

Academic Integrity Policy, School of Graduate Studies, Queen's University

1. GENERAL

(In addition to the sources named in this section, the School of Graduate Studies gratefully acknowledges the authors of the current regulation, *Academic Integrity*, of the Faculty of Arts and Science, Queen's University.)

Academic integrity is constituted by the five core fundamental values of honesty, trust, fairness, respect and responsibility (as articulated by the Centre for Academic Integrity, Clemson University; see www.academicintegrity.org) all of which are central to the building, nurturing and sustaining of an academic community in which all members of the community will thrive. Adherence to the values expressed through academic integrity forms a foundation for the "freedom of inquiry and exchange of ideas" essential to the intellectual life of the University (see [Report on Principles and Priorities](#)) Queen's students, faculty, administrators and staff therefore all have ethical responsibilities for supporting and upholding the fundamental values of academic integrity.

For the background to the development of this policy statement and a list of recommendations for future action, please see also "[Sub-Committee on Academic Integrity -Report to the Senate Committee on Academic Development \(SCAD\)](#)". Additional information can be found at the Academic Integrity @ Queen's web site <http://www.queensu.ca/academicintegrity/>.

2. DEFINITIONS

As a member of the Centre for Academic Integrity (CAI), Queen's subscribes to the definition of academic integrity "as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility" (see www.academicintegrity.org/pdf/FVProject.pdf). In "The Fundamental Values of Academic Integrity" (located at www.academicintegrity.org/pdf/FVProject.pdf) the CAI offers the following statements contextualizing these values:

- i Honesty* An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service.
- ii Trust* An academic community of integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential.
- iii Fairness* An academic community of integrity establishes clear standards, practices, and procedures and expects fairness in the interactions of students, faculty, and administrators.
- iv Respect* An academic community of integrity recognizes the participatory nature of the learning process and honours and respects a wide range of opinions and ideas.
- v Responsibility* An academic community of integrity upholds personal accountability and depends upon action in the face of wrongdoing.

Faculty, students and staff are encouraged to consult the CAI's document "The Fundamental Values of Academic Integrity" for a more detailed discussion.

3. INTEGRITY IN ACTION

Within a graduate program, it is essential that an environment exists in which faculty and students have the utmost regard for the principles of academic integrity. Honesty and mutual trust constitute the very basis of all scientific and scholarly exchange. It is the responsibility of the entire University community to contribute to creating a community based on the principles of academic integrity.

As emphasized in Queen's University's Senate *Policy on Integrity in Research* (Approved by the Senate January 29, 2009),

The responsibilities of the University include promoting integrity in research and scholarship, investigating allegations of misconduct, imposing appropriate sanctions if misconduct has occurred and reporting cases of misconduct appropriately.

Graduate students must:

- pursue their research activities in a manner that is consistent with the highest standards of ethical and scientific practice;
- adhere to Queen's University's ethics boards, the General Research Ethics Board (GREB) and the Health Sciences Research Ethics Board (HSREB) guidelines;
- Carry out research in honest search for knowledge, base findings upon a critical appraisal and interpretation according to scientific, scholarly and/or creative principles appropriate to the particular discipline.

The research conducted for the Master's essay, Master's thesis or Doctoral dissertation, and the resulting document, comprises the most significant part of the graduate research degree requirements, so that research and the resulting document must meet the highest standards of research and academic integrity.

Consequently, graduate programs and the School of Graduate Studies will have jurisdiction to make decisions about and deliver sanctions for, these separate kinds of departures from academic integrity:

- a. in the case of graduate level courses, or a required course taken by a graduate student;
- b. in the case of non-coursework graduate degree requirements, such as the comprehensive examination (or equivalent)
- c. in the case of research carried out for the essay, thesis or dissertation, and/or the final document itself.

and shall assign sanctions accordingly (see Section 5 below).

NOTES:

1. For assistance in dealing with academic integrity issues, graduate students should be encouraged to contact the Society of Graduate Students' Student Advisors. The Student Advisors offer advice and advocacy services to graduate and professional students at Queen's University.

2. It is assumed that since graduate students have gone through several years of post-secondary education prior to their graduate level studies, they will have familiarity with the general principles and expectations of academic integrity in coursework, non-coursework requirements, and research in their discipline, Department, Program and/or School. It is also assumed that graduate students will therefore understand the importance of these principles, and will be aware of consequences of departures from these principles.

