

Policy 60: Academic Integrity

Academic Misconduct Penalty Guidelines

UNDERGRADUATE & CONTINUING EDUCATION STUDENTS

Consequences

Consequence	Suggested Guidelines	Examples
Fundamentals of Academic Integrity (FAI) Quiz and/or workshop(s)	<ul style="list-style-type: none"> • Can be assigned for educational purposes • Can be assigned as a course requirement if a student does not have a finding of misconduct 	<p>List of available workshops:</p> <p><u>From Student Learning Support (SLS):</u> https://ss.cf.ryerson.ca/SLS/Student/student_login.cfm</p> <p><u>From Ryerson University Library and Archives (RULA):</u> http://library.ryerson.ca/info/whats-new/workshops-and-events/</p>
Disciplinary Notation(s) (DN)	<ul style="list-style-type: none"> • DN placed on academic record (not transcript) 	<ul style="list-style-type: none"> • Finding of academic misconduct

Penalties

Penalty	Suggested Guidelines ¹	Examples (not limited to) ¹
Grade reductions which can include a "Zero" (0) on the work	<ul style="list-style-type: none"> • Penalty 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 	<ul style="list-style-type: none"> • Minor plagiarism • Sharing files/work with another student (e.g. working together on an individual assignment) • Minor cheating in a test or exam

¹Not an exhaustive list - each situation may vary depending on details

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Suggested Guidelines¹

Examples (not limited to)¹

A Course Grade Reduction

A student assigned a course grade reduction may appeal the finding of misconduct but not the penalty to the AIC.

- 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

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

Grade of "F" in the course/Failure in a Pass-Fail Course (FLD)

- 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

¹Not an exhaustive list - each situation may vary depending on details

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Suggested Guidelines¹

Examples (not limited to)¹

Temporary/ Permanent Removal from Co-op

Applies to co-op program
option, placement,
internship, or practicum

- Seriously pre-meditated
- Affected others
- Serious breach of professional ethics

- 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

Recommendation of Disciplinary Suspension

For 1 term to 2 years

- Believed that the student needs to take time off to resolve other issues or re-assess their role as a student
- Affected many others (large-scale cheating situation)
- More serious misconduct outside of a course

- Situations in which students have been or should be on DS:
- Student altered transcript for entry into co-op program and potential co-op placement
 - Student enlists outside professional services to complete work
 - Student aids others in large-scale cheating
 - Student lies or supplies false information (severity depends on document and purpose)

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Examples (not limited to)¹

Recommendation of Disciplinary Withdrawal (DW)

For at least 2 years
permanent withdrawal from
a specific program and fully
withdrawn from the
University

- Believed that the student is not suitable for the profession in their field of study

- Situations in which students have been or should be on DW:
- Student enlisted someone else to do their exams for them
 - Student stole an exam
 - Student stole someone else's work and submitted it for grading
 - Student lied or supplied false information (severity depends on document and purpose)
 - Alteration of an official documentation.

Recommendation of Expulsion

Permanent removal from
Ryerson University

- Very rare
- Believed that the student is not suitable for study at Ryerson University in any program

- Situations in which students were expelled:
- Student stole an exam with the intention of selling
 - In an appeal hearing for a charge of misconduct, the student submitted altered documentation
 - Student misrepresented themselves as an instructor to obtain the Instructor test bank
 - Student submitted a false document and misrepresented themselves as a Dean

¹Not an exhaustive list - each situation may vary depending on details

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GRADUATE STUDENTS

Consequences

Consequence

Suggested Guidelines

Examples

Fundamentals of Academic Integrity (FAI) Quiz and/or workshop

- Can be assigned for educational purposes
- Can be assigned as a course requirement

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)
- Removed from record upon graduation

- Finding of academic misconduct

Penalties

Penalty

Suggested Guidelines¹

Examples (not limited to)¹

"Zero" (0) on the work

- Penalty 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

¹ Not an exhaustive list - each situation may vary depending on details
Note: Graduate students cannot be assigned a Disciplinary Suspension

