**FINDING OF A DEPARTURE FROM ACADEMIC INTEGRITY**

**In accordance with the Smith School of Business Academic Integrity Policy**

**DATE:** ­­­­­­­­­

**TO:** (Student’s Name)

 (Student’s ID #)

­­­­­­­­­ (Student’s email address)

**FROM:** (Instructor’s Name)

 (Course number)

***Note to Instructors: Add extra lines as necessary to ensure all relevant information is included.***

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 and persuasive evidence that you engaged in a departure from academic integrity, as described below:

1. The departure constitutes the following (see Section 3.1 of the School of Business Academic Integrity Policy, available at: <https://smith.queensu.ca/about/academic_integrity/index.php>

Plagiarism Use of Unauthorized Materials Facilitation Unauthorized Collaboration 

Falsification Forgery Other Details:

1. 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)

1. The reasons for my decision are:

*(use as much space as needed)*

**Next Steps**

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

On the basis of all of the evidence currently available to me, I am imposing the following sanction(s), as permitted by Section 3.3.1 of the School of Business Academic Integrity Policy:

**Check all that apply:**

* Oral or Written Warning
* Learning experience (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 Academic Integrity Panel** *(check box if instructor is referring incident to Panel)*

This Finding is being referred to the School of Business Academic Integrity Panel, 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.

A member of the Panel will contact you in the near future regarding this referral.

A copy of this form, with attachments, will be sent tothe Dean’s Office, with a copy in your student file at Queen’s.

**Appeals**

Please note that you may appeal any aspect of this decision (i.e. the finding and/or the sanction applied by the instructor) as set out in Section 5 of the School of Business Academic Integrity Policy. To initiate an appeal, you must notify the Smith Academic Integrity Panel in writing of your intention to appeal no later than 7 calendar days from the date that this decision is received. You then have an additional 14 days from the date that notice was provided to submit your written appeal, including any relevant supporting documentation. If your instructor has referred this incident to the School of Business Academic Integrity Panel to apply a sanction, and you wish to appeal the *finding*, you may follow the same appeal process described above. Appeal documents may be emailed to the Academic Integrity Panel at: SmithAcademicIntegrityPanel@queensu.ca.

To ensure that you are fully informed of your rights in this matter, you have the option to contact the [Office of the University Ombudsperson](https://www.queensu.ca/ombuds/academic-integrity) who can be consulted on information about student rights and responsibilities and guidance on policy and procedure.

***{Instructor}***

Goodes Hall Room \_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cc: ***Dean’s Office***

 ***Student File***