3. "Master's Essay" refers to the major, terminal research component of any Master's degree, currently represented by the course number 898; "Master's Thesis" refers to the substantive, terminal research document of any research Master's degree, currently represented by the course number 899; "Doctoral

Dissertation” refers to the substantive, terminal research document of all Doctoral degrees, currently represented by the course number 999.

4. OFFENCES

The following list defines the domain of relevant acts without providing an exhaustive list.

Plagiarism

Presenting another’s ideas or phrasings as one’s own without proper acknowledgement. Examples: copying and pasting from the internet, a printed source, or other resource without proper acknowledgement; copying from another student; using direct quotations or large sections of paraphrased material in an assignment without appropriate acknowledgement; submitting the same piece of work in more than one course without the permission of the instructor(s); copying a laboratory or field report; using another researcher’s data without proper acknowledgement, using another researcher’s data unless specifically allowed by the instructor and the author; using direct quotations or large sections of paraphrased material in a laboratory or field report, research report, thesis, or scholarly publication without appropriate acknowledgment; submission for publication of articles published elsewhere excepted where clearly indicated to be a republication

Use of unauthorized materials

Examples: possessing or using unauthorized study materials or aids during a test; copying from another’s test paper; using an unauthorized calculator or other aids during a test; unauthorized removal of materials from the library, or deliberate concealment of library materials; using another researcher’s data unless specifically permitted; using unpublished material of others without permission; use of archival materials in violations of the rules of the archival source; failure to obtain permission of the author before using information gained through access to manuscripts or grant applications during a peer- review process.

Facilitation

Deliberately enabling another’s breach of academic integrity. Examples: knowingly allowing one’s essay, assignment, laboratory or field report, to be copied by someone else for the purpose of plagiarism; buying or selling of term papers or assignments and submitting them as one’s own for the purpose of plagiarism.

Forgery

Submitting counterfeit documents or statements. Examples: creating a transcript or other official document; fabricating laboratory or research data or source material; altering transcripts or other official documents relating to student records; misrepresenting one’s credentials; creating or altering letters of reference; creating a medical note.

Falsification

Misrepresentation of one’s self, one’s work or one’s relation to the University. Examples: omission of information; altering transcripts or other official documents relating to student records; impersonating someone in an examination or test; submitting a take-home examination written, in whole or in part, by someone else; falsifying laboratory or research data or source material; allowing someone else to do the laboratory or field work without the knowledge and approval of the instructor; omitting, fabricating or falsifying laboratory or research data; failure to appropriately recognize contributions of others; attribution of authorship to persons other than those who have contributed sufficiently to take responsibility for intellectual content

As it is not possible to list every possible relevant act, instructors and graduate departments and programs

should ensure that their students are aware of any specific or special standards of research and academic integrity of their graduate courses and programs. Students are encouraged to consult instructors and researchers in specialized fields such as music, fine arts and computing regarding procedures and use of materials in these fields.

5. REMEDIES OR SANCTIONS FOR DEPARTURES FROM ACADEMIC INTEGRITY

According to the Senate Policy on *Academic Integrity Procedures – Requirements of Faculties and Schools*, these are the factors to consider when assigning a sanction when it has been determined that a departure from academic integrity has occurred:

- Evidence of a deliberate attempt to gain advantage;
- The seriousness of the departure having regard to its actual or potential consequences;
- The extent to which the work or conduct in question forms a significant portion of the degree requirements and whether the extent of the departure is substantial as demonstrated by the work or conduct in question;
- Injury to another student or to the institution;
- Multiple departures within a single incident or multiple departures over time, rather than an isolated aberration;
- Whether the departure has been committed by a student who ought to be familiar with the expectations for academic integrity in the discipline, Department, Program, School and/or Faculty;
- Conduct that intimidates others or provokes the misconduct of others.

Also to be considered are the student's previous history, and mitigating circumstances.

Student's previous history: A record of a previous departure from academic integrity is relevant when assessing an appropriate sanction or remedy. After making a finding, the faculty member(s) responsible must then contact the School of Graduate Studies. If a previous finding is on record, the faculty member(s) responsible will refer the case to the Associate Dean of the School of Graduate Studies who will set an appropriate sanction.

