Finding of a Departure from Academic Integrity

The Faculty of Arts and Science is committed to ensuring the Academic Integrity investigation process is fair and supportive and will be carried out in a safe and positive environment. Our intention is that this will be a learning opportunity promoting student success, growth, and development.

<table>
<thead>
<tr>
<th>Student Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Number</td>
<td></td>
</tr>
<tr>
<td>Student Queen’s Email Address</td>
<td></td>
</tr>
<tr>
<td>Decision Maker’s Name</td>
<td></td>
</tr>
<tr>
<td>Decision Maker’s Queen’s Email Address</td>
<td></td>
</tr>
<tr>
<td>Course (Course number, name, term, year)</td>
<td></td>
</tr>
<tr>
<td>Mode of Course Delivery (online or on-campus)</td>
<td></td>
</tr>
<tr>
<td>Value of Work under Investigation (% of total course mark)</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Requirements to be met and the procedures to be followed for departures from Academic Integrity are referenced under Academic Regulation 1 in the Faculty of Arts and Science calendar and the Queen’s University Academic Integrity Procedures.

Type of work submitted for credit:

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:

November 17, 2022
A. 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

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

☐ Statements made/evidence presented at the meeting

☐ Your written response dated _____________________ (attached)
☐ Meeting date _____________________  ☐ In person  ☐ virtual
☐ Those in attendance at the meeting: __________________________________________
☐ Documentary evidence provided with the Notice of Investigation (attached)
☐ Other documentation considered (attached)

C. The reasons for my decision are as follows:


D. 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):


November 17, 2022
☐ Justifications for the sanction/remedy

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 I believe the sanction warranted is greater than what an instructor is able to impose so am forwarding to the Faculty/School to 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).

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.

November 17, 2022
Decisionmaker’s Name

Decisionmaker’s Title

Decisionmaker’s Queen’s Email Address

Decisionmaker’s Role
☐ Course Instructor
☐ Delegated Decision Maker
☐ AI Lead

Signature

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

November 17, 2022