

ACADEMIC INTEGRITY POLICY

QUEEN'S UNIVERSITY – SMITH SCHOOL OF BUSINESS

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1. INTRODUCTION

As a member of the Centre for Academic Integrity (CAI), Queen's subscribes to the definition of academic integrity "as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility".¹

All of these values are central to the building, nurturing, and sustaining of an academic community in which all members of the community will thrive. Adherence to the values expressed through academic integrity forms a foundation for the "freedom of inquiry and exchange of ideas"² essential to the intellectual life of the University. Queen's students, faculty, administrators and staff therefore all have ethical responsibilities for supporting and upholding the fundamental values of academic integrity.

The CAI offers the following statements contextualizing these values:

Honesty: An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service.

Trust: An academic community of integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential.

Fairness: An academic community of integrity establishes clear standards, practices, and procedures and expects fairness in the interactions of students, faculty, and administrators.

Respect: An academic community of integrity recognizes the participatory nature of the learning process and honours and respects a wide range of opinions and ideas.

Responsibility: An academic community of integrity upholds personal accountability and depends upon action in the face of wrongdoing.³

Faculty, students, staff and administrators are encouraged to consult the CAI's document, "The Fundamental Values of Academic Integrity" for a more detailed discussion of these values.

The Queen's University Senate *Policy on Academic Integrity* may be found on the Internet at www.queensu.ca/secretariat/senate/policies/AcadInteg.html. Additional information can be found at the *Academic Integrity @ Queen's* web site <http://www.queensu.ca/academicintegrity/>.

2. INTEGRITY IN ACTION

The School of Business, in common with other schools and faculties at Queen's, is dedicated to creating a scholarly community free to explore a range of ideas, to build and advance knowledge, and to share the ideas and knowledge that emerge from a range of intellectual pursuits. Each of the five values depends upon and supports the next.

¹ As articulated by the Centre for Academic Integrity, Clemson University; see www.academicintegrity.org

² See the Senate *Report on Principles and Priorities* at www.queensu.ca/secretariat/senate/policies/principri/index.html.

³ Centre for Academic Integrity, www.academicintegrity.org

Honesty appears in presenting one's own work, whether in the context of an examination, written assignment, research report, or seminar presentation. It appears in researching one's own work for course assignments. It is also present in faithfully reporting research results, even when they do not conform to an original hypothesis. Further, honesty is present in acknowledging dependence on the ideas or words of another and in distinguishing one's own ideas and thoughts from those of other sources.

Trust exists in an environment where one's own ideas can be expressed without fear of ridicule or fear that someone else will take credit for them.

Fairness appears in the proper and full acknowledgement of contributions of collaborators in group projects and in the full participation of partners in collaborative projects.

Respect, in a general sense, is part of an intellectual community that "recognizes the participatory nature of the learning process and honours and respects a wide range of opinions and ideas." However, "respect" appears in a very particular sense when students attend class, pay attention, contribute to discussion, and turn papers in on time; instructors "show respect by taking students' ideas seriously, providing full and honest feedback on their work".⁴

Responsibility is both personal and collective and draws students, faculty, administrators, and staff into creating and maintaining a learning environment supported by and in support of academic integrity. As this policy evidences, these values are not just abstract but are expressed in and reinforced by the practices set out below.

3. DEPARTURES FROM ACADEMIC INTEGRITY

Any departure from the five fundamental values of honesty, trust, fairness, respect, and responsibility compromises the "free enquiry and the free expression of ideas, both of which are basic to the University's central purpose".⁵

3.1 Types of Departures

The following defines the domain of relevant acts without providing an exhaustive list.⁶

Plagiarism (allowing it to be thought that another's ideas or phrasings are one's own by failing to provide proper acknowledgement)

Examples: copying and pasting from the Internet, copying a printed source or other resource without proper acknowledgement; copying from another student; using direct quotations or large sections of paraphrased material in an assignment without appropriate acknowledgement; buying term papers or other assignments and submitting them as one's

⁴ "The Fundamental Values of Academic Integrity," p. 8, at:
http://www.academicintegrity.org/fundamental_values_project/index.php

⁵ <http://www.queensu.ca/secretariat/senate/policies/principles/index.html>

⁶ <http://www.queensu.ca/secretariat/senate/policies/AIprocedures.pdf>

own; submitting the same piece of work in more than one course without the permission of the instructors.

Use of unauthorized materials

Examples: possessing or using unauthorized study materials or aids during a test; copying from another's test paper; using an unauthorized calculator or other aids during a test; unauthorized removal of materials from the library, or deliberate concealment of library materials.

Facilitation (enabling another's breach of academic integrity)

Examples: making information available to another student; knowingly allowing one's essay or assignment to be copied by someone else; selling term papers or other assignments; knowingly assisting another person to conceal his or her departure from academic integrity.

Forgery (utilizing counterfeit documents or statements)

Example: creating a transcript or other official document.

Falsification (misrepresentation of one's self, one's work or one's relation to the University)

Examples: altering transcripts or other official documents relating to student records; impersonating someone in an examination or test; submitting a take-home examination written, in whole or in part, by someone else; fabricating or falsifying research data or source material (whether by commission or by omission); allowing someone else to do research work without the knowledge and approval of the instructor; fabricating or falsifying research data; failing to appropriately recognize contributions of others; attributing authorship of work to persons other than those who have contributed to the work in a meaningful way.

Unauthorized collaboration – working with others, without the specific permission of the instructor, on assignments that will be submitted for a grade. This applies to in-class or take-home tests, papers, or homework assignments.

The list above is not exhaustive. Individual instructors or Program Directors should point out to students, in writing, any areas of specific concern not covered above.

Students are encouraged to consult instructors if they are unsure of the standards of academic integrity appropriate to an academic program, course, or activity.

3.2 Jurisdiction over Students for Academic Integrity Matters

- a) Academic integrity concerns within a course shall be dealt with in the first instance by the instructor offering the course. The instructor has the responsibility to take action when she or he becomes aware of an academic integrity concern. The instructor also has the responsibility to make a decision as to whether there has been a departure from academic integrity and, if there has been, the responsibility to make a decision on an appropriate sanction under the guidelines detailed in Section 3.3.3 of this policy. All findings and sanctions must be reported to the Dean's Office.

