

## **Lassonde Academic Honesty**

### **Penalty Hearing Process & FAQ**

#### **What is a Penalty Hearing?**

A penalty hearing means that during the exploratory meeting you and the instructor have agreed that an academic honesty breach has occurred, however there was no agreement on an appropriate penalty. As a result, the Committee on Evaluations and Academic Standards (CEAS) will determine an appropriate penalty.

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.

During the penalty hearing both you and the instructor will have the chance to present a proposed penalty and reasoning to CEAS. The Committee will weigh the proposals and factors to ultimately make a final penalty determination on the case. It is important to note that a penalty hearing focuses just on the penalty, the facts of the case are not in dispute.

#### **How to prepare for your penalty hearing:**

You will be given 21 days notice before your scheduled penalty hearing. It is important that you review the [Senate Policy on Academic Honesty](#). We strongly recommend you review the following sections to be prepared to propose a penalty on your behalf.

##### Section 2.2 Summary of Penalties for Academic Misconduct

- This section outlines possible penalties that can be proposed in any combination. Be prepared to propose one or more of these penalties for your case.

##### Section 2.3 Factors Considered When Imposing Academic Penalties

- This section outlines factors that should be taken into consideration when determining penalties – you should be able to speak to those that are applicable (e.g. impact of grades on GPA, future goals, personal circumstances, etc.)

#### **What should you expect during the penalty hearing?**

All penalty hearings will follow the same order of proceedings:

1. Committee Members and guest introductions
2. Summary of case is presented
3. Proposed penalty presented on behalf of instructor
4. Student presents proposed penalty with reasoning
  - a. Further questions may be asked by Committee
5. Both student and case presenter dismissed
6. Committee Members deliberate on appropriate penalty
7. Student receives informal penalty decision via email following the meeting
8. 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 proposed penalty. This can include 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](mailto: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.

**What happens if I already have breach on record?**

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.

**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, transcript notations 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 if I disagree with the final penalty imposed by CEAS?**

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](mailto: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-these-nate-appeals-committee/>. After reviewing the Procedures, if you have any questions you may contact the committee secretary at [appeals@yorku.ca](mailto:appeals@yorku.ca).