The Associate Dean of the School of Graduate Studies will inform the Department Head and/or Graduate Program Coordinator that they have been notified of a possible case of a departure from academic integrity from a student with a previous finding on record, and that the School of Graduate Studies shall assume responsibility for the case and sanctions, if any. The department can make a recommendation to the Associate Dean of the School of Graduate Studies for a sanction, even in the case of a student with a previous finding. However, to avoid misunderstanding, all communication regarding the review of the case and the resulting sanction if any, to the student shall come from the Associate Dean of the School of Graduate Studies.

If there is no previous finding on record, the faculty member(s) responsible will determine a remedy or sanction appropriate to the extent or severity of the offence, and may consult with the Department Head, Graduate Chair or Program Director for guidance on an appropriate remedy or sanction.

Mitigating circumstances: Mitigating circumstances do not exonerate or excuse from the finding of a departure from academic integrity, but these factors may be taken into account to ensure that the imposed sanction is fair, reasonable and proportionate to the gravity of the departure found. The decision must outline

the evidence supporting reliance on the mitigating circumstances. The onus is on the student to adduce evidence of mitigating circumstances, which may include:

- Documented evidence from an appropriate health professional of factors directly compromising the student's capacity to adhere to the standards of academic integrity at the relevant time;
- Prompt admission to the departure from academic integrity by the student and expression of contrition and willingness to undertake educative remedies;
- Evidence that reasonable steps were not taken in the circumstances to bring the standards and expectations regarding academic integrity to the attention of the student at the relevant time.

In summary, any sanction should reflect the extent and severity of the departure from academic integrity including those related to courses, non-coursework degree requirements, and research carried out for the essay, thesis or dissertation, and precedents in the graduate department or program, academic unit and School of Graduate Studies, taking into account any mitigating circumstances.

a. Course Work

The following are the admissible sanctions that may be applied, in any number and/or combination as deemed necessary, for departures from academic integrity within a graduate course, or a required course taken by a graduate student:

1. Issuing an oral or written warning.
2. Completion of an educational program/workshop (if available).
3. Requiring submission of a revised or new piece of work.
4. Assigning a partial or total loss of marks on the piece of work.
5. Assigning partial or total loss of grades in the course.
6. Recommending withdrawal from the graduate program for a specified period of time.
7. Recommending withdrawal from the university for a specified minimum period of time.
8. Recommending withdrawal from the university for the maximum allowable period of time.
9. Recommending the rescinding of a degree.

If the sanction leads to assigning a failed grade in the course, the student may not drop the course, regardless of the deadlines to drop a course.

Instructors of graduate courses may impose Sanctions 1 through 5, without referring the matter to the School of Graduate Studies (apart from checking re. previous findings). All findings and sanctions must be reported to the School of Graduate Studies. If the instructor believes a more serious penalty is warranted, or there is a previous finding, he or she must refer the matter, including their finding, for sanctioning to the Associate Dean of the School of Graduate Studies. All documents previously used to investigate the case will be forwarded to the Associate Dean of the School of Graduate Studies. The student must be notified in writing of the finding and the referral to the Associate Dean of the School of Graduate Studies for sanctioning. For departures from academic integrity within a graduate course, or a required course taken by a graduate student, the Associate Dean of the School of Graduate Studies may impose Sanctions 1 through 5 above, as

available to instructors. The Associate Dean of the School of Graduate Studies may also recommend Sanctions 6,7, 8, or 9 to the Senate Committee on Academic Procedures (SCAP).

b. Non-coursework graduate degree requirements, such as the comprehensive examination (or equivalent)

The faculty member(s) responsible for administering the comprehensive examination (or equivalent) or any other non- coursework degree requirement may assign sanctions 1 through 4 above in any number and/or combination as deemed necessary, for departures from academic integrity in the comprehensive examination (or equivalent) process, or in any other non-coursework graduate degree requirement. All findings and sanctions must be reported to the School of Graduate Studies.

Alternatively, the faculty member(s) responsible for administering the comprehensive examination (or equivalent) or other non- coursework degree requirement may recommend to the Department Head, Graduate Chair or Program Director, the assigning of a grade of “Fail” for the requirement. This decision would most likely be used in the case of departure from academic integrity in the comprehensive examination (or equivalent). The Department Head, Graduate Chair or Program Director shall receive and review all documents previously used to investigate the case. The student must be notified in writing of the review by the Head, Graduate Chair or Program Director and the outcome and the finding and sanction reported to the School of Graduate Studies.