- b) If the instructor believes the matter is of a particularly serious or complex nature, he or she may refer it to the School of Business' Academic Integrity Panel (i.e. if the potential departure extends beyond the instructor's course). If after making a finding of a departure from academic integrity the instructor learns that there is a previous finding for the student, the instructor *must* refer the matter, including his or her finding, to the Academic Integrity Panel for sanctioning.
- c) Academic integrity concerns within any School of Business course shall be dealt with in accordance with this policy. If the student involved is not registered in the School of Business⁷, the Academic Integrity Panel must be notified of any finding of a departure from academic integrity prior to sanctioning. The Academic Integrity Panel must then notify the student's home Faculty or School of the finding, and consult with the designated representative as to an appropriate sanction. If an exchange student is found to have engaged in a departure from academic integrity, the student's home institution may need to be informed.⁸ When in receipt of a Finding involving an exchange student, it is the responsibility of the Dean's Office to consult and comply with the terms of the relevant exchange agreement.
- d) In the case where a student of the School of Business is found to have engaged in a departure from academic integrity in relation to a course taken outside of the School of Business, it is the responsibility of the Academic Integrity Panel to serve as consultant to the School or Faculty in which the course was offered with respect to an appropriate sanction.
- e) Departures from academic integrity other than a course-related issue (e.g., falsifying a transcript) are dealt with by the Faculty or School in which the student is registered.

3.3 Sanctions for Departures from Academic Integrity

3.3.1 Sanctions an Instructor May Assign

The instructor may impose a range of sanctions including, but not limited to, the following:

- an oral or written warning that such infractions constitute unacceptable behaviour (Note: an oral warning must still be documented on the Finding of a Departure from Academic Integrity form);
- a learning experience involving a rewriting or revision of the original piece of work;
- the submission of a new piece of work;
- the completion of other work;
- the deduction of partial or total marks for the assignment/exam; or
- a failing grade (down to a grade of zero) in the course.

⁷ For the purpose of this Policy, students on exchange at Smith School of Business are considered to be registered in the School of Business for the duration of the exchange period.

⁸ This depends on the exchange agreement in place with the student's home institution. When a Finding is reported, the School of Business Dean's Office will determine what information, if any, is required or permitted to be reported to the student's home institution.

If the penalty amounts to a failure in the course, the student may not drop the course, regardless of the drop deadlines.

If the instructor believes that the finding warrants a sanction more serious than an instructor may impose, the instructor should refer the case to the School of Business' Academic Integrity Panel.

3.3.2 Sanctions the Academic Integrity Panel May Assign

The Academic Integrity Panel may consider a range of sanctions including, but not limited to, the following:

- an oral or written warning;
- a requirement for the submission of a revised or new piece of work;
- partial or total loss of marks for the assignment/examination;
- partial or total loss of marks for the course in which the departure from academic integrity took place;
- an official written warning that the penalty for a subsequent offence could be a recommendation to SCAP that the student be required to withdraw from the University for a specified minimum period of time;
- a recommendation to SCAP that the student be required to withdraw from the University for a specified minimum period of time⁹;
- a recommendation to SCAP that a degree be rescinded

3.3.3 Factors to Consider in Assigning a Sanction

- a) The Senate Policy on *Academic Integrity Procedures – Requirements of Faculties and Schools*¹⁰ identifies the following factors that should be considered when assigning a sanction when it has been determined that a departure from academic integrity has occurred:
 - The extent and seriousness of the departure, having regard to its actual or potential consequences;
 - The degree to which the work or conduct in question forms a significant portion of the final grade and whether the extent of the departure is substantial as demonstrated by the work or conduct in question;
 - The academic experience of the student, differentiating between first-year or students taking electives and upper-year students who ought to be familiar with the expectations for academic integrity in the discipline, Department and/or Faculty;
 - Records of multiple departures within a single incident or multiple departures discovered at one time, rather than an isolated aberration;
 - Evidence of a deliberate attempt to gain advantage;
 - Injury to another student or to the institution;
 - Conduct that intimidates others or that provokes misconduct by others;

⁹ In accordance with Senate policy, the Academic Integrity Panel must consult with the Senate Committee on Academic Procedures (SCAP) regarding any proposed sanction involving a recommendation to Senate.

¹⁰ See <http://www.queensu.ca/secretariat/senate/policies/AIprocedures.pdf>

- b) Also to be considered are the student's previous history, and mitigating circumstances.

Student's previous history:

A record of a previous departure from academic integrity is relevant when assessing an appropriate sanction. If there is a previous finding on record, the instructor must refer the case to the Academic Integrity Panel, who will set an appropriate sanction.

If there is no previous finding on record, the instructor will determine a sanction appropriate to the extent or severity of the offence. All findings and sanctions must be reported to the Dean's Office.

Mitigating circumstances:

Mitigating circumstances do not exonerate or excuse from the finding of a departure from academic integrity, but these factors may be taken into account to ensure that the imposed sanction is fair, reasonable and proportionate to the gravity of the departure found. The decision must outline the evidence supporting reliance on the mitigating circumstances. The onus is on the student to adduce evidence of mitigating circumstances, which may include:

- Documented evidence from an appropriate health professional of factors directly compromising the student's capacity to adhere to the standards of academic integrity at the relevant time;
- Prompt admission by the student to the departure from academic integrity, and the expression of contrition and willingness to undertake educative programs;
- Evidence that reasonable steps were not taken in the circumstances to bring the standards and expectations regarding academic integrity to the attention of the student at the relevant time.

In summary, any sanction should reflect the extent and severity of the departure from academic integrity, taking into account any mitigating circumstances.

4. INVESTIGATING POTENTIAL DEPARTURES FROM ACADEMIC INTEGRITY

4.1 Natural Justice and Procedural Fairness

Procedures for dealing with academic integrity concerns in the School of Business are governed by the principles of natural justice and procedural fairness. These require that the following rights be upheld for all students:

- the right to know allegations and the basis for them, including the right to see or be apprised of all documents or information that will be considered;
- the right to respond to allegations;
- the right to be heard by an unbiased decision-maker;
- the right to a timely process;
- the right to a clear decision;
- the right to an appeal.

4.2 Investigation by an Instructor of Suspected Departures from Academic Integrity in a Course

4.2.1 Preliminary Investigation: Collection of Initial Information

- a) To begin investigating a possible departure from academic integrity, the instructor should assemble all documents related to the case. Such documents might include:
 - the work submitted by the student for academic credit;
 - the source(s) from which the work submitted by the student is apparently derived;
 - the instructions describing the nature of the work to be done;
 - any e-mail or other correspondence between the instructor and the student relating to the work;
 - any other materials related to the departure;
 - any documents used by the instructor or his or her Program or the School of Business stating policies on departures from academic integrity.

While collecting evidence, the instructor may seek guidance from the Dean's Office concerning matters relating to departures from academic integrity, and from the University Ombudsman concerning Queen's policy and procedure.

- b) When discussing possible departures from academic integrity, the instructor should ensure that the student's identity remains confidential, pending a finding of departure from academic integrity.
- c) Should the instructor decide that the evidence is insufficient to proceed with further investigation, all documents related to the matter should be destroyed and all aspects of the case considered dismissed.
- d) Should the instructor decide that the evidence merits further investigation, he or she should continue the processes outlined below.

