

STUDENT CODE OF ACADEMIC CONDUCT - OUTLINED PROCEDURES

Consult the Student Code of Conduct (<http://www.ryerson.ca/senate/policies/pol60.pdf>) for details.

Situation	Policy section	Procedure
SUSPICION OF ACADEMIC MISCONDUCT (Section I)		
Consultation	IA	<ul style="list-style-type: none"> Students or instructors may consult with the Academic Integrity Officer (AIO). The AIO is neither an advocate for students or faculty nor a decision-maker in the process. Students may consult with a student advocate from RSU or CESAR. The Ombudsperson may be consulted at any time.
Notification	IB	<ul style="list-style-type: none"> The instructor or AIO will notify the student (via Ryerson email) of the suspicion of academic misconduct and of a date and time to meet to discuss the suspicion – normally within 5 days of the notice.
Discussion	ID	<ul style="list-style-type: none"> The discussion may be facilitated by the AIO or non-facilitated. Students have the right to request a facilitated discussion. In non-facilitated discussions an agreed upon note taker (normally a department assistant) may be present. Should be an open dialogue for the purpose of discussing the instructor's concerns. Both sides should bring any evidence they have to support their side. If two or more students are suspected of misconduct, the AIO must be contacted to assist in determining a fair process. No lawyers or advocates are permitted during initial discussions.
Decision and Penalties	ID	<ul style="list-style-type: none"> If academic misconduct has been determined, the minimum penalty is a "0" on the work and a Disciplinary Notice (DN) will be assigned. The instructor may also assign an "F" in the course and may, in consultation with the AIO, recommend Disciplinary Suspension (DS), Disciplinary Withdrawal (DW), or Expulsion for undergraduates or continuing education students and DW or Expulsion for graduate students If a DS, DW, or Expulsion is recommended, there will be an automatic hearing of the Academic Integrity Council.
Academic Integrity Tutorial	IE	<ul style="list-style-type: none"> The instructor may assign the AIT as a course requirement for educational purposes even if the student is not charged If a student is charged with misconduct and the AIT is assigned, the FAI Workshop is mandatory. Up to an additional three educational workshops which are relevant to the charge may also be assigned.
SUSPICION OF NON-COURSE RELATED ACADEMIC MISCONDUCT (Section II)		
Non-course Related Misconduct	IIA & IIB	<ul style="list-style-type: none"> Student's offer of admission will be revoked (see procedures for details). If it is determined after the start of classes by the department/school/program that a submission (portfolio, essay, etc.) upon which admission to the program was based is not the work of the student, the student will be charged with academic misconduct with a recommended penalty of Disciplinary Withdrawal. The alteration of documents issued by Ryerson, such as degrees, official transcripts, and grades, will result in a charge of academic misconduct.
STUDENT ENROLLMENT DURING APPEAL/HEARING PROCESS (Section III)		
Student Enrollment During Appeal/Hearing	III	<ul style="list-style-type: none"> Students may remain in class and may enroll for courses while their case is under appeal, or while they are awaiting an automatic hearing. If the decision results in a DS, a DW or Expulsion being imposed, the student will normally be dropped from all classes and the fees refunded.
APPEALS AND AUTOMATIC HEARINGS: ACADEMIC INTEGRITY COUNCIL (Section IV)		
Appeals	IVA	<ul style="list-style-type: none"> The student may appeal the charge or a penalty greater than a "0" on the work. No appeal of the charge if the student has admitted academic misconduct If the charge of misconduct is not being appealed, there may be no appeal of the assignment of a DN or the minimum penalty of a "0" on the work. Such appeals will not be accepted at any level.
Automatic Hearing	IVB	<ul style="list-style-type: none"> A hearing must be automatically scheduled when: <ol style="list-style-type: none"> 1) The recommended penalty is higher than an "F" in the course 2) There is a charge of academic misconduct outside of a course; or 3) The student has a previous misconduct on his or her record.
Representation/Support	IVC	<ul style="list-style-type: none"> Students may bring a support person, who is not their legal representative and who may not participate in the Hearing.

