

**RESPONSE TO NOTICE OF PENALTY HEARING  
ACADEMIC INTEGRITY COUNCIL (AIC)  
RYERSON SENATE POLICY 60: ACADEMIC INTEGRITY**

PLEASE PRINT CLEARLY. YOUR COMPLETE SUBMISSION MUST BE SUBMITTED BY EMAIL TO [aio@ryerson.ca](mailto:aio@ryerson.ca) .  
A COPY SHOULD BE RETAINED FOR YOUR RECORDS.

FOR MORE INFORMATION, PLEASE CONTACT 416-979-5000 EXT. 557800 OR [aio@ryerson.ca](mailto:aio@ryerson.ca).

I understand that a Penalty Hearing of the Academic Integrity Council will be scheduled because:

**CHECK ONE:**

- I have had two or more Disciplinary Notations (DN) on my academic record.
- The decision from the Facilitated/Non-Facilitated Discussion is Disciplinary Suspension (DS), Disciplinary Action (DA), Disciplinary Action with Suspension (DA-S), Disciplinary Withdrawal (DW), Expulsion, or Revocation of a Degree, Diploma or Certificate.

DATE OF SUBMISSION BY STUDENT  
*(Must be within 10 business days of the receipt of notification):*

\_\_\_\_\_

*OFFICE USE ONLY*

This form was not submitted by the student, it was completed by the Academic Integrity Office.

Date Completed: \_\_\_\_\_

**STUDENT INFORMATION:**

SURNAME:		GIVEN NAME:	
STUDENT ID NUMBER:		YEAR OF STUDY:	
PROGRAM OF STUDY:			
CHECK ALL THAT APPLY:			
<input type="checkbox"/> PART-TIME STUDENT	<input type="checkbox"/> UNDERGRADUATE STUDIES	<i>For Chang School of Continuing Education Students:</i>	
<input type="checkbox"/> FULL-TIME STUDENT	<input type="checkbox"/> GRADUATE STUDIES	<input type="checkbox"/> CERTIFICATE PROGRAM STUDENT	<input type="checkbox"/> NON-CERTIFICATE PROGRAM STUDENT
HAVE YOU APPLIED TO GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, EXPECTED TERM OF GRADUATION _____ <span style="float: right;"><i>(Month/Year)</i></span>			

**CONTACT INFORMATION:**

RYERSON EMAIL ADDRESS <i>(All official communication regarding this matter must be via your Ryerson Email address):</i>	
ADDRESS <i>(including apartment and buzzer numbers, if any):</i>	
STREET:	
CITY:	POSTAL CODE:
TELEPHONE NUMBER:	CELLPHONE NUMBER:
<i>Can we leave a voicemail at this number? <input type="checkbox"/> Yes <input type="checkbox"/> No</i>	<i>Can we leave a voicemail at this number? <input type="checkbox"/> Yes <input type="checkbox"/> No</i>

**I have been notified that the Penalty recommended is:**

- Disciplinary Suspension (DS) for \_\_\_\_\_ (specify the length of time, e.g. one term)
- Disciplinary Action (DA)
- Disciplinary Action with Suspension (DA-S) for \_\_\_\_\_ (specify the length of time, e.g. one year)
- Disciplinary Withdrawal (DW)
- Expulsion or Revocation of a Degree, Diploma or Certificate.

**WAIVER OF ATTENDANCE AT HEARING:**

I do not dispute the recommended penalty and waive the right to attend a Hearing at the Academic Integrity Council (AIC).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WAIVER OF HEARING AT ACADEMIC INTEGRITY COUNCIL**

IF PENALTY IS: Disciplinary Withdrawal, Expulsion or Revocation of a Degree, Diploma or Certificate.

I understand that penalties of Disciplinary Withdrawal, Expulsion or Revocation of a Degree, Diploma or Certificate can be recommended by the Academic Integrity Council (AIC) but can be assigned only by the Senate Appeals Committee (SAC).

I, therefore, waive the right to attend a Hearing at the Academic Integrity Council (AIC) and request a hearing before the Senate Appeals Committee (SAC).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT:**

These are important decisions and you may choose to seek assistance from a Ryerson student advocate. **If you are a full-time undergraduate or graduate student, please contact 416-979-5000 ext. 2322 or [advocacy@rsuonline.ca](mailto:advocacy@rsuonline.ca). If you are a part-time program, certificate or Chang School student, please contact 416-979-5000 ext. 7056 or [studentrights@mycesar.ca](mailto:studentrights@mycesar.ca).**

**PREJUDICE (see the definition below, and check any or all that apply):**

If you have concerns or allegations of prejudice, discrimination or harassment related to the academic misconduct subject to appeal, you must complete this section.