4.2.2 Notification of Investigation

- a) Where possible departures from academic integrity within a course are identified, the instructor must advise the student in writing. Instructors must use the Notice of Investigation form. Completing the form supplies the student with the information required by Senate Policy, including
 - the evidence on which the investigation is based;
 - the possible sanctions;
 - the student's right to respond to the investigation;
 - the student's right to have representation for any response; and
 - the student's right to utilize the services provided by the University Ombudsman.
- b) While the case is under investigation, the instructor should address all matters to the student as "possible" or "potential" departures from academic integrity.

- c) The instructor must ensure that the student receives all documents relevant to the investigation (i.e., those gathered under Section 4.2.1 above) along with the Notice of Investigation [form](#).
- d) To ensure that the student receives the Notice and additional relevant materials in a timely manner, the instructor should e-mail the student, with all materials attached or with the direction to pick up the materials from the Dean's Office and/or send these documents by registered mail to the student's local or currently-resident address (as obtained from the student information system).
- e) Within ten calendar days of receiving the Notice of Investigation, the student must either (1) make an initial response to the instructor to schedule a meeting or (2) indicate that he or she does not wish to meet and will provide a written response within ten calendar days of receiving the Notice of Investigation (as per Section 4.2.3(b) below).
- f) The student may not drop the course nor withdraw from the Program once a Notice of Investigation has been delivered, regardless of the drop deadline. If an instructor becomes aware that a student under investigation has dropped the course or withdrawn from the Program, the instructor should alert the Dean's Office, which will ensure reinstatement of the student pending the outcome of the case. Otherwise, if a finding is made, the Dean's Office will confirm the student's enrolment status when filing the finding, and will reinstate the student at that time, if necessary.
- g) If an investigation is initiated near the end of the course or otherwise cannot be resolved prior to the grade submission deadline, the instructor should assign a Grade Deferred (GD) to hold the final grade in abeyance until the investigation process has been concluded. Once the investigation is concluded, the instructor must submit a change of grade.
- h) While an academic integrity investigation is ongoing, the student involved cannot graduate, even if academic credit for the course(s) under investigation is not required to complete a degree. In cases where an investigation is initiated during the student's final year of study, or involves a course required to graduate, the Faculty or School will make reasonable attempts to expedite the investigation process before the expected convocation date.
- i) No student who has been required to withdraw due to a departure from academic integrity may apply to graduate during the period of the sanction.

4.2.3 Investigation and Meeting

- a) In most instances, the instructor (and her or his representative, if any) will convene a meeting with the student (and his or her representative, if any), and witnesses where appropriate, to conduct a thorough review of the evidence. For students who are not resident locally, the meeting may take the form of a tele- or video-conference.

- b) If, for any reason, the student does not wish to meet in person or by tele- or video-conferencing, he or she may submit a detailed, written explanation to the instructor, along with any relevant documentation. This written submission must be provided to the instructor within ten calendar days of receipt of the Notice of Investigation. If the student does not respond to an invitation for a meeting, and does not make a written submission within this time period, the process will continue without the student's input.
- c) Where it is decided that a meeting will occur, the instructor and the student will set a mutually agreed-upon time. It is the responsibility of the instructor to advise the student of her or his right to bring a representative, and to notify any other participants of the time and location of the meeting. The student must also be provided with the names of those who will be present at the meeting.
- d) If, subsequent to the delivery of the Notice of Investigation, an instructor identifies additional relevant material that he or she will consider in determining a Finding, the student must be provided with or apprised of this material at least ten calendar days prior to the meeting. If the student has elected to make a written submission rather than meeting, she or he must be given at least ten calendar days to incorporate a response to this material into her or his written submission. In such cases, the deadline for submitting a written response may have to be extended beyond the ten- day period stipulated in Section 4.2.3(b) above.

4.2.4 Deciding on a Finding

- a) If, after an investigation of the evidence and consideration of the response by the student, the instructor determines that there are no grounds for a finding, all documents related to the case will be destroyed and the student will be informed that the investigation has been dismissed. The instructor completes the "Notice of File Closure" form and sends to the student.

If, after an investigation of the evidence and consideration of the response by the student, the instructor determines that there is sufficient and persuasive evidence on which to make a finding of a departure from academic integrity, the instructor must then proceed to establish an appropriate sanction. The student should receive the instructor's written response within 14 days of their meeting (or submission of the student's written response), or within a reasonable period of time as demanded by the complexity of the case.

4.2.5 Assessing a Sanction after a Finding Is Determined – Students registered in the School of Business and School of Business exchange students

- a) After making a finding, the instructor will then contact the Dean's Office to determine if there is on record for the student a previous finding of a departure from academic integrity. If a previous finding is on record, the instructor will refer the case to the Academic Integrity Panel, which will set an appropriate sanction (see Section 4.3 below).

The instructor should fill out a Finding of a Departure from Academic Integrity form, indicating that there has been a finding but that the case will be referred to the Academic Integrity Panel for consideration of a sanction. A copy should be directed to the student, either by e-mailing the student with the form attached, or with the direction to pick up a copy from the instructor's area administrator, or by sending the document by registered mail. The student should receive the form within 14 days of the meeting with the instructor, or within a reasonable period of time as demanded by the complexity of the case. A copy should also be sent to the Academic Integrity Panel. A record of a previous departure from academic integrity is only relevant when assessing an appropriate sanction; it has no bearing on the determination of a finding.

- b) If the finding appears to warrant a sanction more serious than the instructor may impose, the case shall be referred to the Academic Integrity Panel, who will set an appropriate sanction (see Section 4.3 below.) The instructor should fill out a Finding of a Departure from Academic Integrity form, indicating that there has been a finding but that the case will be referred to the Academic Integrity Panel for consideration of a sanction. A copy should be directed to the student, either by e-mailing the student with the form attached, or with the direction to pick up a copy from the instructor's area administrator, or by sending the document by registered mail. The student should receive the form within 14 days of the meeting with the instructor, or within a reasonable period of time as demanded by the complexity of the case. A copy should also be sent to the Academic Integrity Panel.
- c) If there is no previous finding on record, and if the instructor decides that one of the penalties outlined in Section 3.3.1 is appropriate, then she or he will determine a sanction appropriate to the extent or severity of the offence, and may consult with the Dean's Office for guidance on an appropriate sanction. The student should receive notification within 14 days of the meeting with the instructor, or within a reasonable period of time as demanded by the complexity of the case.