If the Head, Graduate Chair or Program Director supports the assigning a grade of “Fail” for the requirement, he or she shall recommend to the School of Graduate Studies that the student be required to withdraw because of a grade of “Fail” for the requirement based on a departure from academic integrity.

If the faculty member(s) responsible for administering the comprehensive examination (or equivalent) or other non- coursework degree requirement believes a more serious penalty is warranted, or if there is a previous finding, or if the Department Head, Graduate Chair or Program Director recommends to the School of Graduate Studies that the student be required to withdraw because of a grade of “Fail” for the requirement based on a departure from academic integrity, the matter, including the finding, must come forward for sanctioning to the Associate Dean of the School of Graduate Studies. All documents previously used to investigate the case will be forwarded to the Associate Dean of the School of Graduate Studies. The student must be notified in writing of the finding and the referral to the Associate Dean of the School of Graduate Studies for sanctioning.

For departures from academic integrity in the comprehensive examination (or equivalent) process, or in any other non-coursework graduate degree requirement, the Associate Dean of the School of Graduate Studies may impose Sanctions 1 through 4 above, as available to faculty member(s). The Associate Dean of the School of Graduate Studies may also recommend Sanctions 6, 7, 8, or 9 to SCAP.

c. Master’s Essay, Master’s Thesis, Doctoral Dissertation

Sanctions 8 and 9,

8. Recommending withdrawal from the university for the maximum allowable period of time;

9. Recommending the rescinding of a degree;

are the sanctions that may be applied for departures from academic and/or research integrity for the research conducted for the essay, thesis or dissertation, and/or the essay, thesis or dissertation document itself. After a duly conducted investigation of departure from academic or research integrity (see Section 6 b below) the Associate Dean of the School of Graduate Studies may recommend Sanctions 8 or 9 to SCAP.

6. INVESTIGATION OF DEPARTURES FROM ACADEMIC INTEGRITY

a. Course work: Where possible departures from academic integrity within a course are identified, the instructor must advise the student in writing of the following:

- the evidence on which the investigation is based;

- the possible remedies or sanctions;

- the student's right to respond to the investigation; and

- the student's right to have representation for any response; the instructor will inform the student of the services provided by the Coordinator of Dispute Resolution Mechanisms.

After notifying the student in writing of the possible departure, the instructor will conduct a thorough investigation of the available evidence. This investigation may consider written submissions and/or oral evidence from witnesses, if available, pertaining to the possible departure from academic integrity, and the student's response, which may be provided in writing and/or in-person. Within 10 working days of receiving the notice of investigation, an initial meeting should be held between the instructor and student, arranged by the instructor. If the student does not wish to meet with the instructor the student can submit a written response to the allegation to the instructor instead. If the student does not respond to an invitation for a meeting, or does not make a written submission, the process will continue without the student's input. If a meeting is arranged, both the student and the instructor have the right to be accompanied by one person for support and/or advice, although the meeting is intended to be exploratory and not a legal proceeding. If the student intends to be accompanied by legal counsel, he/she must provide at least 48 hours notice to the instructor, who reserves the right to reschedule the meeting if notice is not given. The instructor and student should discuss the allegation and, if possible, come to a mutually acceptable agreement regarding its outcome. At least 10 working days prior to the meeting or providing a written response, the student must be informed of new material, if any, that the instructor has obtained since issuing the notice of investigation.

A Dispute Resolution Advisor may, as of right, also be present at any meeting between the student and any decision-maker.

A student may not withdraw from the course while the investigation is under way.

While investigating cases of possible departure from academic integrity, the instructor is encouraged to seek guidance from the Graduate Chair, Head of Department or Program Director on matters of policy relating to academic integrity within the Department or Program.

