

## UNDERGRADUATE ACADEMIC MISCONDUCT FLOWCHART

### The Process

1. There is a suspicion of Academic Misconduct.
2. Instructor submits suspicion information to AIO Automated System, [ryerson.ca/academicintegrity/faculty.html](http://ryerson.ca/academicintegrity/faculty.html)
3. Choose a discussion type:
  - *Facilitated Discussion*
  - *Non-Facilitated Discussion*
  - *Refer the Suspicion to a Designated Decision Maker*

Note: Discussion is organized to occur within 5 business days of notification (where possible).

4. Decision Maker chooses a Decision Option within 3 business days of discussion and submits this in writing to the AIO Automated System.

5. The AIO reviews and the Automated System sends Decision Letter to student and all relevant parties.

### Decision Option 1

No finding of Academic Misconduct has occurred.

FAI Quiz and/or SLS workshops may be assigned to student.

### Decision Option 2

The determination of Academic Misconduct is accepted by the student (no appeal is submitted by the student).

FAI Quiz and/or SLS workshops may be assigned to student.

Student receives finding and penalty as decided by the decision maker.

### Decision Option 3

The determination of Academic Misconduct is accepted by the student – no agreement on Penalty (only where a penalty greater than “0” on the assignment).

FAI Quiz and/or SLS workshops may be assigned to student.

Student may initiate appeal to AIC within 10 business days.

### Decision Option 4

The determination of Academic Misconduct not accepted by the student.

FAI Quiz and/or SLS workshops may be assigned to student.

Student may initiate appeal to AIC within 10 business days.

**Legend**

- AIC** – Academic Integrity Council
- AIO** – Academic Integrity Office
- DDMC** – Designated Decision Makers Council
- DDM** – Designated Decision Maker
- DN** – Disciplinary Notation
- FAI** – Fundamentals of Academic Integrity Quiz
- SAC** – Senate Appeals Committee
- SLS** – Student Learning Support

**AIC Hearing is held.**

**AIC DECISION OPTION 1**  
Appeal Granted; no further action needs to be taken.

**AIC DECISION OPTION 2**  
Appeal Denied.

A Penalty Hearing may be held in the case of Progressive Discipline (e.g. a 2<sup>nd</sup> DN) or where a penalty of Disciplinary Withdrawal (DW), Expulsion or Revocation of a Degree/Certificate is recommended.

Student may initiate appeal to SAC within 10 business days (on specific grounds).

If AIC recommends higher penalty there is an automatic SAC hearing.

Student may initiate appeal to SAC within 10 business days (on specific grounds).

If student appeals AIC decision or penalty, the next level is the SAC (subject to having grounds to appeal).  
Provided there are grounds, SAC hearing is held.

**SAC DECISION OPTION 1**  
Appeal Granted.

**SAC DECISION OPTION 2**  
Appeal Denied. **Decision is final and not appealable.**