4.2.6 Assessing a Sanction after a Finding Is Determined – Students registered in Queen's Schools or Faculties other than Smith School of Business

- a) After making a finding, the instructor must contact the Academic Integrity Panel, who will contact the administrative office of the School or Faculty in which the student is registered to consult on an appropriate sanction for the finding. The Academic Integrity Panel will communicate this information to the instructor, who may then assign a sanction as outlined in Section 3.3.1.
- b) If the finding appears to warrant a sanction more serious than the instructor may impose, the case shall be referred to the Academic Integrity Panel, who will set an appropriate sanction (see Section 4.3 below.) The instructor should fill out a Finding of a Departure from Academic Integrity form, indicating that there has been a finding but that the case will be referred to the Academic Integrity Panel for consideration of a sanction. A copy should be directed to the student, either by e-mailing the student with the form attached,

or with the direction to pick up a copy from the instructor's area administrator, or by sending the document by registered mail. The student should receive the form within 14 days of the meeting with the instructor, or within a reasonable period of time as demanded by the complexity of the case. A copy should also be sent to the Academic Integrity Panel, which then has the responsibility to consult with the administrative office of the student's home School or Faculty regarding an appropriate sanction.

4.2.7 Notification of Decision

- a) After making the finding and setting a sanction within the scope of those available to the instructor (see Section 3.3.1), the instructor must inform the student in writing of the decision. Instructors must use the Finding of a Departure from Academic Integrity form. Completing the form supplies the student with the information required by Senate Policy, including:
 - the details of the finding of a departure from academic integrity, including the reasons for the finding as supported by relevant, clear and cogent evidence;
 - the sanction;
 - the student's right to appeal the finding and/or the sanction to the Academic Integrity Panel as set out in Section 5.1 of this Policy;
 - the deadline for appealing to the Academic Integrity Panel;
 - the resources available for consultation, including the student's right to access the services provided by the University Ombudsman; and
 - the fact that a copy of the finding will be kept on file in the Dean's Office, in the student's file and, in the case of a student who is not registered in the School of Business, a copy will also be sent to the student's home School or Faculty.

The student should receive the form within 14 days of the meeting with the instructor, or within a reasonable period of time as demanded by the complexity of the case. A copy of the Finding form must be sent to the Dean's Office, which will inform the program in which the course is listed. If the student is not registered in the School of Business, a copy must also be sent to the student's home School or Faculty.

- b) Appeals of decisions of instructors are made to the Academic Integrity Panel of the School of Business (for students of the School of Business or exchange students) or to the appropriate representative or committee of the student's home School or Faculty (for students not registered in the School of Business.) Appeal procedures are set out in Section 5.1.

4.3 Sanctioning by the Academic Integrity Panel upon Referral from an Instructor

If the finding made by the instructor appears to warrant a sanction more serious than the instructor may impose (see Section 4.2.5(b) above), or if there is a previous finding of departure from academic integrity on file in the Dean's Office (see Section 4.2.5(a) above), the instructor must refer the case to the School of Business Academic Integrity Panel for sanctioning. The Academic Integrity Panel may impose sanctions as set out in Section 3.3.2.

4.3.1 Notification of Referral

- a) In referring a finding of a departure from academic integrity to the Academic Integrity Panel for sanctioning, the instructor must advise the student in writing, as set out in Sections 4.2.5(a) and (b). Instructors must use the Finding of a Departure from Academic Integrity form, indicating that there has been a finding but that the case will be referred to the Academic Integrity Panel for consideration of a sanction. Completing the form supplies the student with the information required by Senate policy, including:
 - the details of the finding of departure from academic integrity, including the reasons for the finding as supported by relevant, clear and cogent evidence;
 - the student's right to appeal the finding to the Academic Integrity Panel as set out in Section 5.1;¹¹
 - the deadline for appealing the finding to the Academic Integrity Panel;
 - the resources available for consultation, including the student's right to access the services provided by the University Ombudsman; and
 - the fact that a copy of the finding will be kept on file in the Dean's Office and in their student file.
- b) The instructor should also include all documents relevant to the investigation and finding with a copy sent to the Academic Integrity Panel. In the case of a student who is not registered in the School of Business, it is the responsibility of the Academic Integrity Panel to contact the administrative office of the student's home School or Faculty to consult on an appropriate sanction before any sanction is imposed.
- c) To ensure that the student receives the Finding and additional relevant materials in a timely manner, instructors should e-mail the student with all materials attached or with the direction to pick up the materials from the Dean's Office, or send these documents by registered mail to the student's local or currently-resident address (as obtained from the student information system.) The student should receive the Finding form within 14 days of the meeting with the instructor, or within a reasonable period of time as demanded by the complexity of the case.

4.3.2 Investigation and Meeting

- a) As soon as is feasible following the receipt of the referral from the instructor, the Academic Integrity Panel will contact the student to invite him or her to meet to discuss the Finding.
- b) In most instances, this will result in the Academic Integrity Panel convening a meeting with the student (and his or her representative), the instructor (and his or her representative), and witnesses where appropriate, to conduct a thorough review of the

¹¹ In the case where an instructor has made a Finding but has referred the case to the Academic Integrity Panel for sanctioning, the Academic Integrity Panel will, as a matter of course, also investigate the evidence for the Finding, and will proceed to set a sanction only if the evidence supports upholding the Finding. Hence, in this circumstance, a *de facto* appeal of the Finding to the Academic Integrity Panel will occur without the need for the student to formally initiate an appeal.

evidence as it relates to assessing an appropriate sanction (as outlined in Section 3.3.3). For students who are not resident locally, the meeting may take the form of a tele- or video-conference. This review will allow the Academic Integrity Panel to weigh any mitigating circumstances (as outlined in Section 3.3.3(b)) to arrive at an appropriate sanction. Normally, this meeting will occur no later than ten calendar days from the date of contact by the Academic Integrity Panel.

- c) If, for any reason, the student does not wish to meet in person or by tele/video-conferencing, he or she may submit a detailed, written explanation to the Academic Integrity Panel, along with any relevant documentation. This written submission must be provided to the Academic Integrity Panel within ten calendar days of the date of contact by the Academic Integrity Panel. If the student does not meet and does not submit a written response within this time period, the process will continue without the student's input.
- d) Where it is decided that a meeting will occur, the Academic Integrity Panel will notify the student and the instructor, in writing, of the time and location of the meeting, and of the right to bring a representative. The Academic Integrity Panel will also notify any other participants (e.g., witnesses) of the time and location of the meeting, and will provide the student and the instructor with the names of those who will be present at the meeting.
- e) In preparation for the meeting, the Academic Integrity Panel may request additional relevant materials; however, the student has the right to see any such material at least ten calendar days prior to the scheduled meeting. If the student has elected to make a written submission rather than meeting, she or he must be given at least ten calendar days to incorporate a response to this material into her or his written submission. In such cases, the deadline for submitting a written response may have to be extended beyond the ten-day period stipulated in Section 4.3.2(c) above.
- f) If, after an investigation of the evidence and consideration of the response by the student, the Academic Integrity Panel determines that there are no grounds for a finding of a departure from academic integrity, all documents related to the case will be destroyed and the student will be informed that the investigation has been dropped. The Academic Integrity Panel completes the "Notice of File Closure" form and sends to the student. If, however, after an investigation of the evidence and consideration of the response by the student, the Academic Integrity Panel determines that the finding should be upheld, the Academic Integrity Panel will proceed to set a sanction as described in Section 4.3.3 below.

