Email accompanying the Finding form, for cases where the instructor refers the case to the Faculty/School for sanctioning

Email Subject: Finding of a departure from academic integrity in <course subject and catalog number> and referral to the Faculty/School

Hello <student name>,

Following a thorough investigation of a possible departure from academic integrity in my course <course subject and catalog number>, I have concluded that there is sufficient evidence that you engaged in a departure from academic integrity.

The attached form is intended to provide you with the evidence itself and the reasons for my decision. In addition, I am referring your case to the <Faculty/School> Academic Integrity Administrator to determine an appropriate sanction. The Academic Integrity Administrator will contact you in the near future to advise you of the sanction that will be assigned.

The form also includes a link to the academic integrity regulations and/or webpages for your Faculty/School. Please read this information carefully to ensure that you understand the procedures and your rights. Please note that the new [Academic Integrity Procedures – Requirements of Faculties and Schools](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools) were approved by the Senate in October 2021. Until your Faculty/School updates its regulations, policies and procedures dealing with academic integrity issues, if there is a discrepancy between the Faculty/School’s academic regulations, policies or procedures and the Senate’s Academic Integrity Procedures, the [Academic Integrity Procedures](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools) take precedence.

If you have additional questions you may also contact the Office of the University Ombudsperson for information about student rights and responsibilities and guidance on policy and procedures, by visiting their website at [www.queensu.ca/ombuds](http://www.queensu.ca/ombuds).

**Please note because this case is being referred to the AI Administrator for sanctioning as indicated above, you cannot appeal the finding until the sanction has been determined.**

Yours sincerely,

<instructor name>