

? F.A.Q for Students ?

What is Policy 60?

The purpose of Policy 60: Academic Integrity is to guide the Ryerson community in understanding i) what academic integrity and misconduct are for students; ii) the processes the University will follow when there is a suspicion of student academic misconduct; and iii) the academic penalties and other consequences that may be imposed if students are found to have engaged in academic misconduct.

What is the Role of the Academic Integrity Office?

The Academic Integrity Office (AIO) is a neutral support office that seeks to ensure that Policy 60: Academic Integrity is carried out in a fair and transparent way, and to provide educational resources to the Ryerson community regarding academic integrity and misconduct.

What is academic integrity?

Policy 60: Academic Integrity is premised on the commitment of Ryerson University to foster and uphold the highest standards of academic integrity, the fundamental values of which are honesty, trust, fairness, respect, responsibility, courage, as well as trustworthiness. These values are central to the development and sharing of knowledge.

What is Academic Misconduct? What is a suspicion of academic misconduct?

According to Policy 60: Academic Integrity, academic misconduct is

"Any behaviour that undermines the University's ability to evaluate fairly students' academic achievements, or any behaviour that a student knew, or reasonably ought to have known, could gain them or others unearned academic advantage or benefit." (Section 2)

The policy lists the most common instances of academic misconduct; however it is not intended to be exhaustive. If you have any questions, please contact the Academic Integrity Office.

According to Policy 60: Academic Integrity, all faculty/instructors of Ryerson University are required to have a conversation through the Academic Integrity Office with a student if something occurs in work for credit that may be of concern. You will receive an email letter from the Academic Integrity Office (AIO) or the decision maker (Faculty/Instructor) to your Ryerson email. This is a confidential email. Read the letter very carefully. It has a lot of useful information. The email letter should state what the suspicion is and provide a summary of the basis for the suspicion.

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What Is My Next Step Once I have Been Informed of a Suspicion of Academic Misconduct?

Remember, this is only a suspicion. No decisions have been made yet. The purpose of the discussion is for the decision maker to understand, from you, what may have happened. Note the date, time and place of the proposed meeting. If you are unable to make the proposed date/time, you can call into the meeting or contact whoever sent you the email to reschedule. Do this ASAP. If this is confusing or you want support, contact an independent person whose role is to support Ryerson students. For full-time undergraduate or graduate students, contact the Ryerson Student Union — 416-979-5000 ext. 2322 OR advocacy@rsuonline.ca. If you are a part-time program, certificate, or Chang School student, contact the Continuing Education Students' Association of Ryerson 416-979-5000 ext. 7056 / studentrights@mycesar.ca. Refer to Ryerson Policy 60: Academic Integrity and Ryerson Policy 60: Academic Integrity Procedures and get as informed as possible.

What is a facilitated discussion (FD)?

A facilitated discussion is a discussion between the decision maker, student, and a facilitator from the Academic Integrity Office (AIO). The meeting is to be an open, informal and non-confrontational conversation between the decision maker and the student facilitated by a Academic Integrity Office Facilitator. Details of the meeting will be documented by the Academic Integrity Office Facilitator and then emailed to the decision maker and student to review after the meeting. The decision maker then has three (3) business days from the day of the discussion to make a decision whether or not academic misconduct, according to Policy 60: Academic Integrity has occurred.

What is a non-facilitated discussion (NFD)?

The non-facilitated Discussion is between the instructor or professor and student, and is meant to be an open, informal and non-confrontational dialogue. No decision is to be made in the meeting. The goal of the meeting is to get the necessary information or explanation needed to make a fair and appropriate decision.

The student may be asked to bring notes, drafts or other relevant documentation to the meeting.

If you would be more comfortable having this meeting with a neutral AIO facilitator present, please contact the Academic Integrity Office at aio@ryerson.ca to make arrangements for this.

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What should I expect at the Facilitated/Non-Facilitated Discussion (FD/NFD)?

