

## ACADEMIC HONESTY PROCEDURAL GUIDELINES

Faculty members are directed to the Senate Policy on Academic Honesty for the guidelines and procedures governing York University, found here: <http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>. The following information is meant to be used as guidelines specific to members of the Faculty of Liberal Arts and Professional Studies community when involved in cases of academic honesty as it describes the Faculty specific implementation of the Senate approved procedures.

An instructor other than the Course Director, i.e. Teaching Assistant, who suspects a breach of academic honesty, should refer the matter to the Course Director.

### A. PRELIMINARY DISCUSSION – OPTIONAL

Note: When there is clear evidence to suggest that a breach of academic honesty has occurred, Course Directors should move directly to an exploratory meeting as described in section B without having a preliminary discussion. No forms may be signed at a preliminary discussion as this must be done at an exploratory meeting with a third party present.

1. When a Course Director has concerns about the academic integrity of a piece of work, s/he may contact the student to schedule an appointment for a preliminary discussion.
2. The purpose of a preliminary discussion is:
  - To initially discuss the Course Director's concerns with the piece of work in question.
  - To allow an opportunity for the student to respond to the instructor's concerns.
  - To introduce the subject of academic honesty, and to explain procedures governing academic honesty within the Faculty of Liberal Arts and Professional Studies.
3. Based on this preliminary discussion:
  - The faculty member decides whether or not to proceed with the matter to an exploratory meeting (see section B) as a case of academic honesty.

### B. EXPLORATORY MEETING (see section 3.5.1 of the Senate Policy)

If a Course Director decides to proceed with a charge of a breach of academic honesty, as per section 3.5 of the Senate Policy on Academic Honesty, an exploratory meeting shall be scheduled to allow the Course Director to fully articulate and review his/her concerns with the work in question and to enable the student to respond. At this meeting it will be determined whether or not there are reasonable and probable grounds to substantiate a charge.

1. As soon as a Course Director decides to pursue a charge of a breach of academic honesty, a formal complaint alleging the breach shall be submitted in writing to the Undergraduate Program Office that offers the course as soon as is reasonably possible. This will prompt the scheduling of an exploratory meeting. The complaint shall contain a full, but concise, statement of the facts as perceived by the Course Director and be accompanied by all available supporting evidence. Once a complaint is received, the designated staff member in the Department (e.g. Undergraduate Program Assistant) will immediately contact Sharon Moses (smoses@yorku.ca) in the Registrar's Office by email, copied to Brittany Tuer (btuer@yorku.ca), Assistant Director, Academic Standards & Policy Advisor, to have a pending grade qualifier mounted for the relevant course. This prevents a student from dropping a course while under investigation.

2. When scheduling an exploratory meeting, please note the following:
  - If more than one student is involved, each student should have a separate meeting.
  - The student must be given at least 7 calendar days written notice of the meeting and provided with a brief description of the reason for the meeting. The student should be notified of the exploratory meeting via registered mail and email. Registered mail provides confirmation that the letter has been delivered to the student.
  - Should the student wish to waive their right to notice of the meeting in order to convene an earlier meeting (if possible), a waiver form may be completed by the student.
  - The meeting should be convened and chaired by the appointed representative (e.g. Undergraduate Program Director or her/his designate).
  - The student may be accompanied by a representative and the faculty member may have another person present. If the student elects not to attend the meeting, the meeting may proceed without the student present. However, students should be made aware that it is in their best interest to attend, and that the Department would appreciate hearing from them.
  - A designated staff member in the Department (e.g. Undergraduate Program Assistant) may attend to take notes during the meeting.

## C. OUTCOMES OF EXPLORATORY MEETING (see section 3.5.2 of the Senate Policy)

### 1. Dismissal of Charge

If after discussion at this meeting the Course Director/Department wishes to dismiss the charge, the designated staff member in the Department shall contact the Registrar's Office via email (copied to Assistant Director, Academic Standards & Policy Advisor) to remove the pending grade for the course. No record of the case is kept on file.

### 2. Admission of Breach and Joint Recommendation as to Penalty:

If student admits to a breach and there is a jointly recommended penalty which does not exceed failure (F) in the course and falls within the Senate guidelines on the range of penalties - (i.e. zero on assignment, lower grade in course etc.), then the student will sign a statement indicating acceptance of responsibility for the offense and a joint submission with regard to penalty recommendation is made. This information is recorded on "Form B".

- A brief summary of the case, the recommendation ("Form A" and "Form B") and all relevant documentation shall be forwarded to the Assistant Director, Academic Standards & Policy Advisor. Please ensure all documentation is included, specifically the grade breakdown, and please compile the documents in the appropriate order.
- The Assistant Director, Academic Standards & Policy Advisor ensures that the file is complete and that proper procedures have been followed, checks for prior breaches and forwards it to the Chair of the LA&PS Committee on Teaching, Learning, and Student Success for approval in cases where the penalty is at or below failure (F) in the course. The Chair determines whether the recommended penalty is within the appropriate penalty range. If so, the recommended penalty is normally accepted and imposed by the Chair without a hearing.
- If the Chair does not accept the penalty, the case will be forwarded to a penalty hearing for consideration by a panel.
- If a recommended penalty exceeds failure in the course, the case will be forwarded to a penalty hearing for consideration by a panel.