4.3.3 Assessing a Sanction

- a) If, after a review of the evidence and consideration of the response by the student, the Academic Integrity Panel determines that the finding should be upheld, the Academic Integrity Panel will determine an appropriate sanction from those described in Section

3.3.2 according to the guidelines set out in Section 3.3.3. The Academic Integrity Panel will inform the student and the instructor, in writing, of the following:

- the sanction assigned and the reasons for it;
- the student's right to appeal the finding and/or the sanction to the Academic Appeals Committee of Faculty Board, as set out in Section 5.2;
- the deadline for appealing to the Academic Appeals Committee of Faculty Board;
- the resources available for consultation, including the services provided by the University Ombudsman; and
- the fact that a copy of the Finding and the sanction will be kept on file in the Dean's Office, in the student's file and, in the case of a student who is not registered in the School of Business, a copy will also be sent to the student's home School or Faculty.

A copy of the notification must be sent to the Dean's Office, which will inform the program in which the course is listed. If the student is not registered in the School of Business, the Academic Integrity Panel must also send a copy to the administrative office of the student's home School or Faculty. The student should receive a written response within 14 days of meeting with the Panel, or within a reasonable period of time as demanded by the complexity of the case.

- b) Appeals of decisions of the Academic Integrity Panel are made to the Academic Appeals Committee of Faculty Board (for students of the School of Business or exchange students), or to the appropriate committee of the student's home School or Faculty (for students not registered in the School of Business.) Appeal procedures are set out in Section 5.2.

4.4 Investigation of Potential Departures from Academic Integrity by the Academic Integrity Panel

Where possible departures from academic integrity involve more than one course or the possibility of forgery or falsification (see Section 3.1), the Academic Integrity Panel will initiate an investigation. In addition, an instructor may request (in writing) that the Academic Integrity Panel conduct an investigation on his or her behalf when such serious departures are suspected. Where the possible departure involves a student who is registered in the School of Business or who is an exchange student of the School of Business, the Academic Integrity Panel will also undertake the investigation of a departure from academic integrity in academic matters unrelated to performance in a course. Where the possible departure involves a student whose home School or Faculty is not Business, the investigation of a departure from academic integrity in academic matters unrelated to performance in a course is undertaken by the School or Faculty in which the student is registered.

4.4.1 Preliminary Investigation: Collection of Initial Information

- a) To begin investigating a possible departure from academic integrity, the Academic Integrity Panel should assemble all documents related to the case. Such documents might include:
- the work(s) submitted by the student for academic credit;

- the source(s) from which the work submitted by the student is apparently derived;
 - the instructions describing the nature of the work to be done;
 - any e-mail or other correspondence between instructor(s) and the student relating to the work;
 - any document(s) alleged to be forged or falsified;
 - the source(s) that appear to support the alleged forging or falsification of document(s);
 - any other materials related to the departure; and
 - any documents used by the instructor(s) or the School of Business stating policies on departures from academic integrity.
- b) While collecting evidence, the Academic Integrity Panel may seek guidance from the University Ombudsman concerning Queen's policy and procedure.
- c) When discussing possible departures from academic integrity, the Academic Integrity Panel must ensure that the student's identity remains confidential, pending a finding of departure from academic integrity.
- d) Should the Academic Integrity Panel decide that the evidence is insufficient to proceed with further investigation, all documents related to the matter should be destroyed and all aspects of the case considered dismissed.
- e) Should the Academic Integrity Panel decide that the evidence merits further investigation, he or she should continue the processes outlined below.

4.4.2 Notification of Investigation of Departure from Academic Integrity

- a) Where the Academic Integrity Panel will investigate a possible departure from academic integrity, it must inform the student in writing. The Academic Integrity Panel should use the Notice of Investigation form. Completing the form supplies the student with the information required by Senate Policy, including:
- the evidence on which the investigation is based;
 - the possible sanctions;
 - the student's right to respond to the investigation; and
 - the student's right to have representation for any response;
 - the student's right to utilize the services provided by the University Ombudsman.
- b) While the case is under investigation, the Academic Integrity Panel will address all matters to the student as "possible" or "potential" departures from academic integrity.
- c) The Academic Integrity Panel must ensure that the student receives all documents relevant to the investigation (i.e., those gathered under Section 4.4.1(a) above) along with the Notice of Investigation form.

- d) To ensure that the student receives the Notice and additional relevant materials in a timely manner, the Academic Integrity Panel should e-mail the student with electronic copies of all documents, or with the direction to pick up the materials from the Dean's Office. Alternatively, the Academic Integrity Panel may send the documents by registered mail to the student's local or currently-resident address.
- e) Within ten calendar days of receiving the Notice of Investigation, the student must either (1) make an initial response to the instructor to schedule a meeting or (2) indicate that he or she does not wish to meet and will provide a written response within ten calendar days of receiving the Notice of Investigation (as per Section 4.4.3(b) below).
- f) Once the Notice of Investigation is issued, a student may not drop a course in which the potential departure occurred, nor may she or he withdraw from the Program, regardless of the drop deadline. If the Dean's Office becomes aware that a student under investigation has dropped a course or withdrawn from the Program to which the Notice refers, the student will be reinstated pending the outcome of the case. Otherwise, if a finding is made, the Dean's Office will confirm the student's enrollment status in the relevant course(s) and Program when filing the finding, and will reinstate the student at that time, if necessary.
- g) If an investigation is initiated near the end of an academic term or otherwise cannot be resolved prior to a grade submission deadline, the instructor(s) of the course(s) in which the potential departure occurred (if any) should assign a Grade Deferred to hold the final grade in abeyance until the investigation process has been concluded. Once the investigation is concluded, the instructor(s) must submit a change of grade.
- h) While an academic integrity investigation is ongoing, no student may graduate, even if academic credit for the course(s) under investigation is not required to complete a degree. In cases where an investigation is initiated during the student's final year of study, or involves a course required to graduate, the Faculty or School will make reasonable attempts to expedite the investigation process before the expected convocation date.
- i) No student who has been required to withdraw due to a departure from academic integrity may apply to graduate during the period of the sanction.