You will be part of a non-adversarial, respectful conversation about the suspicion of misconduct that you have been notified of. The discussion is normally scheduled for 30 minutes. The facilitator (in the case of an FD) or the decision maker (in an NFD) will introduce the discussion, its guiding principles, and the possible outcomes. The facilitator or decision maker will make a neutral, fair and accurate record of the discussion (usually on a computer). The decision maker will explain the basis of their suspicion. They may refer to specific documentation or evidence, as appropriate, and ask questions of you, relevant to the suspicion. You will have a chance to respond to the decision maker's concerns and questions, and ask questions of your own. The facilitator or decision maker will explain the next steps, including the timeline for a decision letter to be sent (to your Ryerson email), and potential outcomes of the discussion (e.g. no finding of misconduct; a finding of misconduct, which the student may choose to accept; a finding of misconduct, which the student does not accept and may wish to appeal; placement of a DN on the academic record; an assigned quiz and/or academic integrity workshop, etc.).

You will not discuss the potential decision at this meeting.

The facilitator (in an FD) or decision maker (in an NFD) will complete a Summary of Discussion Form. You will be asked to read the summary and to sign this form if you believe it accurately reflects the discussion. Any disagreement will be noted on the form. Everyone will be provided with a copy of this form.

What is a designated decision maker (DDM)?

A contract faculty/instructor may refer the basis of the suspicion of misconduct (i.e. all the relevant information known) to the Academic Integrity Office (AIO) and request that another decision maker be appointed. A Designated Decision Maker (DDM) will then be assigned, by the Chair of the Designated Decision Makers' Council (DDMC) in conjunction with the AIO, to pursue the matter and be the decision maker with respect to any finding regarding academic misconduct.

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What is a Disciplinary Notation (DN)? What if I get more than one?

Students found to have engaged in academic misconduct will have a Disciplinary Notation (DN) placed on their academic record. The DN will not appear on the official transcript. The assignment of a DN may not be appealed as it is a consequence of a finding of misconduct whose principal purpose is to track findings of misconduct and implement the Principle of Progressive Discipline.

For undergraduate and Chang School students, a DN notation shall remain until a student graduates, at which time it shall be removed. If a student does not graduate in the normal maximum time (8 years for full-time undergraduate programs, 14 years for part-time programs) they may request, via their Chair/Director to have the DN removed from their academic record. For graduate students, the DN will normally remain on their academic record.

When an undergraduate or Chang student has 2 Disciplinary Notations (DNs) on their internal record a Progressive Discipline Meeting will be held to determine whether there will be a penalty hearing or whether the student will be given a warning. The AIO will schedule a meeting of the:

- Director of AIO (or designate)
- Chair of DDMC (or designate)
- Program Director (or designate)

A penalty hearing of the Academic Integrity Council (AIC) regarding a DW will be convened where a graduate student has been assigned a first DN on the basis of misconduct in supervised research activities (see Section 3.4.2), or a second DN related to academic misconduct in course-related work (see Section 3.4.1)

What is the difference between an academic record and transcript?

The Academic Record is what is visible to you on RAMSS, in the form of an unofficial transcript. This is where a DN would be placed. A transcript is an official documentation that does not have a DN placed on it.

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What is a suspension?

A Disciplinary Suspension is an academic standing wherein a student is removed from a program for a specified period, normally for one term to two years, after which the student will be automatically reinstated. For undergraduate or continuing education students a penalty hearing may arise due to Progressive Discipline or due to a recommended penalty of suspension by an initial decision maker or Program Director (or designate).

I Have Been Asked to Attend a Discussion With My Professor/Instructor/Designated Decision Maker. How Do I Prepare for This Discussion and What Services/Support are Available to Me?

Contact the advocate from RSU/CESAR if you want support in this process. If you have been asked to attend a Non-Facilitated Discussion you can always contact the Academic Integrity Specialist and ask for the discussion to be changed to a Facilitated Discussion (an AIO neutral staff member will facilitate). Bring with you rough notes, drafts or other relevant documents related to the suspicion.

How is Policy 60 Different for graduate students?

Please see [Policy 60: Academic Integrity](#) and [Policy 60: Academic Integrity Procedures](#), Sections 1.7; 2.7; 3.4.2 and 5.3.1 for differences for graduate students or the Graduate Student section of the [AIO website](#).

What If I Don't Go to The Facilitated/Non-Facilitated Discussion?

If you do not contact the Academic Integrity Office or your decision maker to change the date/time or you do not attend the meeting, a decision may be made without the benefit of your input.

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What Can I Expect After a Discussion with my Professor/Instructor/Designated Decision Maker?

A decision letter will be sent to your Ryerson email, within 5 days.

What Are the Possible Penalties and Consequences of a Finding of Academic Misconduct?

Please refer to Policy 60, Section 5 and Penalty Guidelines.

