

Lassonde Academic Honesty Full Faculty Hearing Process & FAQ

What is a Full Faculty Hearing?

If your case is going to a full hearing, this means that at the exploratory meeting, there was no agreement as to whether a breach of the Academic Honesty Policy occurred. As a result, your case will be overseen by the Committee on Evaluations and Academic Standards (CEAS).

CEAS is an unbiased committee comprised of three faculty representatives and two student representatives. They oversee all Academic Honesty cases to ensure transparency and equity in the process.

At the full faculty hearing, you and the instructor will have the chance to present your case and evidence to CEAS. The Committee will weigh evidence and testimony to make a final determination on the case.

How to prepare for your full hearing:

You will be given 21 days notice before your scheduled full hearing. It is important that you review the [Senate Policy on Academic Honesty](#). We strongly recommend that you review the following sections in particular:

Section 3.6 Formal Hearing at the Faculty Level

- This section outlines the process and procedure for a full hearing

Section 4 Order of Faculty or Senate Hearings on Academic Honesty

- This section outlines the order of speaking in the hearing

Section 2.2 Summary of Penalties for Academic Misconduct & 2.3 Factors Considered When Imposing Academic Penalties

- You must be prepared to propose a penalty in case the Committee determines that a breach did occur. Section 2.2 outlines possible penalties, that can be proposed in any combination. Section 2.3 outlines factors the Committee is to take into consideration when determining penalties – you should be able to speak to those as applicable (e.g. impact of grades on their GPA, future goals, crisis happening in your life, etc.)

What should you expect during the full hearing?

All full hearings will follow the same order of proceedings:

1. Committee Members and guest introductions
2. Case is presented
3. Instructor presents evidence
 - a. Committee members and student may ask questions
4. Student presents evidence
5. Committee Members deliberate in private to determine if a breach has occurred
 - a. if there is a finding of no breach, the hearing is adjourned and charges dropped
6. If the Committee finds that a breach has occurred the hearing will move to the penalty phase
7. Instructor or representative asked to propose penalty
8. Student asked to propose penalty
 - a. Give explanation as to why
 - b. Disclose any mitigating circumstances/evidence that you would like committee to consider
9. Student and case presenter dismissed
10. The Committee will deliberate in private to determine appropriate penalty

11. Student receives informal penalty decision via email following the meeting
12. Final Decision letter to be sent at a later date

Frequently Asked Questions

What documents should I prepare?

Bring any documents that you think are relevant to support your argument for dismissal. In addition, prepare any documents to support your proposed penalty. This can include communication, grade impact, and other mitigating circumstances (i.e. health issues, life crisis etc.). You can send a written statement along with the documentation to honesty@yorku.ca ahead of time so that the Committee can review it in advance.

What does it mean to bring a representative? Do I need a lawyer?

In accordance with the Policy you can bring a representative or support person to the meeting. This does not have to be a lawyer, but it is your right to bring one. Please let us know if you plan to do so.

Can I see the evidence?

Yes, all evidence will be shared with you 21 days prior to the hearing.

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. 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.

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-thesenate-appeals-committee/>. After reviewing the Procedures, if you have any questions you may contact the committee secretary at appeals@yorku.ca.