

THE ACADEMIC HONESTY PROCESS

An Overview

A. Investigation

1. The person discovering the suspected violation will notify the course director. The course director should not meet with the student or discuss the case at this point.
2. The course director will notify his or her department Chair, providing all documentary evidence.
3. The Chair will consult with the Manager, Faculty Governance & Policy. It will then be determined whether there has been an infraction, and if so, whether it is **minor** or more **serious**. In either case, if there has been an infraction, an exploratory meeting will be held (**Part B**, below). A case is minor where the infraction is small in extent, can reasonably be construed as an error on the student's part, and where there appears to be no intent to deceive.
4. If, on consultation, it is determined that an infraction has taken place, the Manager will place a "flag" in the student's file, block enrolment activity in the course, and investigate whether there is a prior history. If it is a repeat offence, then the matter must proceed directly to a formal hearing (**Part C**, below).

B. Exploratory Meeting

<i>If Minor:</i>	<i>If Serious:</i>
<ol style="list-style-type: none">1. The department Chair will conduct an exploratory meeting, attended by the course director and the student. If there is more than one student involved, each should be met with separately. Each may bring a representative.2. If the student admits to a breach of academic honesty, a suitable penalty — not exceeding failure in the course — will be agreed upon.3. In all cases, outcomes are reported to the Manager, Faculty Governance & Policy. Where a penalty is imposed, a joint agreement is signed by both parties, and approved by the Associate Dean Academic.	<ol style="list-style-type: none">1. The Manager, Faculty Governance & Policy will chair an exploratory meeting, attended by the course director and student and their representatives.2. If the student admits to a breach of academic honesty, a suitable penalty — not exceeding failure in the course — will be agreed upon. The Associate Dean, Academic may be consulted on a penalty, if necessary.3. A joint agreement is signed by both parties, and approved by the Associate Dean, Academic.

C. Formal Hearing

A formal hearing by AAPPC will be held in cases where:

- a) It is not the student's first offence.
- b) The student neglects to attend the exploratory meeting and it is found that there are grounds to proceed with a charge of a breach of academic honesty.
- c) The student admits to a breach of academic honesty, but no penalty can be agreed upon.
- d) The student does not admit to a breach of academic honesty.