How Does the Designated Decision Maker Make Their Decision?

Based on the information available (including your FD/NFD) they will apply what is called a “balance of probabilities” standard of proof as to whether academic misconduct occurred. This means that weighing all the information, it is determined that more likely than not misconduct occurred.

What Happens if I Do not Agree with My Decision Makers Finding of Academic Misconduct?

You can appeal the finding that academic misconduct occurred

You can appeal the penalty assigned, if the penalty is an “F” in the course (a grade reduction, including a “zero” (0) on the work, cannot be appealed).

See “Appeals Process” below.

Contact the Ryerson Students Union (RSU) or the Continuing Education Students’ Association of Ryerson (CESAR) (see contact information above).

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What If I Want to Drop the Course in which I am Suspected of Academic Misconduct?

You may not drop a course once a suspicion of academic misconduct has been registered with the AIO until the matter is resolved. The Registrar at the start of this process will place a “DEF” on your academic record.

If you drop the course before the matter is resolved, the Registrar’s Office will re-enroll you in that course. If there is no finding of academic misconduct, and the decision is received on or prior to the published drop deadline, you may then drop the course if they wish to do so.

If there is no finding of academic misconduct and the decision is received after the published drop date has passed, but (normally) prior to the official last day of the term, you have up to two business days from the date/time of the decision being sent to request to drop the course.

If there is a finding of misconduct prior to the published deadline to drop a course, and any penalty assigned is less than an “F” in the course, you may drop the course in accordance with the published deadline dates. In such a case, a Disciplinary Notation (DN) will still be placed on your academic record.

If there is a finding of misconduct and a grade of “F” is assigned for the course, whether before or after the published drop deadline, you may not drop the course. That grade of “F” shall remain on your transcript and a DN will be placed on your academic record.

If there is a finding of misconduct after the published deadline to drop a course, and a penalty of less than an “F” is assigned, you may normally not request a late course drop.

Important: when the decision is sent less than 3 days before the drop date - additional procedures may have to be taken to drop the course - see Policy 60: Academic Integrity Procedures.

What if I Believe that I have Experienced Prejudice, Discrimination, or Harassment Related to the Suspicion of Misconduct?

You should contact the [Human Rights Office](#) as soon as possible and before a FD/NFD occurs.

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Where Can I Locate More Educational Resources to Help Me Understand My Academic Integrity Responsibilities?

For educational resources to understand academic integrity responsibilities, see the [Academic Integrity Office website](#).

What is plagiarism?

Plagiarism – includes but is not limited to:

- claiming, submitting or presenting the words, ideas, artistry, drawings, images or data of another person, including information found on the Internet and unpublished materials, as if they are one's own, without appropriate referencing;
- claiming, submitting or presenting someone else's work, ideas, opinions or theories as if they are one's own, without proper referencing;
- claiming, submitting or presenting another person's substantial compositional contributions, assistance, edits or changes to an assignment as one's own;
- claiming, submitting or presenting collaborative work as if it were created solely by oneself or one's group;
- submitting the same work, in whole or in part, for credit in two or more courses, or in the same course more than once, without the prior written permission of the instructor;
- minimally paraphrasing someone else's work by changing only a few words and not citing the original source.

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What is cheating?

Cheating - includes but is not limited to:

- having ready access to and/or using aids or devices (including wireless communication devices) not expressly allowed by the instructor during an examination, test, quiz, or other evaluation;
- copying another person's answer(s) on a test, exam, quiz, lab report, or other work to be evaluated;
- copying another person's answers, with or without their permission, to individually assigned projects;
- consulting with another person or with unauthorized materials outside of an examination room during the examination period (e.g. discussing an exam or consulting materials during an emergency evacuation or when permitted to use a washroom);
- improperly submitting an answer to a test or examination question completed, in whole or part, outside the examination room unless expressly permitted by the instructor;
- resubmitting altered test or examination work after it has already been evaluated;
- presenting falsified or fabricated material, including research results (see Section 2.8);
- improperly obtaining, through deceit, theft, bribery, collusion or otherwise, access to examination paper(s) or set of questions, or other confidential information;
- collaborating on work to be evaluated where such collaboration has been expressly forbidden by the instructor.

Can I share my work?

You are allowed to share your work should it be completely in your own words. That being said, should that work be used in the wrong manner (essay bank website or file sharing websites), you could be contributing to academic misconduct. Contributing to academic misconduct - includes but is not limited to:

- offering, giving, sharing or selling essays, questions and/or answers to tests or exams, quizzes or other assignments unless authorized to do so;
- allowing work to be copied during an examination, test or for other assignments.