3. Admission of Breach but no Agreement on Recommended Penalty

If a student wishes to admit to a breach of academic honesty but no agreement is reached on recommended penalty, Part I of “Form B” should be completed and signed by the student and the faculty member. Only the faculty member would complete Part II of the form indicating a recommended penalty. (The student will be contacted at a later time by the Faculty to make a separate written submission regarding penalty.) A brief summary of the case, the recommendation (“Form A” and “Form B”) and all relevant documentation shall be forwarded to the Assistant Director, Academic Standards & Policy Advisor. A penalty hearing shall be arranged for consideration by a panel.

4. No Admission of Breach

If a student does not admit to an alleged breach of academic honesty and if there are sufficient grounds to warrant a charge, the case (including all relevant documentation) is forwarded to the Assistant Director, Academic Standards & Policy Advisor. A hearing shall be arranged for consideration by a panel.

5. Failure to Attend Exploratory Meeting

If a student elects not to attend the meeting, the meeting will proceed without the student present. If it is determined that there are sufficient grounds to warrant a charge, the case (including all relevant documentation) is forwarded to the Assistant Director, Academic Standards & Policy Advisor. A hearing shall be arranged for consideration by a panel.

*Note:*

- *It is important to communicate at an Exploratory Meeting that students may not withdraw from the course in question while under investigation for a breach of academic honesty. Further, if it is determined that a student has committed a breach of academic honesty, the course in question will remain permanent on their academic record.*
- *Do not make the student feel pressured to agree to anything at the Exploratory Meeting.*
- *If it is determined that a student has committed a breach of academic honesty, a confidential record of the case shall be retained by the Faculty and shall be copied to the student's home faculty if applicable.*

**D. PRIOR TO A HEARING (see section 3.6.2 of Senate Policy)**

1. A designated faculty-level staff member will notify all relevant parties of the details of the hearing and prepare and distribute case information as required. The student will be notified via registered mail and email, and given at least 21 calendar days advance notice of the hearing. A student may choose to waive advance notice in order to have a hearing scheduled at an earlier date.
2. The Assistant Director, Academic Standards & Policy Advisor will invite the student to attend an informational meeting to inform of the hearing process and to answer questions regarding process.
3. As per section 3.6.2 of the Senate Policy, if a student acknowledges the accuracy of the charge(s), the student may waive the right to a hearing by submitting a written statement to the Assistant Director, Academic Standards & Policy Advisor that both admits to the breach of academic honesty and waives the right to a hearing. In this statement, the student may make submissions as to appropriate penalty and give reasons. If the faculty member submitting the charge concurs with the penalty recommendation of the student, a jointly signed submission will be forwarded by the Assistant Director, Academic Standards & Policy Advisor to the Chair of the LA&PS Committee on Teaching, Learning, and Student Success for review. In such cases, the agreed upon penalty shall not exceed failure in the course. If the Chair does not accept the penalty the case will be forwarded to a penalty hearing for consideration by a panel. If the faculty member and student do not agree on a recommended penalty, a penalty hearing shall be arranged for consideration by a panel.

## E. HEARING (see section 3.6 of Senate Policy)

1. A panel of the LA&PS Committee on Teaching, Learning, and Student Success meets to hear cases unresolved under processes described in section C.
2. An Associate Dean or designate acts as the Faculty Presenter.
3. The Faculty Presenter reviews the facts of the case, presents evidence and may call witnesses.
4. The student will be invited to attend. S/he may be represented at the hearing and may call witnesses.
5. The Course Director, or Undergraduate Program Director are invited and encouraged to attend.
6. Both parties must inform the designated faculty-level staff member of their intention to call witnesses and file names of these witnesses at least seven calendar days in advance of the hearing.
7. The designated faculty-level staff member will attend the hearing as a Recording Secretary.
8. If a student fails to appear at a hearing after proper notice, the hearing may proceed, a decision may be made and sanctions may be imposed, unless the student can establish, in advance of the hearing and to the satisfaction of the panel that there are circumstances beyond his or her control, which make an appearance impossible or unfairly burdensome.
9. Following the hearing the Recording Secretary will send the student, via registered mail and email, the written decision of the panel, a record of the hearing and appeal procedures.
10. The Recording Secretary will follow-up with the Registrar's Office to have the student's record amended accordingly as per the penalty.

### Note:

- *Please refer to section 4 of the Senate Policy on Academic Honesty to review the full order of a Faculty Hearing.*
- *If it is determined that a student has committed a breach of academic honesty, a confidential record of the case shall be retained by the Faculty in accordance with the University Common Records Schedule (CRS) and shall be copied to the student's home faculty if applicable.*
- *If the student is found innocent of the charge, a record of the case and hearing shall be retained by the Faculty for a period of one year.*

## F. APPEALS

Decisions of the Faculty of Liberal Arts and Professional Studies Appeals Committee may be appealed to the Senate Appeals Committee (c/o the University Secretariat's Office). An appeal or notice of appeal must be filed with the Senate Appeals Committee by 5:00pm on the 30<sup>th</sup> day after receipt of the decision letter from Faculty. The Secretary of the Senate Appeals Committee may be reached at [appeals@yorku.ca](mailto:appeals@yorku.ca) or at (416)736-2100 ext. 22220.

Full information on submitting an appeal, acceptable grounds for appeal and the appeals procedure can be found at: <http://secretariat.info.yorku.ca/senate/appeals-committee/appealing-to-the-senate-appeals-committee/>