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Penalties

Penalty	Suggested Guidelines ¹	Examples (not limited to) ¹
Grade of "F" in the course/ Failure in a Pass-Fail course (FLD)	<ul style="list-style-type: none"> • Pre-meditated • Affected others • Cannot be assigned if misconduct is outside of a course 	<ul style="list-style-type: none"> • Major plagiarism • Enlisting someone else to do an assignment or paper • Submitting another student's work (in whole or part) without their knowledge • Cheating
Disciplinary- Unsatisfactory (D-UNS)	<ul style="list-style-type: none"> • Unsatisfactory progress for reasons of non-course based academic misconduct • Minimum penalty in non-course based graduate program requirements, such as academic "milestones" as well as the research and associated writing • D-UNS placed on transcript and cannot be removed 	<ul style="list-style-type: none"> • Academic misconduct in any non-course based graduate program requirements

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Note: Graduate students cannot be assigned a Disciplinary Suspension

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Penalty	Suggested Guidelines ¹	Examples (not limited to) ¹
Recommendation of Disciplinary Action (DA)	<ul style="list-style-type: none"> • Major academic misconduct, or for a second finding within a student's program • Placed on academic record and transcript and cannot be removed • Decision maker must communicate with the Graduate Program Director (and Supervisor where appropriate) to determine whether a DA or DA-S is most appropriate for the student 	<ul style="list-style-type: none"> • Major plagiarism • Falsification of research data • Falsification of admission related documents • Cheating • A second finding of academic misconduct
Recommendation of Disciplinary Action with Suspension (DA-S)	<ul style="list-style-type: none"> • Major academic misconduct or for a second finding within a student's program • Placed on academic record and transcript and cannot be removed • Graduate student is removed from a program for up to two (2) years, after which they may request to re-enroll • Decision maker must communicate with the Graduate Program Director (and Supervisor where appropriate) to determine whether a DA or DA-S is most appropriate for the student 	<ul style="list-style-type: none"> • Major plagiarism • Falsification of research data • Falsification of admission related documents • Cheating • A second finding of academic misconduct

¹ Not an exhaustive list - each situation may vary depending on details
Note: Graduate students cannot be assigned a Disciplinary Suspension

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GRADUATE STUDENTS

Penalties

Penalty

Suggested Guidelines¹

Examples (not limited to)¹

Recommendation of Disciplinary Withdrawal (DW)

- Believed that the student is not suitable for the profession in their field of study
- Serious breach of professional ethics

Situations in which students have been or should be withdrawn:

- Major plagiarism in a thesis (including submitted drafts) or comprehensive exam
- Student enlisted someone else to do their exams for them
- Student stole an exam
- Student stole someone else's work and submitted it for grading
- Student lied or supplied false information (severity depends on document and purpose)
- Alteration of an official documentation
- Fabricating data or results
- Lying or supplying false information

Recommendation of Expulsion

- Very rare
- Believed that the student is not suitable for study at Ryerson University in any program

Situations in which students were expelled:

- Student stole an exam with the intention of selling
- In an appeal hearing for a charge of misconduct, the student submitted altered documentation
- Student misrepresented themselves as an instructor to obtain the Instructor test bank
- Student submitted a false document and misrepresented themselves as a Dean

¹ Not an exhaustive list - each situation may vary depending on details

Note: Graduate students cannot be assigned a Disciplinary Suspension

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GRADUATE STUDENTS

Penalties

Penalty

2 or more Disciplinary Notations (DN)

Will require a penalty hearing to occur. A recommendation of penalty will come from the Program Director.

Suggested Guidelines¹

- Disciplinary Action with Suspension (DA-S)
- Disciplinary Withdrawal (DW)
- Expulsion

Examples (not limited to)¹

- Penalty hearing regarding DA-S, DW or Expulsion occurs when the student has received a second finding of academic misconduct
- Expulsion normally occurs when a student has received 3 or more DNs

¹ Not an exhaustive list - each situation may vary depending on details
Note: Graduate students cannot be assigned a Disciplinary Suspension