4.4.3 Investigation and Meeting

- a) In most instances, the Academic Integrity Panel will convene a meeting with the student (and his or her representative), the instructor(s) (and their representatives), and witnesses where appropriate, to conduct a thorough review of the evidence as it relates to the alleged departure. For students who are not resident locally, the meeting may take the form of a tele- or video-conference.
- b) If, for any reason, the student does not wish to meet in person or by tele/video-conferencing, he or she may submit a detailed, written explanation to the Academic Integrity Panel, along with copies of any relevant documentation. This written

submission must be provided to the Academic Integrity Panel within ten calendar days of receipt of the Notice of Investigation.

- c) Where it is decided that a meeting will occur, the Academic Integrity Panel will notify the student and the instructor(s) of the time and location of the meeting. The student will also be informed of the right to bring a representative and the names of those who will be present.
- d) At least ten calendar days prior to the meeting, the student must be provided with or apprised of any relevant material considered by the Academic Integrity Panel since issuing the Notice of Investigation, additional to the documents sent with the Notice of Investigation. If the student has elected to make a written submission rather than meeting, she or he must be given at least ten calendar days to incorporate a response to this material into her or his written submission. In such cases, the deadline for submitting a written response may have to be extended beyond the ten-day period stipulated in Section 4.4.3 (b) above.

4.4.4 Deciding on a Finding

- a) If, after an investigation of the evidence and consideration of the response by the student, the Academic Integrity Panel determines that there are no grounds for a finding, all documents related to the case will be destroyed and the student will be informed in writing that the investigation has been dropped. The Academic Integrity Panel will complete the “Notice of File Closure” form and send it to the student.
- b) If, after an investigation of the evidence and consideration of the response by the student, the Academic Integrity Panel determines that there is sufficient and persuasive evidence on which to make a finding of departure from academic integrity, the Academic Integrity Panel must set an appropriate sanction as set out in Section 4.4.5 below.

4.4.5 Assessing a Sanction after a Finding Is Determined

- a) In setting a sanction, the Academic Integrity Panel will consider the factors set out in Section 3.3.3. The sanction should reflect the extent and severity of the departure from academic integrity, taking into account any mitigating circumstances.
- b) Where the student involved is registered in a Queen’s School or Faculty other than Business, the Academic Integrity Panel must contact the administrative office of the School or Faculty in which the student is registered to consult on an appropriate sanction before any sanction is applied.

4.4.6 Notification of Decision

- a) After making the finding and setting a sanction, the Academic Integrity Panel must complete a Finding of a Departure from Academic Integrity form. Completing this form supplies the student with the information required by Senate Policy, including:

- the details of the finding of a departure from academic integrity, including the reasons for the finding as supported by relevant, clear, and cogent evidence;
- the sanction;
- the student's right to appeal the finding and/or the sanction to the Academic Appeals Committee of Faculty Board;
- the deadline for appealing to the Academic Appeals Committee ;
- the resources available for consultation, including of the services provided by the University Ombudsman; and
- the fact that a copy of the finding will be kept on file in the Dean's Office, in the student's file and, in the case of a student from another School or Faculty, that a copy will also be sent to the student's home School or Faculty.

The student should receive a written response within 14 days of meeting with the Panel, or within a reasonable period of time as demanded by the complexity of the case. A copy of the Finding must be sent to the Dean's Office, which will inform the program in which the course is listed. If the student involved is not registered in the School of Business, a copy must also be sent to the administrative office of the School or Faculty in which the student is registered.

- b) Appeals of decisions of the Academic Integrity Panel may be made to the Academic Appeals Committee of the School of Business Faculty Board (in the case of students registered in the School of Business or on exchange at the School of Business), or to the appropriate committee of the student's home School or Faculty (in the case of students who are not registered in the School of Business.) Appeal procedures are set out in Section 5.2.

5. APPEAL OF A FINDING OF DEPARTURE FROM ACADEMIC INTEGRITY

5.1 Appeal of a Finding and/or Sanction by an Instructor

A student registered in the School of Business or on exchange at the School of Business who wishes to appeal an instructor's finding of a departure from academic integrity and/or the sanction imposed as a result of an instructor's finding, may appeal in writing to the School of Business Academic Integrity Panel. In the case of a student from another School or Faculty, the appeal must be made to the School or Faculty in which the student is registered, following the procedures of the home School or Faculty's Academic Integrity Policy.

If, in the course of preparing the appeal, new information relevant to the matter is brought forward, the matter must be referred back to the original decision maker for reconsideration of the decision in light of the new information.

5.1.1 Timeline for Appeal

The student must notify the Academic Integrity Panel, in writing, of his or her intention to appeal no later than 7 calendar days from the date that the instructor's decision was received.

The student then has an additional 14 calendar days from the date that notice was given to submit his or her written appeal, including any relevant supporting documentation.

5.1.2 Investigation and Meeting

The Academic Integrity Panel will review the written appeal and then convene a meeting with the student (and his or her representative), the instructor (and his or her representative), and witnesses where appropriate, to conduct a thorough review of the available evidence. For students who are not resident locally, the meeting may take the form of a tele- or video-conference. This investigation may involve written submissions and/or oral evidence submitted or presented by witnesses to the possible departure from academic integrity. The student and the instructor must be notified, in writing, when the meeting on the case will be convened, invited to appear at the meeting, and be advised of the right to have representation at the meeting. At least ten calendar days prior to the meeting, the student has the right to know what, if any, material from the student's file will be considered.

5.1.3 Finding and Sanction

After considering the available evidence, the Academic Integrity Panel must inform the student and the instructor in writing of the decision, with reasons, to uphold or deny the appeal. The Panel should provide a written response within 7 days of meeting with the student and instructor, or within a reasonable period of time as demanded by the complexity of the case. If the Academic Integrity Panel denies the appeal, the student must be informed of the opportunity to appeal to the Academic Appeals Committee of Faculty Board, according to the grounds for appeal set out in Section 5.1.4 below. The student must also be informed of the date by which a notice of appeal must be filed, and of the student's right to utilize the services provided by the University Ombudsman.

5.1.4 Grounds for Appeal to Academic Appeals Committee of Faculty Board

A student who has already appealed a Finding and/or sanction to the Academic Integrity Panel may initiate an appeal to the Academic Appeals Committee of Faculty Board only if she or he can establish one or more of the following grounds:

- a failure on the part of the Academic Integrity Panel to follow the relevant rules or regulations (i.e., procedural error);
- a failure to follow the rules of natural justice (see Section 4.1);
- a violation of University policies; or
- a decision made that is not found to be reasonable.¹²

¹² The Senate *Policy on Student Appeals Rights and Discipline*, found at: <http://www.queensu.ca/secretariat/policies/senateandtrustees/SARDPolicy.pdf> in commentary to Section 21,

If, in the course of the appeal, new information relevant to the matter is brought forward, the matter must be referred back to the original decision maker for reconsideration of the decision in light of the new information.

