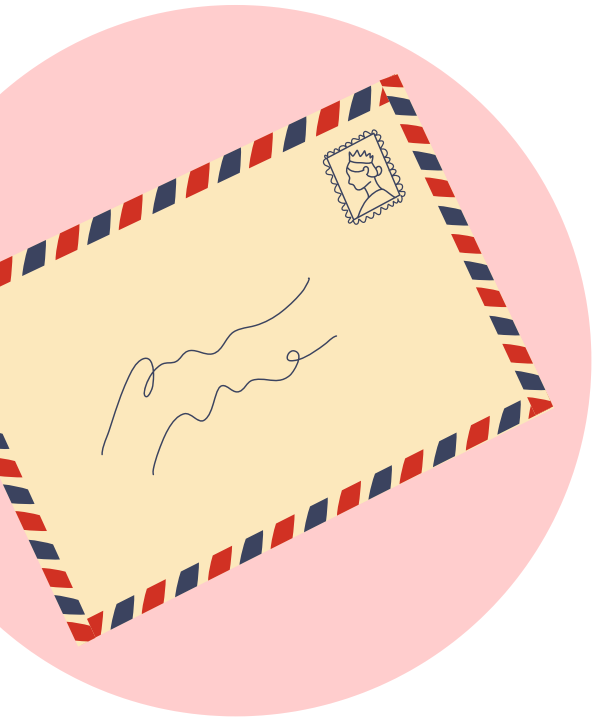


I'VE BEEN CHARGED WITH A BREACH OF ACADEMIC HONESTY... NOW WHAT?

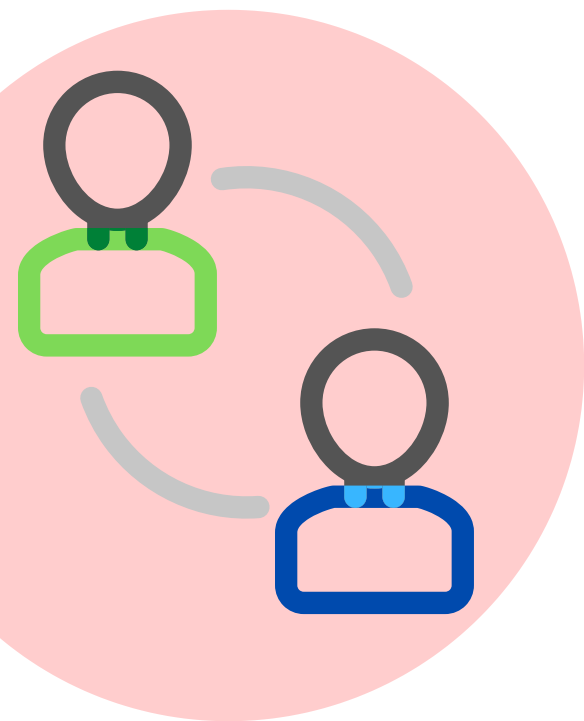
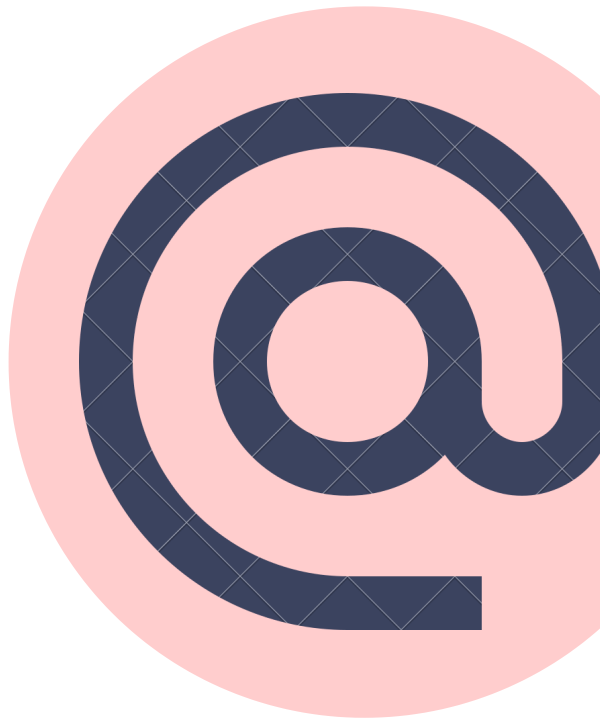


STEP 1: YOU RECEIVE A LETTER

- A potential breach of academic honesty is typically brought to the attention of the Undergraduate Program Director (UPD) by your instructor or TA.
- You will receive a letter (email and/or mail) letting you know that an academic honesty investigation has started and for which course.
- You will see a Pending (PDG) notation on your transcript instead of your course grade.

STEP 2: SCHEDULING AN EXPLORATORY MEETING

The letter you receive will ask you to contact the Biology Department to schedule an exploratory meeting. Do this as soon as possible.



STEP 3: THE EXPLORATORY MEETING

- The UPD and your instructor will also be present.
 - You are allowed to bring a support person with you.
- Your instructor will describe the concern and present the evidence.
- You will then have the chance to explain what happened.

STEP 4: THE PENALTY

- You will be asked whether you acknowledge the offense and accept responsibility.
 - If YES: you sign a form acknowledging the offence and to indicate if this is your first offense.
- The instructor recommends a penalty. You can accept the penalty or not.
 - If YES: you sign a form accepting the penalty. The form goes to the Committee on Examinations and Academic Standards (CEAS) for ratification. Once ratified, your course grade is posted on your transcript.
- If there is no agreement regarding offense and/or penalty, a formal hearing will be scheduled.