Submissions & Documentation	IVD	<ul style="list-style-type: none"> • A Faculty Appeal must be filed by the student to the office of the Dean of the appropriate Faculty within ten (10) working days from receipt of the decision letter. • The student will be notified by the Academic Integrity Office of the intent to schedule an automatic hearing. • A Response to Notice of Automatic Hearing Form should be filed by the student with the Dean of their program Faculty within ten (10) working days of receipt of the Notice. • If the hearing is because of a recommendation of a penalty higher than an “F” in the course, or a charge outside of a course, the student should submit: the completed Faculty Automatic Hearing form. • If the hearing is to determine the penalty related to a 2nd (or 3rd) academic misconduct, the student should submit: the completed Faculty Automatic Hearing form. • If the hearing is because of an instructor’s recommendation of a penalty greater than an “F” in the course, the instructor must state, in writing, the reason for the recommended penalty and provide all of the relevant evidence to the Committee in advance. He or she must be present at the hearing. • If the hearing is because of a charge outside of a course, the person bringing the charge must provide this documentation and attend the hearing.
Pre-Hearing Procedures	IVE	<ul style="list-style-type: none"> • The Academic Integrity Council must schedule a hearing, normally within ten (10) working days of receipt of the appeals documents • Students must receive at least ten (10) days notice of the date, time and place of the hearing. • If a student is appealing a charge of misconduct for which there has been a recommended penalty greater than an “F”, the student may agree to have a single hearing both on the appeal of the charge and the penalty.
Hearing Regulations	IVF	<ul style="list-style-type: none"> • Students may be represented by an advocate from either RSU or CESAR. • Students may have a support person in the hearing, but this person may not participate in any way. Students may also bring witnesses, but these must be declared in advance. • Hearings are open unless it is requested by the student, the instructor or the panel that it be closed. • If either the student or the instructor (Chair/Director) fails to attend the Hearing the Academic Integrity Council may proceed in his or her absence.
Decision	IVG	<ul style="list-style-type: none"> • The Hearing Panel may: <ul style="list-style-type: none"> ✓ deny the appeal; ✓ grant the appeal and attach any conditions it deems warranted; ✓ maintain or reduce the penalty of an “F” in the course to a “0” on the work; ✓ assign or remove the requirement for the Academic Integrity Tutorial; ✓ maintain or overturn an automatically assigned Disciplinary Suspension for a second offence and, if maintained, determine the length of that suspension, from one term to 2 years; ✓ accept or deny the recommendation for Disciplinary Suspension from a program and determine the period of suspension from 1-2 years. If the recommendation is denied, the Hearing Panel may assign a lesser penalty if warranted ✓ accept or deny the recommendation for Disciplinary Withdrawal and determine the period of withdrawal from 1-2 years. If denied, the Hearing Panel may assign a lesser penalty if warranted; ✓ accept or deny the recommendation of Expulsion from the University. If denied, the Hearing Panel shall determine whether a lesser penalty should be assigned ✓ in exceptional circumstances, if new evidence is presented in an appeal or automatic hearing, or if the assigned or recommended penalty differs dramatically from the published penalty guidelines, assign a higher penalty. • The letter to the student shall be sent within five (5) working days of the Hearing, and must clearly state the basis on which the decision was reached. • If there is a recommendation of Withdrawal or Expulsion, there will be an automatic hearing of the Senate Appeals Committee.
APPEALS AND AUTOMATIC HEARINGS: SENATE APPEALS COMMITTEE (Section V)		
Appeals	VA	<ul style="list-style-type: none"> • A student may appeal the decision made by the Academic Integrity Council based on one of the following grounds: <ol style="list-style-type: none"> 1) there is new evidence that was not available at the time of the first hearing which has a reasonable possibility of affecting the decision;

		<ul style="list-style-type: none"> 2) substantial procedural error which could have affected the outcome; 3) inadequate weight was given to the evidence provided; or 4) a higher penalty has been assigned by the Academic Integrity Council
Automatic Hearing	VB	<ul style="list-style-type: none"> • An automatic hearing of the Senate Appeals Committee will be scheduled when the Academic Integrity Council recommends Disciplinary Withdrawal or Expulsion.
Representation/Support	VC	<ul style="list-style-type: none"> • Representation by either an advocate or legal counsel is permitted at the Senate appeal level.
Submissions & Documentation	VD	<ul style="list-style-type: none"> • Students must submit a Senate Academic Misconduct Appeals Form to the Secretary of Senate within ten (10) working days of receipt of the Academic Integrity Council decision. • The Chair of the Academic Integrity Council Hearing Panel and the instructor (or the person who made the original decision on the misconduct) shall be co-respondents to the appeal, and should both submit letters of response to the student's appeal. • The student will be notified by the Academic Integrity Office of the intent to schedule an automatic hearing. • A Response to the Notice of Automatic Hearing Form should be filed by the student with the Secretary of Senate within ten (10) working days of receipt of the Notice.
Pre-Hearing Procedures	VE	<ul style="list-style-type: none"> • The Secretary of Senate shall <ul style="list-style-type: none"> 1) review the appeal to determine if it meets the criteria for appropriate grounds for an appeal. If criteria have not been met, the Secretary will convene a Senate Appeals Committee Panel to review the appeal to determine if the case should be heard. A decision will be provided to the student within 5 working days of the review.; 2) establish a Hearing Panel of the Senate Appeals Committee and appoint a Hearing Panel Chair 3) schedule a hearing, normally within ten (10) working days. 4) forward all of the submissions for the appeal to all parties.
Hearing Regulations	VF	<ul style="list-style-type: none"> • If either the student or the respondent(s) fails to attend the Hearing the Senate Appeals Committee may proceed in his or her absence. • The Hearing may not be audio or video recorded, and no minutes of the proceedings are taken. • The decision letter is the official record of the proceedings.
Decision	VG	<ul style="list-style-type: none"> • The Hearing Panel may: <ul style="list-style-type: none"> ✓ deny the appeal; ✓ grant the appeal and attach any conditions it deems warranted, if the student does not agree to the conditions of the appeal it is considered denied; ✓ maintain or reduce the penalty; ✓ maintain or overturn a Disciplinary Suspension for a second offence and, if maintained, determine whether to uphold or reduce the length of the suspension determined by the Academic Integrity Council ; ✓ accept or deny the recommendation for Disciplinary Suspension from a program and decide whether to uphold or reduce the length of the suspension determined by the Academic Integrity Council ✓ accept or deny the recommendation for Disciplinary Withdrawal and determine whether to maintain or reduce the period during which the student may not apply to a program or certificate ✓ accept or deny the recommendation of Expulsion from the University. • The letter to the student shall be sent to the student's Ryerson email address within five (5) working days of the Hearing, and must clearly state the basis on which the decision was reached. • Decisions of the Senate Appeals Committee are final and binding.

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