In a departure from academic integrity where the instructor is unavailable, it will be the responsibility of the

Department Head/Program Director to delegate the matter to an appropriate member of the academic unit within which the departure has occurred. If it is not possible to delegate the case appropriately, the Associate Dean of the School of Graduate Studies will assume the responsibility for proceeding with the case. Any investigation, finding or sanction will be pursued according to the procedures outlined above.

b. Non-coursework graduate degree requirements, such as the comprehensive examination (or equivalent)

Where possible departures from academic integrity in the comprehensive examination (or equivalent) or any other non- coursework degree requirement are identified, the faculty member(s) responsible for administering the comprehensive examination (or equivalent) or other non- coursework degree requirement) must advise the student in writing of the following:

- the evidence on which the investigation is based;
- the possible remedies or sanctions;
- the student's right to respond to the investigation; and
- the student's right to have representation for any response; the instructor will inform the student of the services provided by the Coordinator of Dispute Resolution Mechanisms.

After notifying the student in writing of the possible departure, the faculty member(s) will conduct a thorough investigation of the available evidence. This investigation may consider written submissions and/or oral evidence from witnesses, if available, pertaining to the possible departure from academic integrity, and the student's response, which may be provided in writing and/or in-person. Within 10 working days of receiving the notice of investigation, an initial meeting should be held between the faculty member(s) and student, arranged by the faculty member(s). If the student does not wish to meet with the faculty member(s) the student can submit a written response to the allegation instead. If the student does not respond to an invitation for a meeting, or does not make a written submission, the process will continue without the student's input. If a meeting is arranged, both the student and the faculty member(s) have the right to be accompanied by one person for support and/or advice, although the meeting is intended to be exploratory and not a legal proceeding. If the student intends to be accompanied by legal counsel, he/she must provide at least 48 hours notice to the faculty member(s), who reserves the right to reschedule the meeting if notice is not given. The faculty member(s) and student should discuss the allegation and, if possible, come to a mutually acceptable agreement regarding its outcome. At least 10 working days prior to the meeting or providing a written response, the student must be informed of new material, if any, that the faculty member(s) has obtained since issuing the notice of investigation.

A Dispute Resolution Advisor may, as of right, also be present at any meeting between the student and any decision-maker.

A student may not withdraw from the graduate degree program while the investigation is under way.

While investigating cases of possible departure from academic integrity, the faculty member(s) is/are

encouraged to seek guidance from the Graduate Chair, Head of Department or Program Director on matters of policy relating to academic integrity within the Department or Program.

In a departure from academic integrity where the faculty member(s) responsible for administering the comprehensive examination (or equivalent) or other non- coursework degree requirement is unavailable, it will be the responsibility of the Department Head/Program Director to delegate the matter to an appropriate member of the academic unit within which the departure has occurred. If it is not possible to delegate the case appropriately, the Associate Dean of the School of Graduate Studies will assume the responsibility for proceeding with the case. Any investigation, finding or sanction will be pursued according to the procedures outlined above.

c. Master's Essay, Master's Thesis, and Doctoral Dissertation: Where possible departures from academic and/or research integrity for the research conducted for the essay, thesis or dissertation, and/or in the essay, thesis or dissertation document itself, are identified, the Associate Dean of the School of Graduate Studies shall be contacted immediately. The person(s) raising the issue(s) shall outline the particular concerns and the Associate Dean of the School of Graduate Studies will assume the responsibility for proceeding with the case.

The Associate Dean of the School of Graduate Studies shall contact the student's primary supervisor immediately. The supervisor shall be responsible for an initial review of the data, document and/or sections of the document in question, to determine if sufficient evidence exists to warrant an investigation.

In the case of an investigation the Associate Dean of the School of Graduate Studies must advise the student in writing of the following:

- the evidence on which the investigation is based;
- the possible sanctions;
- the student's right to respond to the investigation; and
- the student's right to have representation for any response; the Associate Dean of the School of Graduate Studies will inform the student of the services provided by the Coordinator of Dispute Resolution Mechanisms.

After notifying the student in writing of the possible departure, the Associate Dean of the School of Graduate Studies will conduct a thorough investigation of the available evidence. This investigation may consider written submissions and/or oral evidence from witnesses, if available, pertaining to the possible departure from academic or research integrity, and the student's response, which may be provided in writing and/or in-person.