5.1.5 Timeline for Appeal to Academic Appeals Committee

A student who believes that she or he has grounds for an appeal to the Academic Appeals Committee must notify the Chair of this Committee in writing of his or her intention to appeal, no later than 7 calendar days from the date that the Academic Integrity Panel's decision was received. The student then has an additional 14 calendar days from the date that notice was provided in which to submit his or her written appeal, with all relevant supporting documents, to the Chair of the School of Business Academic Appeals Committee. The written appeal should include a letter that addresses both the grounds for the appeal and the written statements made by the Academic Integrity Panel in denying the appeal. All letters and documentation considered by the Academic Integrity Panel in reaching a decision will be forwarded to the Academic Appeals Committee. If material in addition to a decision (and related documentation) by the Academic Integrity Panel and that supplied by the student will be considered, the student must have at least ten calendar days to review and respond to that material.

5.1.6 Meeting and Decision by Academic Appeals Committee

- a) Normally, the Academic Appeals Committee will review the written appeal and then convene a meeting with the student (and his or her representative), the instructor (and his or her representative) and other parties as required to consider the merits of the appeal. For students who are not resident locally, the meeting may take the form of a tele- or video-conference. The investigation may involve written submissions and/or oral evidence submitted or presented by witnesses to the alleged departure from academic integrity.
- b) The student, the instructor and the Academic Integrity Panel must be notified, in writing, of any meeting to be convened on the case, invited to appear at the meeting, and be advised of the right to have representation at the meeting.
- c) If any material is to be considered additional to that which formed part of the previous appeal to the Academic Integrity Panel, the student has the right to see this material at least ten calendar days prior to the meeting.
- d) After considering the available evidence, the Chair of the Academic Appeals Committee must inform the student, the instructor, and the Academic Integrity Panel, in writing, of the Committee's decision to uphold or deny the appeal, including the reasons for this decision. The Chair should provide a written response within 7 days of meeting with the student, instructor and Panel, or within a reasonable period of time as demanded by the

defines ‘reasonable’ as follows: “[A] decision that is grounded in logic.... [A] reasonable decision is one that is supported by logical inferences from accepted premises and facts.” The commentary further notes that “[i]f there is more than one conclusion that may be reasonably drawn from the same premises and facts, the choice of one conclusion over another does not make the decision unreasonable.” This is the sense in which “reasonable” is used here.

complexity of the case. If the Academic Appeals Committee denies the appeal, the student must be informed of the opportunity to appeal to the University Student Appeals Board, according to the grounds for appeal set out in the Senate's *Policy on Student Appeals, Rights and Discipline*.¹³ The student must also be informed of the date by which a notice of appeal must be filed, and of the student's right to utilize the services provided by the University Ombudsman.

5.2 Appeal of a Finding and/or Sanction by the Academic Integrity Panel

A student registered in the School of Business or on exchange at the School of Business who wishes to appeal the Academic Integrity Panel's finding of a departure from academic integrity and/or a sanction imposed by the Academic Integrity Panel as a result of its finding, may appeal in writing to the Academic Appeals Committee of Smith School of Business Faculty Board. In the case of a student from another School or Faculty, the appeal must be made to the School or Faculty in which the student is registered, following the procedure of the home School or Faculty's policy.

When the Academic Integrity Panel is the initial decision maker, the student is not required to establish grounds for the appeal to the Academic Appeals Committee, and the Academic Appeals Committee will conduct a de novo (i.e. from the beginning) hearing of the case.

If, in the course of preparing the appeal, new information relevant to the matter is brought forward, the matter must be referred back to the original decision maker for reconsideration of the decision in light of the new information.

5.2.1 Timeline for Appeal

The student must notify the Chair of the School of Business Academic Appeals Committee in writing of his or her intention to appeal no later than 7 calendar days from the date that the Academic Integrity Panel's decision was received. The student then has an additional 14 calendar days from the date that notice was provided in which to submit his or her written appeal, with all relevant supporting documents, to the Chair of the Academic Appeals Committee. The written appeal should include a letter that addresses the subject of appeal (i.e., the finding, the sanction, or both), as well as the reasons given by the Academic Integrity Panel in making the finding and/or setting the sanction. A copy of the Finding [form](#) as well as all documentation considered by the Academic Integrity Panel in reaching a decision will be forwarded to the Academic Appeals Committee. If material in addition to a decision (and related documentation) by the Academic Integrity Panel and that supplied by the student will be considered, the student must have at least ten calendar days to review and respond to that material.

5.2.2 Meeting and Decision

- a) Normally, the School of Business Academic Appeals Committee will review the written appeal and then convene a meeting with the student (and his or her representative), the

¹³ Available at <http://www.queensu.ca/secretariat/policies/senateandtrustees/SARDPolicy.pdf>

instructor (and his or her representative) and other parties as required to conduct a thorough investigation of the available evidence. For students who are not resident locally, the meeting may take the form of a tele- or video-conference. The investigation may involve written submissions and/or oral evidence submitted or presented by witnesses to the alleged departure from academic integrity.

- b) The student, the instructor, and the Academic Integrity Panel must be notified, in writing, of any meeting to be convened on the case, be invited to appear at the meeting, and be advised of the right to have representation at the meeting.
- c) If any material is to be considered additional to that which formed part of the previous appeal to the Academic Integrity Panel, the student has the right to see this material at least ten calendar days prior to the meeting.
- d) After considering the available evidence, the Chair of the Academic Appeals Committee must inform the student, the instructor, and the Academic Integrity Panel, in writing, of the Committee's decision to uphold or deny the appeal, including the reasons for this decision. The Chair should provide a written response within 7 days of meeting with the student, instructor and Panel, or within a reasonable period of time as demanded by the complexity of the case. If the Academic Appeals Committee denies the appeal, the student must be informed of the opportunity to appeal to the University Student Appeals Board, according to the grounds for appeal set out in the Senate's *Policy on Student Appeals, Rights and Discipline*.¹⁴ The student must also be informed of the date by which a notice of appeal must be filed, and of the student's right to utilize the services provided by the University Ombudsman.

5.2.3 University Student Appeals Board

As decisions on departures from academic integrity are academic matters, the Academic Appeals Committee's decision is normally final (see the Senate's *Policy on Student Appeals, Rights and Discipline*).¹⁵ If a student believes that there are grounds for an appeal on other than academic grounds, the student may initiate an appeal to the University Student Appeals Board, as described in the Senate's *Policy on Student Appeals, Rights and Discipline*.

