

OUR ACADEMIC HONESTY PROCESS FOR FACULTY

STUDENT INFORMED & PDG PLACED ON GRADE

- Student receives email notice of investigation outlining the details and PDG placed on grade
- Instructor does not compute final grade for course until case is resolved
- Academic Honesty team will be in touch with instructor to schedule exploratory meeting

INCIDENT REPORTED

- Instructor finds evidence to suspect that the academic honesty policy has been breached
- Instructor submits evidence to the Academic Honesty Team via Machform
- Academic Honesty Team begins investigation process



RESOLUTION FOUND AT EXPLORATORY MEETING

- There are several potential outcomes at the exploratory meeting
 - Case dropped & records deleted
 - Student admits to breach and both parties come to agreement on penalty (See Case Concluded)
 - Student admits to breach but does not agree to proposed penalty (See No Resolution)
 - No agreement on if breach occurred (See No resolution)

EXPLORATORY MEETING

- This meeting is held between the student and instructor, and is facilitated by the academic honesty team
- The meeting is a safe, respect filled, and understanding space to discuss the issue
- Instructor presents the details which led to the suspicion of a breach
- Student explains their account & presents additional information
- Aim of this meeting is to come to a common understanding about what occurred



CASE CONCLUDED

- Case concluded at Exploratory:
 - Student & instructor sign Breach Agreement and Penalty Proposal
 - Forms sent to CEAS for final approval
 - Student receives final decision letter & PDG removed
 - Instructor calculates and provides final grade to Academic Honesty team
- Concluded after hearing (full or penalty)
 - Student receives final decision letter & PDG removed
 - Instructor calculates and provides final grade to Academic Honesty team

NO RESOLUTION AT EXPLORATORY MEETING

The case is then presented to the Committee on Evaluation and Academic Standards

TWO TYPES OF HEARINGS

FULL HEARING

Both instructor and student present their case & evidence. CEAS will decide if a breach occurred. If yes - penalty proposals heard.

PENALTY HEARING

Breach agreement already reached, as such instructor is not required to be present. CEAS will hear penalty proposals presented by AH Team and student, CEAS will decide final penalty



LEARN MORE ABOUT THE ACADEMIC POLICY & LASSONDE RESOURCES HERE:

<https://lassonde.yorku.ca/resources-faculty>