Within 10 working days of receiving the notice of investigation, an initial meeting should be held between the Associate Dean of the School of Graduate Studies and student, arranged by the School of Graduate Studies. If the student does not wish to meet the student can submit a written response to the allegation to the Associate Dean of the School of Graduate Studies. If the student does not respond to an invitation for a meeting, or does not make a written submission, the process will continue without the student's input. If a meeting is

arranged, both the student and the Associate Dean of the School of Graduate Studies have the right to be accompanied by one person for support and/or advice, although the meeting is intended to be exploratory and not a legal proceeding. If the student intends to be accompanied by legal counsel, he/she must provide at least 48 hours notice to the Associate Dean of the School of Graduate Studies, who reserves the right to reschedule the meeting if notice is not given. The Associate Dean of the School of Graduate Studies and student should discuss the allegation and, if possible, come to a mutually acceptable agreement regarding its outcome. At least 10 working days prior to the meeting or providing a written response, the student must be informed of new material, if any, that the Associate Dean of the School of Graduate Studies has obtained since issuing the notice of investigation.

A student may not withdraw from the graduate degree program while the investigation is under way.

While investigating cases of possible departure from academic integrity, the Associate Dean of the School of Graduate Studies should seek guidance from the Graduate Chair, Head of Department or Program Director on matters of policy relating to academic integrity within the Department/Program.

7. FINDING OF DEPARTURE FROM ACADEMIC INTEGRITY

a. Course work: If, after an investigation of the evidence and consideration of the response by the student, the instructor determines that there are no grounds for a finding, all documents related to the case will be destroyed and the student will be informed that the investigation has been dropped.

If, after an investigation of the evidence and consideration of the response by the student, the instructor determines that there is sufficient and persuasive evidence on which to make a finding of departure from academic integrity, the instructor must set an appropriate remedy or sanction and then notify the student in writing.

Factors that should be considered in assigning a remedy or sanction are as outlined in Section 5 above.

The instructor may consider a range of remedies or sanctions as outlined in Section 5a. above.

If the penalty amounts to a failure in the course, the student may not drop the course, regardless of the drop deadlines.

If the instructor believes that the finding warrants a sanction more serious than an instructor may impose, the instructor will refer the case to the Associate Dean of the School of Graduate Studies. All documents previously used to investigate the case will be forwarded to the Associate Dean of the School of Graduate Studies. The student must be notified in writing by the instructor that the case has been referred to the Associate Dean of the School of Graduate Studies.

b. Non-coursework graduate degree requirements, such as the comprehensive examination (or equivalent)

If, after an investigation of the evidence and consideration of the response by the student, the faculty member(s) responsible for administering the comprehensive examination (or equivalent) or other non-coursework degree requirement determines that there are no grounds for a finding, all documents related to the case will be destroyed and the student will be informed that the investigation has been dropped.

If, after an investigation of the evidence and consideration of the response by the student, the faculty member responsible for administering the comprehensive examination (or equivalent) or other non- coursework

degree requirement determines that there is sufficient and persuasive evidence on which to make a finding of departure from academic integrity, the faculty member(s) must set an appropriate remedy or sanction and then notify the student in writing.

Factors that should be considered in assigning a remedy or sanction are as outlined in Section 5 above. The faculty member(s) responsible for the administering the comprehensive examination (or equivalent) or other non- coursework degree requirement may consider a range of remedies or sanctions as outlined in Section 5b above.

If the faculty member(s) responsible for the administering the comprehensive examination (or equivalent) or other non- coursework degree requirement believes the finding warrants a sanction more serious than the faculty member(s) may impose, the faculty member(s) will refer the case to the Associate Dean of the School of Graduate Studies. All documents previously used to investigate the case will be forwarded to the Associate Dean of the School of Graduate Studies. The student must be notified in writing by the faculty member(s) that the case has been referred to the Associate Dean of the School of Graduate Studies.

c. Master’s Essay, Master’s Thesis, Doctoral Dissertation:

If, after an investigation of the evidence and consideration of the response by the student, the Associate Dean of the School of Graduate Studies determines that there are no grounds for a finding, all documents related to the case will be destroyed and the student will be informed that the investigation has been dropped.

If, after an investigation of the evidence and consideration of the response by the student, the Associate Dean of the School of Graduate Studies determines that there is sufficient and persuasive evidence on which to make a finding of departure from academic integrity, the Associate Dean of the School of Graduate Studies must set an appropriate remedy or sanction and then notify the student in writing.

Factors that should be considered in assigning a remedy or sanction are as outlined in Section 5 above. The sanctions that could be assigned are as outlined in Section 5c above.

