

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.)

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 particularly serious or complex, requiring involvement of a senior academic administrator; *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.

Timeline Calculation: Day 0: The day the Notice is issued. Day 1: The day following the issuance of the Notice, regardless of what time it is sent on Day 0. Day of Response: Response due at midnight of the day stipulated. Working Days = Business Days. Weekends (Sat./Sun.), statutory holidays and periods during which the university is closed are not included.

To ensure that you are fully informed of your rights in this matter, you may contact the [University Ombudsman](#), Robert Sutherland Hall, Room 421, by phone at (613) 533-6495, or by email at ombuds@queensu.

A) Students whose Home Faculty is the Faculty of Law.

1. Appeal from decision of the Course Instructor

If your course instructor issued the Report of a Finding of Departure from Academic Integrity, you must send a written statement of your intention to appeal within 7 working days from the date the Report of a Finding of Departure is received. This written statement of your intention to appeal should be sent to the Faculty of Law Academic Integrity Coordinator by email to lawacintegrity@queensu.ca.

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

You then have an additional 14 business days from the date that your notice of intention to appeal 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. The Notice of Appeal Form will be forwarded to the Academic Integrity Coordinator at lawacintegrity@queensu.ca for the attention of the Associate Dean Academic in the Faculty of Law.

The final level of appeal is to the University Student Appeal Board and will take the form of a review of the prior decision. This appeal must be filed within two weeks of the decision of the ASPC. See Appendices C and D of the [Senate Policy on Student Appeals, Rights and Discipline](#).

2. Appeal from decision of the Associate Dean (Academic)

If the Associate Dean (Academic) issued the Report of a Finding of Departure from Academic Integrity, you must send a written statement of your intention to appeal within 7 working days from the date the Report of a Finding of Departure is received. This written statement of intention to appeal should be sent to the Faculty of Law Academic Integrity Coordinator by email to lawacintegrity@queensu.ca. You then have an additional 14 business days to submit a formal written Notice of Appeal. The Notice of Appeal must outline the grounds of appeal, and the reasons for challenging the decision of the Associate Dean (Academic) and any supporting documentation. . This Notice of Appeal should be directed to the Chair of the Academic Standing and Policies Committee (ASPC).

The appeal will be heard by a panel including the Chair of the Academic Standing and Policies Committee, the faculty member and the Assistant Dean of Students who serve as members of the Academic Standing and Policies Committee (ASPC).

The final level of appeal is to the University Student Appeal Board and will take the form of a review of the prior decision. This appeal must be filed within two weeks of the decision of the ASPC. See Appendices C and D of the [Senate Policy on Student Appeals, Rights and Discipline](#).

B) Students who are registered in another home Faculty/School

1. Appeal from decision of Course Instructor

If your law course instructor issued the Report of a Finding of Departure from Academic Integrity, you must send a written statement of your intention to appeal within 7 working days from the date the Report of a Finding of Departure is received to the appropriate contact in your home Faculty. If you have difficulty ascertaining to whom this notice should be sent, please contact the Academic Integrity Coordinator in the Faculty of Law at lawacintegrity@queensu.ca for assistance.

You then have an additional 14 business days from the date that your written notice of intention to appeal was provided to submit a formal [Notice of Appeal](#) 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. This Notice of Appeal will be directed to the Associate Dean or faculty committee in the home Faculty of the degree or diploma program in which the student is registered as per the [Senate Policy on Academic Integrity Procedures Requirements of Faculties and Schools, Appendix B, Academic Integrity Procedures with Respect to Cross-Faculty Jurisdiction](#), Part 1 for Undergraduate programs, Section 3 or Part 2 for Graduate programs, Section 3.

2. Appeal from the decision of an Associate Dean

If the Associate Dean (Academic) issued the Report of a Finding of Departure from Academic Integrity, you must send a written statement of your intention to appeal within 7 working days from the date the Report of a Finding of Departure is received. This written statement of intention to appeal should be sent to appropriate contact in the Home Faculty or School where you are registered in a degree or diploma program. You then have an additional 14 working days from the date that your written notice of intention to appeal was provided to submit a formal **Notice of Appeal** 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. This formal Notice of Appeal should be directed to the appropriate faculty committee in your home Faculty or School at Queen's University as required by the [Senate Policy on Academic Integrity Procedures Requirements of Faculties and Schools, Appendix B, Academic Integrity Procedures with Respect to Cross-Faculty Jurisdiction](#),

The final level of appeal is to the University Student Appeal Board and will take the form of a review of the prior decision. This appeal must be filed within two weeks of the decision of your home faculty committee. See Appendices C and D of the [Senate Policy on Student Appeals, Rights and Discipline](#).

For graduate level programs, the first appeal is to an Associate Dean in the School of Graduate Studies. If the matter was referred already to that level for investigation and a finding, then the appeal is to the Academic Appeal Board of the School of Graduate Studies. The final level of appeal is to the [University Student Appeals Board](#).

3. During appeal committee hearings, a designate from the course Faculty office may attend for the purpose of providing information only and will not be a member of the committee. The appeal body must notify the student, the student's home Faculty, and the course Faculty, of any decisions. The course Faculty will communicate the decision to the course instructor.

Signature	
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Date	
Office Location	
E-mail Address	