## Policy 60: Academic Integrity

### Academic Misconduct Penalty Guidelines

**UNDERGRADUATE & CONTINUING EDUCATION STUDENTS**

### Consequences

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<td>Fundamentals of Academic Integrity (FAI) Quiz and/or workshop(s)</td>
<td>• Can be assigned for educational purposes where appropriate&lt;br&gt;• Can be assigned as a course requirement if a student does not have a finding of misconduct</td>
<td>List of available workshops:&lt;br&gt;From Student Learning Support (SLS): <a href="https://ss.cf.ryerson.ca/SLS/Student/student_login.cfm">https://ss.cf.ryerson.ca/SLS/Student/student_login.cfm</a>&lt;br&gt;From Ryerson University Library and Archives (RULA): <a href="http://library.ryerson.ca/info/whats-new/workshops-and-events/">http://library.ryerson.ca/info/whats-new/workshops-and-events/</a></td>
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<td>Grade reductions which can include a &quot;Zero&quot; (0) on the work</td>
<td>• Penalty most often selected by faculty for most minor acts of misconduct&lt;br&gt;• Cannot be assigned if misconduct is outside of a course&lt;br&gt;• Minimum penalty in a course</td>
<td>• Minor plagiarism&lt;br&gt;• Sharing files/work with another student (e.g. working together on an individual assignment)&lt;br&gt;• Minor cheating in a test or exam</td>
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Penalties

**Penalty**

A Course Grade Reduction

Greater than a grade of "Zero" (0) on the work but less than an "F" in the course may be assigned.

Note: This can only be applied to course components worth 10% or less, and any additional penalty cannot exceed 10% of the final course grade

**Suggested Guidelines**

- Faculty/Instructors must have notified students in advance (e.g. on their course outline or via some other posting the students have access to and are made aware of) that this penalty will be assigned to all cases of misconduct related to a specific assignment(s) or aspect of the course

**Examples (not limited to)**

- Minor plagiarism
- Sharing files/work with another student (e.g. working together on an individual assignment)

Grade of "F" in the course

- Seriously pre-meditated
- Affected others
- Serious breach of professional ethics
- Occurred in an upper year or capstone course for the program
- Cannot be assigned if misconduct is outside of a course

- Major plagiarism
- Enlisting someone else to do an assignment or paper
- Submitting another student's work (in whole or part) without their knowledge
- Fabricating data or information about patient or client
- Cheating or plagiarizing in a 4th year capstone or upper level course
- Lying or supplying false information (severity depends on document and purpose)
- Major cheating in a test or exam