8. INFORMING THE STUDENT OF THE DECISION

After making the finding, setting a remedy or sanction within the scope of those available to the instructor, the faculty member(s) responsible, or Associate Dean of the School of Graduate Studies, the student must be informed in writing of the following:

- the details of the finding of departure from academic or research integrity, including the reasons for the finding as supported by relevant, clear and cogent evidence;
- the remedy or sanction;
- the student’s right to appeal the finding and/or the remedy or sanction to the Academic Appeal Board of the School of Graduate Studies (see below);
- the deadline for appealing to the Academic Appeal Board;
- the resources available for consultation; the instructor, faculty member(s) or Associate Dean of the School

of Graduate Studies will inform the student of the services provided by the Coordinator of Dispute Resolution Mechanisms; and

□ the fact that a copy of the finding will be kept on file in the School of Graduate Studies.

A copy of the finding of departure from academic or research integrity must be reported in writing to the student's home department or program.

9. APPEAL OF A FINDING OF DEPARTURE FROM ACADEMIC INTEGRITY

The graduate student has the right to an appeal of the finding of departure from academic or research integrity, and/or the remedy or sanction, through the Academic Appeal Board of the School of Graduate Studies. Within 10 working days of receiving the written notice and details of the finding, the student may ask the Secretary of the Academic Appeal Board of the School of Graduate Studies to convene an Academic Appeal Board to hear his or her appeal. The student must submit a written statement of appeal within 10 working days of such a request to the Secretary of the Academic Appeal Board of the School of Graduate Studies, attaching all relevant documentation regarding the case and the finding.

The Secretary of the Academic Appeal Board of the School of Graduate Studies shall inform the Department Head or Program Director, and the Graduate Coordinator of the Department or Program, of the request for a hearing by the Academic Appeal Board, and give a copy of the student's written statement to the Department Head or Program Director, and the Graduate Coordinator of the Department or Program.

The Secretary of the Academic Appeal Board of the School of Graduate Studies shall distribute the student's statement to the members of the Academic Appeal Board. Within 10 working days of receiving this statement, the Board shall convene to review the written material. The Board shall, within two further weeks (14 working days), meet with all the parties to the appeal. The student may be accompanied by a Grievance Advisor, legal representation or other support person. Under normal circumstances, it is anticipated that the appeal can be heard in its entirety at this meeting and that the Academic Appeal Board shall issue its report within a further two weeks (14 working days). Each party to the appeal shall be given the opportunity to present his or her case to the Academic Appeal Board. Although neither party is precluded from having legal counsel, such counsel is not usually desirable or necessary at this stage of the appeal procedure. The intent is to provide a fair hearing in an atmosphere of relative informality. The student should notify the Secretary of the Academic Appeal Board of the School of Graduate Studies at least one week prior to the meeting if he or she is to be legally represented.

A student may not withdraw from the graduate degree program while the appeal is underway.

10. DISPOSITION OF THE APPEAL OF A FINDING OF ACADEMIC INTEGRITY

Upon completing its review, the Academic Appeal Board may make one or more of the following dispositions:

a. Dismiss the finding: If, after an investigation of the evidence and the review to date, and consideration of the response by the student, the Academic Appeal Board of the School of Graduate Studies determines that

there are no grounds for a finding, all documents related to the case will be destroyed and all parties shall be informed that the finding has been dismissed.

b. Uphold the finding: If, after an investigation of the evidence and the review to date, and consideration of the response by the student, the Academic Appeal Board of the School of Graduate Studies determines that there is sufficient and persuasive evidence on which to make a finding of departure from academic integrity, the Academic Appeal Board will uphold the finding as well as the appropriate remedy or sanction previously determined, and shall notify the student in writing of this decision.

c. Rule on the sanction (s) imposed to date: In cases where the Academic Appeal Board upholds the finding of a departure from academic integrity, it shall also evaluate the sanction(s) previously determined, and has the authority to either uphold that sanction, or determine one or more alternate sanction from Section 5 above. The Academic Appeal Board shall notify the student in writing of this decision.

d. Make Recommendations or Policy, Procedures and Principle to the School of Graduate Studies: If the Academic Appeal Board, in hearing a case, identifies matters of policy, procedure or principle that have broad implications for the School of Graduate Studies, it should draw these to the attention of the Dean of the School of Graduate Studies.

