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FACULTY OF ARTS NEW POLICY ON ACADEMIC DISHONESTY

NOTICE TO STUDENTS: At its meeting on November 12, 1987, the Council of the Faculty of Arts approved the following new policy and regulations on academic dishonesty; this new legislation applies to all alleged offences of academic dishonesty occurring in the Faculty of Arts after that date. For further information, consult the Office of the Dean, 736-5260.

Notes: 1) The following procedures are intended to apply within the Faculty of Arts. All provisions of the Senate Policy on Academic Honesty also apply.

2) References to "students" in the following regulations should be taken to include applicants for admission to the Faculty and former York students, as well as those who are currently registered at York.

A. DEFINITIONS

Note: The following list of offences is not exhaustive; consult also the definitions contained in the Senate Policy on Academic Dishonesty. The University's regulations on non-academic discipline may also apply. Some academic offences constitute offences under the Criminal Code of Canada; a student charged under University regulations may also be subject to criminal charges. Charges of academic dishonesty may also be laid by the Faculty of Arts under these regulations against its students who are accused of offences against other educational institutions.

1. **Plagiarism:** presentation of work as one's own which originates from some other, unacknowledged source. In examinations, term papers and other graded assignments, verbatim or almost verbatim presentation of someone else's work without attribution constitutes plagiarism. This is deemed to include the presentation of someone else's argument in the student's own words as if it were his/her own, without acknowledgement.

2. **Cheating:** i) the unauthorized giving or receiving or utilizing, or attempt at giving or obtaining or utilizing, of information or assistance during an examination*; ii) the unauthorized obtaining or conveying, or attempt at obtaining or conveying, of examination questions; iii) giving or receiving assistance on an essay or assignment which goes beyond that sanctioned by the instructor (this includes the buying and selling, and attempt at buying or selling, of essays for purposes of cheating); iv) impersonating someone else or causing or allowing oneself to be impersonated in an examination, or knowingly availing oneself of the results of impersonation; v) presenting a single piece of work in more than one course without the permission of the instructors involved.

Note: These regulations are not intended to discourage cooperative projects among students. Nor are they intended to prohibit the submission of one piece of work to two different courses. Students are expected to obtain the permission of instructors in advance for cooperative projects and for the submission of a single piece of work for two different courses.

3. **Other forms of Academic Dishonesty:** includes making false claims or statements, submitting false information, altering official documents or records or attempting or causing others to do or attempt any of the above, so as to mislead an instructor or an academic unit, programme, office, or committee as to a student's academic status, qualifications, actions or preparation.

Note: If students are uncertain whether a course of action might constitute cheating or plagiarism, they should consult the instructor(s) concerned in advance.

B. PROCEDURES

Note: Once the process outlined in Sections B and D has begun, a student accused of academic dishonesty may not drop or be deregistered from the course in question until a final decision is reached. Students may not drop any courses in which they have been penalized for academic dishonesty. Requests for transcripts made during the process will be treated in accordance with the Senate Policy on Academic Honesty. A student who is suspended and is otherwise eligible to graduate may not apply to graduate until a suspension expires or is lifted.

1. Cases which, in the instructor's view, involve genuine misunderstanding on the student's part, may be dealt with informally by the instructor, with the agreement of the student(s) involved; and are not to be recorded in the student's file.

2. In cases in which the instructor decides to lay a charge of plagiarism, cheating, or other form of academic dishonesty, s/he shall inform the course director, and the course director shall discuss the problem with the student(s) and the instructor, to determine whether a breach of academic honesty has occurred.

* References to examinations also include tests.

Note: Where the offence occurs in relation to the activities of a committee or an academic or administrative office rather than in the context of a specific course, or in relation to another educational institution, the appropriate university official shall arrange a meeting with the student and shall follow the procedures outlined below.

3. If, following the meeting with the student, the course director and/or instructor or other university official determine(s) that an offence of academic dishonesty may have occurred she/he/they shall notify in writing the Associate Dean with responsibility for such cases.

4. The Associate Dean (or designate) shall meet with the instructor / course director / university official to discuss the laying of a charge for consideration by the Faculty Academic Hearing Committee. A specification of any charges must be drawn up and sent to the student by registered mail.

5. In cases where the student wishes to admit to a breach of academic honesty, a document signed by the student and the faculty member which includes the admission, a summary of the matter and (optionally) a joint submission as to penalty may be forwarded to the Academic Hearing Committee. Where there is a joint submission as to penalty, which does not exceed failure on the assignment, the Committee will normally impose the penalty suggested; but if it is of the opinion that some other penalty would be more appropriate, if a penalty exceeding failure on the assignment is recommended, or if there is no joint submission as to penalty, it must arrange for a hearing of the matter.

6. The secretary of the Faculty Academic Hearing Committee shall notify the student of the Committee's procedures and of the date on which the charges will be heard.

7. A hearing shall take place before the Faculty Academic Hearing Committee to consider the charges. At that hearing the Associate Dean (or designate) shall act as prosecutor. The hearing shall be conducted according to the procedures mandated by the Senate Policy on Academic Honesty.

8. If the student is found guilty, the Faculty Academic Hearing Committee shall proceed to consider submissions as to the appropriate penalty as described in section C below.

9. The secretary shall inform the student by registered mail of the Committee's decision, and, in the case of a guilty verdict, of appeal procedures; a copy will also be sent to the Department or Office concerned and to the Office of Student Programmes.

C. PENALTIES

1. The following penalties may be imposed singly or in combination:
 - a. Oral or written warning or reprimand*;
 - b. Opportunity for a make-up assignment or examination*;
 - c. Lower grade or failure (including a grade of 0) on the assignment or examination*;
 - d. Failure in the course (with or without transcript notation of the reason for the failure)*;
 - e. Suspension from the University for a definite period**;
 - f. Notation of suspension on the transcript for a definite or indefinite period, with or without the possibility of removal at a later date**;
 - g. Withholding or rescinding a York degree, diploma or certificate***.

* penalties which may be imposed by the Faculty Academic Hearing Committee

** penalties which may be imposed by the Faculty Executive Committee on the recommendation of the Academic Hearing Committee

*** penalty which may be recommended by Faculty Executive Committee, subject to approval of the Senate Appeals Committee

D. APPEAL PROCEDURES

1. The decision of the Faculty Academic Hearing Committee may be appealed to the Faculty Executive Committee on procedural grounds or grounds of new evidence within 30 days of the mailing of the Academic Hearing Committee's decision.

2. The procedures mandated by the Senate Policy on Academic Honesty on the order of an appeal shall apply.

3. The decision of the Faculty Executive Committee may be appealed to the Senate Appeals Committee on grounds of new evidence (i.e. evidence which could not be considered at the Faculty level) or on procedural grounds.