



DATE RECEIVED

ACADEMIC MISCONDUCT APPEAL
ACADEMIC INTEGRITY COUNCIL (AIC)
RYERSON SENATE POLICY 60: ACADEMIC INTEGRITY

PLEASE PRINT CLEARLY. A LETTER OF APPEAL, AS WELL AS ANY EVIDENCE, IF ANY, YOU WOULD LIKE TO INCLUDE MUST ACCOMPANY THIS FORM. INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.

PLEASE SUBMIT YOUR COMPLETE APPEAL BY EMAIL TO aio@ryerson.ca . A COPY SHOULD BE RETAINED FOR YOUR RECORDS. APPEALS SUBMITTED AFTER THE DEADLINE DATE STATED IN YOUR DECISION LETTER WILL NOT BE ACCEPTED.

FOR MORE INFORMATION, PLEASE CONTACT 416-979-5000 EXT. 557800 OR aio@ryerson.ca.

I am appealing:

- The Finding of Academic Misconduct
The Penalty for Academic Misconduct

NOTE: Policy 60, Section 14.2. states, "A student assigned the minimum penalty on an assignment, test, or exam, or assigned a course grade reduction (as allowed in Policy 60, Section 7.1.4), may appeal the finding of misconduct but not the penalty to the AIC. The "minimum penalty" is a grade reduction on a specific piece of work, including a grade of "zero (see Policy 60, Section 7.1)."

DATE OF SUBMISSION BY STUDENT:
(Must be within 10 business days of the date of Decision Letter):

STUDENT INFORMATION:

Form with fields for SURNAME, GIVEN NAME, STUDENT ID NUMBER, YEAR OF STUDY, PROGRAM OF STUDY, CHECK ALL THAT APPLY (PART-TIME, FULL-TIME, UNDERGRADUATE, GRADUATE, CERTIFICATE, NON-CERTIFICATE), and HAVE YOU APPLIED TO GRADUATE?

CONTACT INFORMATION:

Form with fields for RYERSON EMAIL ADDRESS, ADDRESS, STREET, CITY, and POSTAL CODE.

TELEPHONE NUMBER: <i>Can we leave a voicemail?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	CELLPHONE NUMBER: <i>Can we leave a voicemail?</i> Yes No
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**IF THE FINDING OF ACADEMIC MISCONDUCT IS RELATED TO A SPECIFIC COURSE:**

COURSE CODE AND SECTION:	
INSTRUCTOR OR DESIGNATED DECISION MAKER (DDM):	
DATE OF FACILITATED OR NON-FACILITATED DISCUSSION WITH INSTRUCTOR/ DESIGNATED DECISION MAKER (DDM):	

**IF THE FINDING OF ACADEMIC MISCONDUCT IS NOT RELATED TO A SPECIFIC COURSE:**

PERSON WHO DETERMINED FINDING OF ACADEMIC MISCONDUCT:	
POSITION:	
DATE OF DISCUSSION WITH PERSON WHO DETERMINED FINDING OF ACADEMIC MISCONDUCT:	

**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 this academic misconduct appeal, you must complete this section.

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.

*NOTE: A finding of academic misconduct is an academic integrity issue and will 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.*

- |                                      |   |   |  |
|--------------------------------------|---|---|--|
| <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    |   |  |

**If you have submitted a Grade or Standing Appeal related to this Academic Misconduct Appeal, please complete the following:**

Grade Appeal	Department/School:
Standing Appeal	Department/School:

**REQUIRED DOCUMENTS – Please include the following with the appeal form:**

- Appeal Letter to the Academic Integrity Council clearly stipulating the basis of your appeal

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

- a) Facilitated or Non-Facilitated Discussion Decision Letter
- b) Record of Meeting held for Facilitated or Non-Facilitated Discussion
- c) Facilitated or Non-Facilitated Discussion Notification Letter

**ADDITIONAL DOCUMENTS – you have the option to attach additional documents, such as email correspondence with Instructor, rough drafts of assignments, assignments, etc. Please list the documents in the order you wish to present them to the Academic Integrity Council.**

1.	5.
2.	6.
3.	7.
4.	8.

**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 one (1) 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 or falsified 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) (or typed name)

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 and 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.