For more information on what you can and cannot share, please see this website.

May I post my notes online? My professor's notes?

You are allowed to share your notes should it be completely in your own words. If you are unsure, it is best practice to always ask your professor or the Academic Integrity Office (AIO) for permission.

You are not allowed to share your professor's notes, without their permission. This is Unauthorized Use of Intellectual Property, which is a form of academic misconduct. If you are unsure, it is best practice to always ask your professor for permission.

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How do I learn about citation?

To learn about citations, use the resources available to you in Student Learning Support (SLS). They offer free workshops, have a Writing Centre to support you in person, and have ample online resources on their website. This can be located at ryerson.ca/sls. There are also [citation guides](#) on the RULA website.

May I hire someone to write my essay for me?

No, you are not allowed to hire someone to write your essay for you. This is academic misconduct in the form of Misrepresentation of Personal Identity or Performance. Misrepresentation of Personal Identity or Performance - includes but is not limited to:

- submitting stolen or purchased assignments or research;
- impersonating someone or having someone impersonate you in person, in writing, or electronically (both the impersonator and the individual impersonated, if aware of the impersonation, may be subject to a penalty);
- falsely identifying oneself or misrepresenting one's personal performance outside of a particular course, in a course in which one is not officially enrolled, or in the admissions process (e.g. submission of portfolios, essays, transcripts or documents);
- withholding or altering academic information, portfolios, essays, transcripts or documents, including during the admissions process.

How can I prevent academic misconduct?

To prevent academic misconduct, see the [helpful hints to avoid academic misconduct](#) on the Academic Integrity website.

What if I know someone is cheating?

If you are a student and know that someone is cheating, there are a few steps you can take. It is important to know that you are under no obligation to report someone engaging in academic misconduct. Should you like to share, though, you may bring it to the attention of the Professor, Instructor, or Invigilator in a discrete manner. They will decide how to proceed depending on the case.

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What is contract cheating?

Contract Cheating is a "form of academic dishonesty where students submit academic work not created by themselves, for academic credit." ("[About Contract Cheating](#)", nd). This includes:

- getting or giving "help" on file sharing websites
- purchasing and/or using other people's work
- having an unauthorized person/service edit work without permission

What is the Fundamentals of Academic Integrity quiz?

The Fundamentals of Academic Integrity quiz can be assigned to you as a consequence of being in the process of a suspicion of academic misconduct. It is an educational quiz to inform the individual of academic integrity basics.

Why have I been assigned Student Learning Services workshops? Do I have to do them?

A main highlight of Policy 60 is its educational focus, therefore education is imperative to ensuring the policy effectiveness. If you have been assigned a SLS workshop, this means that it has been assigned for educational purposes, even if you were found to not have engaged in academic misconduct. It is important to complete all workshops assigned, otherwise graduation may be affected.

What are the Episode Quizzes?

Check out short, engaging, and informative academic integrity videos on the AIO website. These videos present some of the values and behaviours expected of Ryerson University students and some of the most common misconceptions about academic integrity. Following the videos, there are quizzes that Ryerson students can complete. To complete these quizzes, go to the following [website](#).

Where do I find more information?

To find more information, check out the Ryerson Academic Integrity website at www.ryerson.ca/academicintegrity.

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What is an Academic Integrity Ambassador?

An Academic Integrity Ambassador is a current Ryerson student that works with the Academic Integrity Office to promote a culture of academic integrity at Ryerson through engaging students in peer-to-peer educational initiatives. To apply to be an Academic Integrity Ambassador, email aio@ryerson.ca

What is the Academic Integrity Council?

Effective September 1, 2009, the Ryerson Senate approved the establishment of an Academic Integrity Council (AIC) consisting of both faculty and students and is administered through the Academic Integrity Office (AIO). The AIC's mandate is to promote and uphold academic integrity at Ryerson through both participating in educational activities and by holding hearings when it has been determined by faculty that students have engaged in academic misconduct. Members of the AIC are committed to upholding the integrity of the learning process and of a Ryerson degree.

How Can I Apply to Join the Academic Integrity Council?

If you wish to become a member of the Academic Integrity Council, please contact the Academic Integrity Office by email at aio@ryerson.ca for information on this process.