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<td><strong>Recommendation of Disciplinary Suspension</strong>&lt;br&gt;For 1 term to 2 years</td>
<td>• Believed that the student needs to take time off to resolve other issues or re-assess their role as a student&lt;br&gt;• Affected many others (large-scale cheating situation)&lt;br&gt;• More serious misconduct outside of a course</td>
<td>Situations in which students have been or should be on DS:&lt;br&gt;• Student altered transcript for entry into co-op program and potential co-op placement&lt;br&gt;• Student enlists outside professional services to complete work&lt;br&gt;• Student aids others in large-scale cheating&lt;br&gt;• Student lies or supplies false information (severity depends on document and purpose)</td>
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<td><strong>Recommendation of Disciplinary Withdrawal (DW)</strong>&lt;br&gt;For at least 2 years permanent withdrawal from a specific program and fully withdrawn from the University</td>
<td>• Believed that the student is not suitable for the profession in their field of study</td>
<td>Situations in which students have been or should be on DW:&lt;br&gt;• Student enlisted someone else to do their exams for them&lt;br&gt;• Student stole an exam&lt;br&gt;• Student stole someone else’s work and submitted it for grading&lt;br&gt;• Student lied or supplied false information (severity depends on document and purpose)&lt;br&gt;• Alteration of an official documentation.</td>
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<td><strong>Recommendation of Expulsion</strong>&lt;br&gt;Permanent removal from Ryerson University</td>
<td>• Very rare&lt;br&gt;• Believed that the student is not suitable for study at Ryerson University in any program</td>
<td>Situations in which students were expelled:&lt;br&gt;• Student stole an exam with the intention of selling&lt;br&gt;• In an appeal hearing for a charge of misconduct, the student submitted altered documentation&lt;br&gt;• Student misrepresented themselves as an instructor to obtain the Instructor test bank&lt;br&gt;• Student submitted a false document and misrepresented themselves as a Dean</td>
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<td><strong>2 or More Disciplinary Notations (DN)</strong>&lt;br&gt;(A penalty hearing may occur. A recommendation of penalty will come from the Program Director or designee)</td>
<td>• No term of suspension&lt;br&gt;• Disciplinary Suspension (DS) for 1 term to 2 years&lt;br&gt;• Disciplinary Withdrawal (DW)&lt;br&gt;• Expulsion</td>
<td>• No term of suspension occurs when it is believed that the student did not have an opportunity to learn (e.g. appropriate citation) from the first offence (offences happen during the same semester or same time frame)&lt;br&gt;• DS may occur when 2 findings of misconduct have occurred. Term is based on findings of misconduct committed and seriousness&lt;br&gt;• DW occurs when it is believed that after these 2 or more findings of misconduct the student is not suitable for the profession in their field of study&lt;br&gt;• Expulsion occurs normally when a student has received 3 or more DN's</td>
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- Can be assigned as a course requirement if a student does not have a finding of misconduct  
- Minimum penalty if misconduct is outside of a course                                                                                             | List of available workshops:  
From Student Learning Support (SLS): https://ss.cf.ryerson.ca/SLS/Student/student_login.cfm  
From Ryerson University Library and Archives (RULA): http://library.ryerson.ca/info/whats-new/workshops-and-events/                   |
| Disciplinary Notation(s) (DN)                    | - DN placed on academic record (not transcript)  
- Disciplinary Withdrawal (DW)  
- Expulsion                                                                                                                                          | - Finding of academic misconduct                                                                                                                                                                        |

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| "Zero" (0) on the work                       | - Penalty most often selected by faculty for most minor acts of misconduct  
- Cannot be assigned if misconduct is outside of a course  
- Minimum penalty in a course                   | - Minor plagiarism  
- Sharing files/work with another student (e.g. working together on an individual assignment)  
- Minor cheating in a test or exam                                                            |

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**Note:** Graduate students cannot be assigned a Disciplinary Suspension.
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<td>Grade of &quot;F&quot; in the course</td>
<td>• Seriously pre-meditated&lt;br&gt;• Affected others&lt;br&gt;• Cannot be assigned if misconduct is outside of a course</td>
<td>• Major plagiarism&lt;br&gt;• Enlisting someone else to do an assignment or paper&lt;br&gt;• Submitting another student's work (in whole or part) without their knowledge&lt;br&gt;• Cheating</td>
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<td>Recommendation of Disciplinary Withdrawal (DW)</td>
<td>• Believed that the student is not suitable for the profession in their field of study&lt;br&gt;• Serious breach of professional ethics</td>
<td>Situations in which students have been or should be withdrawn:&lt;br&gt;• Major plagiarism in a thesis (including submitted drafts) or comprehensive exam&lt;br&gt;• Student enlisted someone else to do their exams for them&lt;br&gt;• Student stole an exam&lt;br&gt;• Student stole someone else's work and submitted it for grading&lt;br&gt;• Student lied or supplied false information (severity depends on document and purpose)&lt;br&gt;• Alteration of an official documentation&lt;br&gt;• Fabricating data or results&lt;br&gt;• Lying or supplying false information</td>
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### 1 Disciplinary Notation

(DN in supervised graduate research will require a penalty hearing to occur)

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Expulsion                        | DW occurs when the student has received 2 findings of academic misconduct  
Expulsion occurs normally when a student has received 3 or more DNss |

"Fail" or "Unsatisfactory"

| Penalty for graduate supervised research activities / outside of a course (See Policy 60)  
Constitutes a failed attempt  
Minimum penalty outside of a course | Appropriate for a finding of plagiarism in a thesis, etc. where an educational remedy has already been assigned, but not in the case of a second finding of academic misconduct |

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Note: Graduate students cannot be assigned a Disciplinary Suspension