

**Finding of a Departure from Academic Integrity**

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| Student Name |  |
| Student Number |  |
| Student Queen’s Email Address |  |
| Decision Maker’s Name |  |
| Decision Maker’s Queen’s Email Address |  |
| Course (Course number, name, term, year) |  |
| Mode of Course Delivery (online or on-campus) |  |
| Value of Work under Investigation (% of total course mark) |  |

**Note: 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.**

Type of work submitted for credit:

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Following the *Notice of Investigation of a Possible Departure from Academic Integrity* dated \_\_\_\_\_\_\_\_\_, I have conducted a thorough investigation and concluded that there is sufficient evidence that you engaged in a departure from academic integrity, as described below:

1. This constitutes a departure from academic integrity under regulations \_\_\_\_\_, item:

Plagiarism

Contract cheating

Use of unauthorized materials

Falsification

Forgery/Use of forged materials

Facilitation

Unauthorized use of intellectual property

Unauthorized collaboration

Failure to abide by academic rules

Departure from the core values of academic integrity

1. The evidence on which I base this decision includes (check all that apply):

Statements made/evidence presented at the meeting (date and those in attendance below)

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Your written response dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (attached)

Documentary evidence provided with the Notice of Investigation (attached)

Other documentation considered (attached)

1. The reasons for my decision are as follows:

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1. On the basis of all the evidence currently available to me, I have decided to:

Impose the following remedy or sanction (including the submission date if new work is to be done):

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Justifications for the sanction/remedy

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**OR**

The case is being referred to the AI Lead because of the severity of the case or because the student’s home faculty is different from this course faculty

**And** consider this to be a:  Level I, or  Level II Departure from Academic Integrity.

Note that:

* Level I findings are retained in a separate academic integrity file in the Faculty/ School Office and are only accessed in the case of a subsequent finding. If you do not have a subsequent finding of a departure from academic integrity, the current finding will not be added to your official Faculty/School file. Level I findings, if you do not have a subsequent finding of departure from academic integrity, are destroyed upon your graduation.
* Level II findings are retained in your official Faculty/School file and are retained for 10 years after your graduation.
* If you are an exchange student, your home University will only be notified if this is categorized a Level II departure.

**OR**

Refer this matter to the Faculty/School Academic Integrity (AI) Administrator, because there is a record of a previous finding of a departure from academic integrity in the Faculty/School Office. I have made a finding of a departure from academic integrity but due to the previous finding, the Faculty/School will decide the remedy or sanction. The AI Administrator will contact you in the near future regarding this referral.

**OR**

Refer this matter to the Faculty/School Academic Integrity (AI) Administrator. I have made a finding of a departure from academic integrity but due to the seriousness of the incident, the Faculty/School will decide the remedy or sanction. The AI Administrator will contact you in the near future regarding this referral.

You have the right to appeal this finding, the penalty/sanction, or both to the Faculty/School. You should refer to Academic Integrity regulations for your Faculty/School to determine the process and timeline for submitting an appeal, as well as to access the required form (see links below). You may also contact the Office of the University Ombudsperson for information about student rights and responsibilities and guidance on policy and procedure ([www.queensu.ca/ombuds)](http://www.queensu.ca/ombuds)).

Please note that if the case is being referred to the Faculty/School for sanctioning as indicated above, you cannot appeal the finding until the sanction has been determined.

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| Decisionmaker’s Name |  |
| Decisionmaker’s Title (e.g. Assistant Professor) |  |
| Decisionmaker’s Queen’s Email Address |  |
| Decisionmaker’s Role | Course Instructor  Delegated Decision Maker  AI Lead |
| Date |  |

**Resources for Students:**

Faculty of Arts and Science

<https://www.queensu.ca/artsci/students-at-queens/academic-integrity>

Faculty of Education

<https://educ.queensu.ca/regulations-policies>

Faculty of Engineering and Applied Science

<https://calendar.engineering.queensu.ca/content.php?catoid=8&navoid=207>

Faculty of Health Sciences

Bachelor of Health Sciences - <https://bhsc.queensu.ca/current-students/academic-calendar>

School of Nursing - <https://nursing.queensu.ca/academic-calendar>

Faculty of Law

<https://law.queensu.ca/programs/jd/student-support/academic-integrity>

School of Graduate Studies

<https://www.queensu.ca/sgs/graduate-calendar/academic-integrity-policy>

School of Policy Studies

<https://www.queensu.ca/sps/current-students/academic-procedures/academic-integrity-policy>

Smith School of Business

<https://smith.queensu.ca/bcom/the_program/academic_calendar.php>