let us know if you plan to do so.

Will the other student(s) involved in the suspected breach be at the Exploratory Meeting?

No, there will be no other students at the Exploratory Meeting. The only people present will be yourself, the course instructor, the Manager of Academic Honesty and a notetaker. You do have the option of bringing a representative with you, should you choose.

How should I prepare for my Exploratory Meeting?

The best information on how to prepare can be found here: <https://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>

You should take care to review the Summary of Offences Against the Standards of Academic Honesty (section 2.1) and Summary of Penalties for Academic Misconduct (section 2.2).

Reflect on the timeline of events and circumstances surrounding the suspected breach. Eg. Did you share your work with anyone? Could anyone else have had access to your computer/files? Did you have access to anyone files? Did you access any online sources that were not part of the course material? Do you have any communications (i.e emails/texts) that you could share to help explain your side of the story?

Can I see the evidence?

Yes, the evidence will be shared with you during the Exploratory Meeting. If you move to a Full Hearing then all evidence will be shared with you 21 days prior to the hearing.

What happens if I miss my Exploratory Meeting?

If you are unable to attend your Exploratory Meeting please let us know as soon as possible. We will reschedule your exploratory meeting one time. If by the second meeting you have not appeared and have not given us ample reason, your case will be forwarded to the next step of the process – as outlined in the Policy section 3.5.1. Once your case has been moved to a Full or Penalty Hearing, as per section 3.6.5 of the Policy, following a 15 minute wait, the Hearing may proceed with or without the student.

Will there be a record of this on my transcript?

We consider a notation on a transcript to be a serious penalty that is reflective of a serious breach. It is rarely used for first offences unless the other penalties outlined in the Policy cannot be utilized. Additionally, notation on transcripts are usually set for a period of time and are not permanent. Unless you have been assigned a transcript notation as a penalty, there will be no public record, on your transcript or otherwise, that you were involved in an Academic Honesty Investigation.

Will I get suspended/expelled?

We know it can all feel overwhelming, especially if this is your first time going through this process. Our Senate Policy on Academic Honesty is a set of policies that aims to be fair and just to all students. The penalties outlined in the Policy are meant to be reflective of the breach. A suspension or expulsion is only used when there is a major breach of the policy and it is rarely ever used for first or even second offences.

What does the PDG on my grade report mean?

A PDG stands for "Pending". The PDG acts as an enrolment block on your course, meaning you can't drop or remove that course or receive your final grade. You will still be able to enroll in other courses.

When will the PDG come down?

The PDG will come down if your case has been dismissed or once your case has been ratified or concluded by the Committee on Examination and Academic Standards (CEAS).

Can I order/send transcripts if I have a PDG?

Per section 3.4.3 of the Policy: Once notified of a potential breach of academic honesty, transcripts may not be released to the student until a final decision is reached. A request by a student for a transcript to be sent to another institution or to a potential employer will be processed, but, if the student is found guilty of a breach of academic honesty, the recipients of the transcript will be provided automatically with an updated transcript.

I am required to complete an academic honesty assignment as part of my penalty. What is this?

The academic honesty assignment is a reflective assignment that is administered by the Academic Honesty department. While this assignment has no impact on your course grade, it is a mandatory assignment with a set due date. If you do not complete the assignment in time or if the assignment has been plagiarized, there will be additional penalties imposed. You will receive details of the assignment in your final decision letter.

What happens if I already have breach on record?

Having a previous breach does not necessarily mean that you will be officially charged with another breach. You will still go through the process to determine if an additional breach actually occurred. If it is concluded that an additional breach occurred, having a previous breach can impact the penalty imposed by the Committee on Examination and Academic Standards (CEAS). CEAS also considers additional factors such as course level, severity of the breach and mitigating circumstances. More details can be found under section 2.3 of the Policy.

My case is moving to a hearing. What if I disagree with the decision from a hearing?

If you disagree with the decision resulted from CEAS ratification or a CEAS Hearing, you have the option to appeal through the Senate Appeals Committee (SAC). A Notice of Appeal must be submitted to appeals@yorku.ca by 5:00 pm on the 30th day after receipt of the decision. To appeal the decision, you must have grounds (reasons) for SAC to consider the appeal. Full information on submitting an appeal, acceptable grounds for appeal and the appeals procedures can be found in the SAC Procedures at <http://secretariat.info.yorku.ca/senate/appeals-committee/appealing-to-thesenapeals-committee/>. After reviewing the Procedures, if you have any questions you may contact the committee secretary at appeals@yorku.ca.