ACADEMIC MISCONDUCT APPEAL
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 APPEAL, 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 am appealing (check one):

☐ The Finding of Academic Misconduct
☐ The Penalty for Academic Misconduct

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

STUDENT INFORMATION:

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<th>SURNOME</th>
<th>GIVEN NAME</th>
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<table>
<thead>
<tr>
<th>STUDENT ID NUMBER</th>
<th>YEAR OF STUDY</th>
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PROGRAM OF STUDY:

CHECK ALL THAT APPLY:

☐ PART-TIME STUDENT  ☐ UNDERGRADUATE STUDIES  ☐ For Chang School of Continuing Education Students:
☐ FULL-TIME STUDENT  ☐ GRADUATE STUDIES  ☐ 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 will be via your Ryerson Email address):

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

TELEPHONE NUMBER:  CELLPHONE NUMBER:
Can we leave a voicemail at this number? ☐ Yes ☐ No  Can we leave a voicemail at this number? ☐ Yes ☐ No
### IF THE FINDING OF ACADEMIC MISCONDUCT IS RELATED TO A SPECIFIC COURSE:

<table>
<thead>
<tr>
<th>COURSE CODE AND SECTION:</th>
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<tbody>
<tr>
<td>INSTRUCTOR OR DESIGNATED DECISION MAKER (DDM):</td>
<td></td>
</tr>
<tr>
<td>DATE OF FACILITATED OR NON-FACILITATED DISCUSSION WITH INSTRUCTOR/ DESIGNATED DECISION MAKER (DDM):</td>
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### IF THE FINDING OF ACADEMIC MISCONDUCT IS NOT RELATED TO A SPECIFIC COURSE:

| PERSON WHO DETERMINED FINDING OF ACADEMIC MISCONDUCT: |  |
| POSSESSION: |  |
| 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 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 / Colour / Race  
- [ ] Citizenship  
- [ ] Ethnic Origin  
- [ ] Place of Origin  
- [ ] Creed (Religion)  
- [ ] Disability  
- [ ] Family / Marital Status (including single status)  
- [ ] Gender Identity / Gender Expression  
- [ ] Sex (including pregnancy and breastfeeding)  
- [ ] Sexual Orientation  
- [ ] Other (please specify)  

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

<table>
<thead>
<tr>
<th>Grade Appeal</th>
<th>Department/School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing Appeal</td>
<td>Department/School:</td>
</tr>
</tbody>
</table>

### 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:

- [ ] Appeal Letter to the Academic Integrity Council clearly stipulating the basis of your appeal  
- [ ] Facilitated or Non-Facilitated Discussion Decision Letter  
- [ ] Record of Meeting held for Facilitated or Non-Facilitated Discussion  
- [ ] 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. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 

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), seven (7) copies of new evidence must be brought to a 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 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 __________________________

This form must be filed, in person, with the Academic Integrity Office
JOR-1201
(12th floor, Jorgenson Hall)
350 Victoria St
Toronto ON M5B 2K3
between 9:00 a.m. and 4:00 p.m
Monday – Friday.

For further contact information:
416-979-5000 ext. 557800
aio@ryerson.ca
350 Victoria St
Toronto ON M5B 2K3

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.