Email accompanying the Finding form, for cases where instructor decides the remedy/sanction

Email Subject: Finding of a departure from academic integrity in <course subject and catalog number>

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, the reasons for my decision and the remedy/sanction that will be imposed.

You may choose to appeal either the finding, the remedy/sanction, or both, to the Faculty/School. Appeals must be received within 10 business days of the date of this email. Please see the new [Academic Integrity Procedures – Requirements of Faculties and Schools](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools) for details of appeals procedure. Please note, 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 related to appealing this finding, 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).

Yours sincerely,

<instructor name>