The decision of the Academic Appeal Board shall be final and shall be the final appeal through the School of Graduate Studies. The student may appeal further to the University Senate Appeal Board. In their report, the Academic Appeal Board shall inform the student of the services provided by the Coordinator of Dispute Resolution Mechanisms.

11. JURISDICTION WITH RESPECT TO STUDENT APPEALS OF ACADEMIC DECISIONS

All graduate students are enrolled in the School of Graduate Studies (the home Faculty) and follow a particular program in an academic discipline (the home Program). If a graduate student is enrolled in a course which does not belong to his or her home program, and a matter of academic integrity arises, instructors and faculty members are required to follow the graduate level procedures in the relevant Appendix of the Senate policy *Faculty Jurisdiction With Respect To Student Appeals of Academic Decisions* (<http://www.queensu.ca/secretariat/senate/policies/FacJuris.html>).

12. NOTIFICATION/REPORTING FINDINGS TO STUDENTS AND THE SCHOOL OF GRADUATE STUDIES

To ensure consistency and fairness, faculty members involved in academic integrity investigations must contact the student according to the timelines outlined in Section 6 above, and must inform the student in writing of the case, covering all the relevant details as per Section 6, specifically

- o the evidence on which the investigation is based;
- o the possible remedies or sanctions;
- o the student's right to respond to the investigation; and
- o the student's right to have representation for any response; the instructor will inform the student of the services provided by the Coordinator of Dispute Resolution Mechanisms.

The student must be informed of the outcome according to the specifics listed in Section 8 above. A copy of the finding will be sent to the School of Graduate Studies and kept on file.

13. REPORTING ACADEMIC INTEGRITY CASES TO SENATE COMMITTEE ON ACADEMIC PROCEDURES

As required by Senate, the School of Graduate Studies shall report each year, in writing, to SCAP on the academic integrity issues or cases they have dealt with along with any suggested revisions to this Policy or their own procedures. The form that will be used by the School of Graduate Studies for this purpose is found in Appendix 1 of this document, as well as on the website of the School of Graduate Studies.

APPENDIX 1

School of Graduate Studies Academic Integrity Case Summary Form

Date of Summary Submission:

Department/Program where case originated:

Start date of case:

End date of case:

Biographical

Student Status: *Level of Study* *Year of Study:* _____

- Domestic Master's
 International Ph.D.

Finding

This finding was made by: *Type of finding (indicate final decision after any appeals):*

- | | | |
|--|--|--|
| <input type="checkbox"/> Instructor | <input type="checkbox"/> Plagiarism | <input type="checkbox"/> Falsification |
| <input type="checkbox"/> Supervisor | <input type="checkbox"/> Facilitation | <input type="checkbox"/> Forgery |
| <input type="checkbox"/> Other (specify) | <input type="checkbox"/> Use of unauthorized materials | <input type="checkbox"/> Inappropriate Collaboration |
| | | <input type="checkbox"/> Other (specify) |

Sanctions

Indicate which sanctions were imposed (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Oral or written warning | <input type="checkbox"/> Partial or total loss of marks for the course in which the departure of academic integrity took place |
| <input type="checkbox"/> Submission of a revised or new piece of work and/or other remedial action | <input type="checkbox"/> Recommendation to withdraw from the program for a specified minimum period (amount of time: _____) |
| <input type="checkbox"/> Partial or total loss of marks for the assignment / examination | <input type="checkbox"/> Recommendation of rescinding of a degree |

Other (specify) _____

Was this a first finding for this student?

- Yes
 No

If not, indicate which sanctions were imposed following the first (initial) finding (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Oral or written warning | <input type="checkbox"/> Partial or total loss of marks for the course in which the departure of academic integrity took place |
| <input type="checkbox"/> Submission of a revised or new piece of work and/or other remedial action | <input type="checkbox"/> Recommendation to withdraw from the program for a specified minimum period (amount of time: _____) |
| <input type="checkbox"/> Partial or total loss of marks for the assignment / examination | <input type="checkbox"/> Recommendation of rescinding of a degree |

Other (specify) _____

Appeals

Did the student appeal?

- Yes
 No

If student appealed, indicate to which level(s) they appealed:

- Program designate
 School of Graduate Studies designate
 Appeal Board of the School of Graduate Studies

On appeal, was the sanction modified?

- Yes
 No

If yes, please provide details of the final sanction:

