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

PLEASE PRINT CLEARLY. INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED. YOU MUST PRESENT TWO COPIES OF YOUR COMPLETE SUBMISSION, IN PERSON, TO THE ACADEMIC INTEGRITY OFFICE (JOR-1201), BETWEEN 9:00 A.M. AND 4:00 P.M., MONDAY TO FRIDAY. THE SECOND COPY WILL BE DATE-STAMPED AND RETURNED TO YOU FOR YOUR RECORDS. FOR MORE INFORMATION, PLEASE CONTACT 416-979-5000 EXT. 557800 OR 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), 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):

STUDENT INFORMATION:
SURNAME:  
GIVEN NAME:  
STUDENT ID NUMBER:  
YEAR OF STUDY:  
PROGRAM OF STUDY:

CHECK ALL THAT APPLY:
☐ PART-TIME STUDENT  
☐ FULL-TIME STUDENT  
☐ UNDERGRADUATE STUDIES  
☐ GRADUATE STUDIES  
For Chang School of Continuing Education Students:  
☐ CERTIFICATE PROGRAM STUDENT  
☐ NON-CERTIFICATE PROGRAM STUDENT

HAVE YOU APPLIED TO GRADUATE?  
☐ Yes  
☐ No  
IF YES, EXPECTED TERM OF GRADUATION ___________________ (Month/Year)

CONTACT INFORMATION:
RYERSON EMAIL ADDRESS (All official communication regarding this matter must be via your Ryerson Email address):

ADDRESS (including apartment and buzzer numbers, if any):
STREET:  
CITY:  
POSTAL CODE:  

TELEPHONE NUMBER:
Can we leave a voicemail at this number?  
☐ Yes  
☐ No  

CELLPHONE NUMBER:
Can we leave a voicemail at this number?  
☐ Yes  
☐ No

I have been notified that the Penalty recommended is:  

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IMPORTANT:
These are important decisions and it is recommended that you seek advice from a Ryerson student advocate who are well-versed in Policy 60: Academic Integrity. If you are a full-time undergraduate or graduate student, please contact 416-979-5000 ext. 2322 or 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.

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 is an academic integrity issue 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 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.

- Age
- Ancestry
- Citizenship
- Colour
- Race
- Creed (Religion)
- Disability
- Ethnic Origin
- Place of Origin
- Family Status
- Marital Status including single status
- Gender Expression
- Gender Identity
- Sexual Orientation
- Sex (including pregnancy and breastfeeding)
- Other (please specify)

REQUIRED DOCUMENTS - You must attach to this form, copies of documents pertaining to your case and retain a copy of this form and all documents submitted. CHECK OFF IF ATTACHED:

- Letter of Response to the Academic Integrity Council stipulating why you are disputing the recommended penalty
- Academic Integrity Council and/or Senate Appeals Committee Appeal Decision Letter(s) (if any)
- Facilitated and/or Non-Facilitated Discussion Decision Letter(s)
- Record of Meeting(s) held for Facilitated and/or Non-Facilitated Discussion(s)
- 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. __________________________________________
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. However, if you intend requesting the Hearing Panel to accept additional document(s), 5 (five) copies must be available.

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

<table>
<thead>
<tr>
<th>NAME OF STUDENT ADVOCATE :</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TELEPHONE NUMBER:</td>
<td>EMAIL ADDRESS:</td>
</tr>
<tr>
<td>NAME OF WITNESS (If you have more than 1 (one) witness, please provide full details on a separate sheet):</td>
<td></td>
</tr>
<tr>
<td>TELEPHONE NUMBER:</td>
<td>EMAIL ADDRESS:</td>
</tr>
<tr>
<td>To what will the witness be testifying? Give a brief summary of the witness’ statement:</td>
<td></td>
</tr>
</tbody>
</table>

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 of Appellant (Student) Date

**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](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.