*NOTE: A finding of academic misconduct and matters related to Progressive Discipline are academic integrity issues and should be treated as such. It is a categorically distinct issue from that of discrimination. If you have experienced discrimination, you can check "Prejudice" and Human Rights Services may investigate your allegation of discrimination. However, whether or not there is a finding of discrimination, the finding of academic misconduct or decision regarding Progressive Discipline will be assessed completely separately. Human Rights Services will not make a decision regarding this.*

You must be claiming that an Instructor treated you differently based on one of the following prohibited grounds, as outlined in the Human Rights Code. Please consult with [Human Rights Services](#). No action will be taken until a decision is received from that office.

- |                                      |   |   |  |
|--------------------------------------|---|---|--|
| <input type="checkbox"/> Age         | <input type="checkbox"/> Creed (Religion) | <input type="checkbox"/> Marital Status including single status | <input type="checkbox"/> Sex (including pregnancy and breastfeeding) |
| <input type="checkbox"/> Ancestry    | <input type="checkbox"/> Disability       | <input type="checkbox"/> Gender Expression                      | <input type="checkbox"/> Other (please specify) _____                |
| <input type="checkbox"/> Citizenship | <input type="checkbox"/> Ethnic Origin    | <input type="checkbox"/> Gender Identity                        |  |
| <input type="checkbox"/> Colour      | <input type="checkbox"/> Place of Origin  | <input type="checkbox"/> Sexual Orientation                     |  |
| <input type="checkbox"/> Race        | <input type="checkbox"/> Family Status    |   |  |

**REQUIRED DOCUMENTS - You must attach to this form, copies of documents pertaining to your case.**

- Letter of Response to the Academic Integrity Council stipulating why you are disputing the recommended penalty

NOTE: The following documents will be provided by the AIO and will form part of the hearing package. You are **not** required to submit them.

- a) Academic Integrity Council and/or Senate Appeals Committee Appeal Decision Letter(s) (if any)
- b) Facilitated and/or Non-Facilitated Discussion Decision Letter(s)
- c) Record of Meeting(s) held for Facilitated and/or Non-Facilitated Discussion(s)

d) Notification Letter(s) for Facilitated and/or Non-Facilitated Discussion(s)

**ADDITIONAL DOCUMENTS – you have the option to attach additional documents, e.g. mitigating evidence, etc. Please list the documents in the order you wish to present them to the Academic Integrity Council.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**All relevant documents must be submitted with this application.**

**NOTE: The Academic Integrity Council Hearing Panel has the right to decline to accept any additional documents you provide at the hearing.**

**All relevant documents must be submitted with this application, or as soon as they become available.**

**If you intend to have a Student Advocate present or if you have any witnesses, please complete the following:**

NAME OF STUDENT ADVOCATE:	
TELEPHONE NUMBER:	EMAIL ADDRESS:
NAME OF WITNESS (If you have more than 1 (one) witness, please provide full details on a separate sheet):	
TELEPHONE NUMBER:	EMAIL ADDRESS:
To what will the witness be testifying? Give a brief summary of the witness' statement:	

I have read and understood [Policy 60: Academic Integrity](#). I certify that the documents I have submitted are authentic and that the statements I have made are true, and I acknowledge that the submission of false statements of documents is a violation of [Policy 60: Academic Integrity](#). I understand that this information will be treated by the Academic Integrity Council in a confidential manner, except to the extent such information is false, fraudulent, otherwise in the public domain, provided to other Ryerson Faculty or Staff outside of the appeals process, required to be disclosed by a court of competent jurisdiction, required as determined by Ryerson University acting reasonably to be used in any claim of academic misconduct against the student, or required to be disclosed as determined by Ryerson University acting reasonably to defend Ryerson University in any claim or potential claim involving the student or the suspicion of fraud.

\_\_\_\_\_  
Signature (or typed name) of Appellant (Student)

\_\_\_\_\_  
Date

**This form must be filed, by email, with the Academic Integrity Office**  
[aio@ryerson.ca](mailto:aio@ryerson.ca)  
 (JOR 1201, 12<sup>th</sup> floor, Jorgenson Hall)  
 350 Victoria St  
 Toronto ON M5B 2K3  
 9:00 AM - 4:00 PM  
 Monday – Friday

For further contact information:  
 416-979-5000 ext. 557800  
[aio@ryerson.ca](mailto:aio@ryerson.ca)

**PROTECTION OF PRIVACY**

In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act (FIPPA), the information on this form is collected under the authority of the Ryerson University Act, 1977 and is needed to process your request for an academic misconduct appeal. All personal information that is collected will be used, stored, and destroyed in accordance with Ryerson University's Information Protection Policy (see <http://www.ryerson.ca/policies/administration/informationprotectionpolicy.html>). If you have questions about the collection, use and disclosure of this information by Ryerson please contact the Academic Integrity Office.