

Report of a Finding of Departure from Academic Integrity

Date (dd/mm/yyyy)	
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TO:

Student Name	
Student ID#	
Student E-mail Address	

FROM:

☐ Instructor OR ☐ Associate Dean

Name	
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IN RELATION TO ALLEGATIONS OF CONDUCT IN:

Course (Course number, name, term, year)	
Mode of Course Delivery (online or on-campus)	

Following the Notice of Investigation of a possible departure from academic integrity dated _____, I have conducted a thorough investigation and conclude that there is sufficient clear and convincing evidence that you engaged in a departure from academic integrity, as described below:

a) The departure constitutes the following:

☐ Plagiarism
 ☐ Use of Unauthorized Materials
 ☐ Facilitation
 ☐ Unauthorized Collaboration
☐ Falsification
☐ Forgery
☐ Other (If other, provide details in text box below.)

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b) The evidence on which I base this conclusion includes: **Check all that apply**

- ☐ Your written response dated _____ (attached).
- ☐ Your oral response at our meeting of _____, at which the following people were in attendance: (list attendees)
- ☐ Documentary evidence provided with Notice of Investigation (attached)
- ☐ Other documentation as follows (attached)

c) The reasons for my decision are indicated in the text box below:

Next Steps

☐ **Sanction** *(check box if instructor is imposing the sanction(s))*

On the basis of all of the evidence currently available to me, I am imposing the following sanction(s):

Check all that apply:

- ☐ Oral or Written Warning
- ☐ Learning experience (tutorial, workshop, seminar, rewrite/revision of paper)
- ☐ Submission of new piece of work
- ☐ Completion of other work
- ☐ Deduction of partial or total marks for assignment/exam
- ☐ Failing grade (down to a grade of zero) in the course

OR

☐ **Referral to Associate Dean Academic of the Faculty of Law**

(check box if instructor is referring incident to Associate Dean Academic)

This Finding is being referred to the Associate Dean Academic for sanctioning because:

- ☐ The incident is sufficiently serious; *OR*
- ☐ There is a record in your student file of a previous finding of a departure from academic integrity.

OR

☐ Referral of Sanction to the Senate Committee on Academic Procedures

(check box if Associate Dean conducted the investigation or considered the issue of sanction pursuant to a referral from the instructor and has consulted the Senate Committee on Academic Procedures to recommend one or more of the following sanctions for very serious misconduct, often where there is a record of previous findings of departure from academic integrity) See the Faculty of Law Academic Integrity Policy, s. 7.7.2.

- ☐ That the student be required to withdraw from the University for a specified period of time (Sanction #6 in the [Senate Policy](#))
- ☐ That the student's degree be rescinded¹ (Sanction #7 in the [Senate Policy](#))
- ☐ That a notation be made on the student's Internal Academic Record or Official Transcript (Sanction #8 in the [Senate Policy](#)).

APPEALS

Please note that you may appeal the finding of a departure from academic integrity and/or the sanction applied.

See Section 8 of the Faculty of Law Academic Integrity Policy and the following procedure.

1. Appeal from decision of the Course Instructor

If the Report of a Finding of Departure from Academic Integrity was made by your instructor, you must send a written statement of your intention to appeal within 7 working days from the date of the decision. This notice should be sent to the Associate Dean (Academic) in the Faculty of Law at lawacintegrity@queensu.ca. To initiate an appeal, you must provide the Faculty of Law Academic Standing and Policies Committee with a written statement of your intention to appeal no later than 7 working days from the date that this decision is received. This can be done by sending an email to the Associate Dean Academic at lawacintegrity@queensu.ca

You then have an additional 14 working days from the date that your notice was provided to submit your formal written appeal, using the [Notice of Appeal Form](#) which will require you to identify the grounds of appeal, the reasons for challenging the finding of a departure from academic integrity and/or the sanction and provide any relevant supporting documentation.

¹ <http://queensu.ca/secretariat/policies/senate/policy-rescinding-degrees>

2. Appeal from decision of the Associate Dean Academic

When the instructor refers the issue regarding a departure from academic integrity or the issue of the sanction following an instructor finding of departure, to the Associate Dean Academic, then the appeal from a Report of Departure issued by the Associate Dean Academic is to the faculty and senior staff members of the Academic Standing and Policies Committee. The law student members of the Academic Standing and Policies Committee will be excluded from such an appeal to protect the privacy of the student appellant, unless the student appellant asks that the law student members should be included.

You must send a written statement of your intention to appeal within 7 working days from the date of the decision. This notice should be sent to the Chair of the Academic Standing and Policies Committee. To initiate an appeal, you must provide the Faculty of Law Academic Standing and Policies Committee. This can be done by sending an email to lawacintegrity@queensu.ca.

You then have an additional 14 working days from the date that your notice was provided to submit your formal written appeal, using the [Notice of Appeal Form](#) which will require you to identify the grounds of appeal, the reasons for challenging the finding of a departure from academic integrity and/or the sanction and provide any relevant supporting documentation.

To ensure that you are fully informed of your rights in this matter, you should contact Mr. Harry Smith, University Ombudsman, by phone at (613) 533-6495, or by email at ombuds@queensu.ca.

Signature	
Date	
Office Location	
E-mail Address	

cc. Student File