5.3 Appeals by School of Business students or School of Business exchange students of decisions taken by another Faculty or School

A student registered in the School of Business or on exchange at the School of Business who wishes to appeal a finding and/or a sanction that was made by a School or Faculty other than the School of Business may appeal in writing to the School of Business Academic Integrity Panel.

¹⁴ Available at <http://www.queensu.ca/secretariat/policies/senateandtrustees/SARDPolicy.pdf>

¹⁵ Ibid.

If, in the course of preparing the appeal, new information relevant to the matter is brought forward, the matter must be referred back to the original decision maker for reconsideration of the decision in light of the new information.

5.3.1 Timeline for Appeal

The student must notify the Academic Integrity Panel, in writing of his or her intention to appeal no later than 7 calendar days from the date that the decision to be appealed was received. The student then has an additional 14 calendar days from the date that notice was provided in which to submit his or her written appeal, with all relevant supporting documents, to the Academic Integrity Panel. The written appeal should include a letter that addresses the subject of appeal (i.e., the finding, the sanction, or both), as well as the reasons given by the decision-maker in making the finding and/or setting the sanction. A copy of the [Finding form](#) as well as all documentation considered by the decision-maker in reaching a decision will be forwarded to the Academic Integrity Panel. If material in addition to the decision (and related documentation) and the submission by the student will be considered, the student must have at least ten calendar days to review and respond to that material.

5.3.2 Meeting and Decision

- a) Normally, the Academic Integrity Panel will review the written appeal and then convene a meeting with the student (and his or her representative), the instructor (and his or her representative) and other parties as required to conduct a thorough investigation of the available evidence. In accordance with Senate policy, a designate from the School or Faculty in which the course was offered may also attend the meeting for the purpose of providing information, although he or she will not be a member of the Academic Integrity Panel. For students who are not resident locally, the meeting may take the form of a tele- or video-conference. The investigation may involve written submissions and/or oral evidence submitted or presented by witnesses to the alleged departure from academic integrity.
- b) The student, the instructor, and the designate from the Faculty or School in which the course was offered must be notified, in writing, of any meeting to be convened on the case, be invited to appear at the meeting, and be advised of the right to have representation at the meeting.
- c) If any material is to be considered additional to that which formed part of the original decision, the student has the right to see this material at least ten calendar days prior to the meeting.
- d) After considering the available evidence, the Academic Integrity Panel must inform the student, the instructor, and the designate from the Faculty or School in which the course was offered, in writing, of the Panel's decision to uphold or deny the appeal, including the reasons for this decision. The Panel should provide a written response within 7 days of meeting with the student and instructor, or within a reasonable period of time as demanded by the complexity of the case. If the Academic Integrity Panel denies the appeal, the student must be informed of the opportunity to appeal to the School of

Business Academic Appeals Committee, according to the grounds for appeal set out in Section 5.3.3 below. The student must also be informed of the date by which a notice of appeal must be filed, and of the student's right to utilize the services provided by the University Ombudsman.

5.3.3 Grounds for Appeal to Academic Appeals Committee of Faculty Board

A student who has already appealed a Finding and/or sanction made by another School or Faculty to the Academic Integrity Panel of the School of Business may initiate an appeal to the Academic Appeals Committee of the School of Business Faculty Board only if she or he can establish one or more of the following grounds:

- a failure on the part of the Academic Integrity Panel to follow the relevant rules or regulations (i.e., procedural error);
- a failure to follow the rules of natural justice (see Section 4.1);
- a violation of University policies; or
- a decision made that is not found to be reasonable.¹⁶

If, in the course of the appeal, new information relevant to the matter is brought forward, the matter must be referred back to the original decision maker for reconsideration of the decision in light of the new information.

5.3.4 Timeline for Appeal to Academic Appeals Committee

A student who believes that she or he has grounds for an appeal to the Academic Appeals Committee must notify the Chair of this Committee in writing of his or her intention to appeal, no later than 7 calendar days from the date that the Academic Integrity Panel's decision was received. The student then has an additional 14 calendar days from the date that notice was provided in which to submit his or her written appeal, with all relevant supporting documents, to the Chair of the Academic Appeals Committee. The written appeal should include a letter that addresses both the grounds for the appeal and the written statements made by the Academic Integrity Panel in denying the appeal. All letters and documentation considered by the Academic Integrity Panel in reaching a decision will be forwarded to the Academic Appeals Committee. If material in addition to a decision (and related documentation) by the Academic Integrity Panel and that supplied by the student will be considered, the student must have at least ten calendar days to review and respond to that material.

¹⁶ The Senate *Policy on Student Appeals Rights and Discipline*, found at:

<http://www.queensu.ca/secretariat/policies/senateandtrustees/SARDPolicy.pdf>, in commentary to Section 21, defines 'reasonable' as follows: "[A] decision that is grounded in logic.... [A] reasonable decision is one that is supported by logical inferences from accepted premises and facts." The commentary further notes that "[i]f there is more than one conclusion that may be reasonably drawn from the same premises and facts, the choice of one conclusion over another does not make the decision unreasonable." This is the sense in which "reasonable" is used here.

5.3.5 Meeting and Decision by Academic Appeals Committee

- a) Normally, the Academic Appeals Committee will review the written appeal and then convene a meeting with the student (and his or her representative), the instructor (and his or her representative) and other parties as required to consider the merits of the appeal. In accordance with Senate Policy, a designate from the Faculty or School in which the course was offered may also attend the meeting for the purpose of providing information, although he or she will not be a member of the Academic Appeals Committee. For students who are not resident locally, the meeting may take the form of a tele- or video-conference. The investigation may involve written submissions and/or oral evidence submitted or presented by witnesses to the alleged departure from academic integrity.
- b) The student, the instructor, the Academic Integrity Panel, and the designate from the Faculty or School in which the course was offered must be notified, in writing, of any meeting to be convened on the case, invited to appear at the meeting, and be advised of the right to have representation at the meeting.
- c) If any material is to be considered additional to that which formed part of the previous appeal to the Academic Integrity Panel, the student has the right to see this material at least ten calendar days prior to the meeting.
- d) After considering the available evidence, the Chair of the Academic Appeals Committee must inform the student, the instructor, the Academic Integrity Panel, and the designate of the Faculty or School in which the course was offered, in writing, of the Committee's decision to uphold or deny the appeal, including the reasons for this decision. The Chair should provide a written response within 7 days of meeting with the student, instructor and Panel, or within a reasonable period of time as demanded by the complexity of the case. If the Academic Appeals Committee denies the appeal, the student must be informed of the opportunity to appeal to the University Student Appeals Board, according to the grounds for appeal set out in the Senate's *Policy on Student Appeals, Rights and Discipline*.¹⁷ The student must also be informed of the date by which a notice of appeal must be filed, and of the student's right to utilize the services provided by the University Ombudsman.

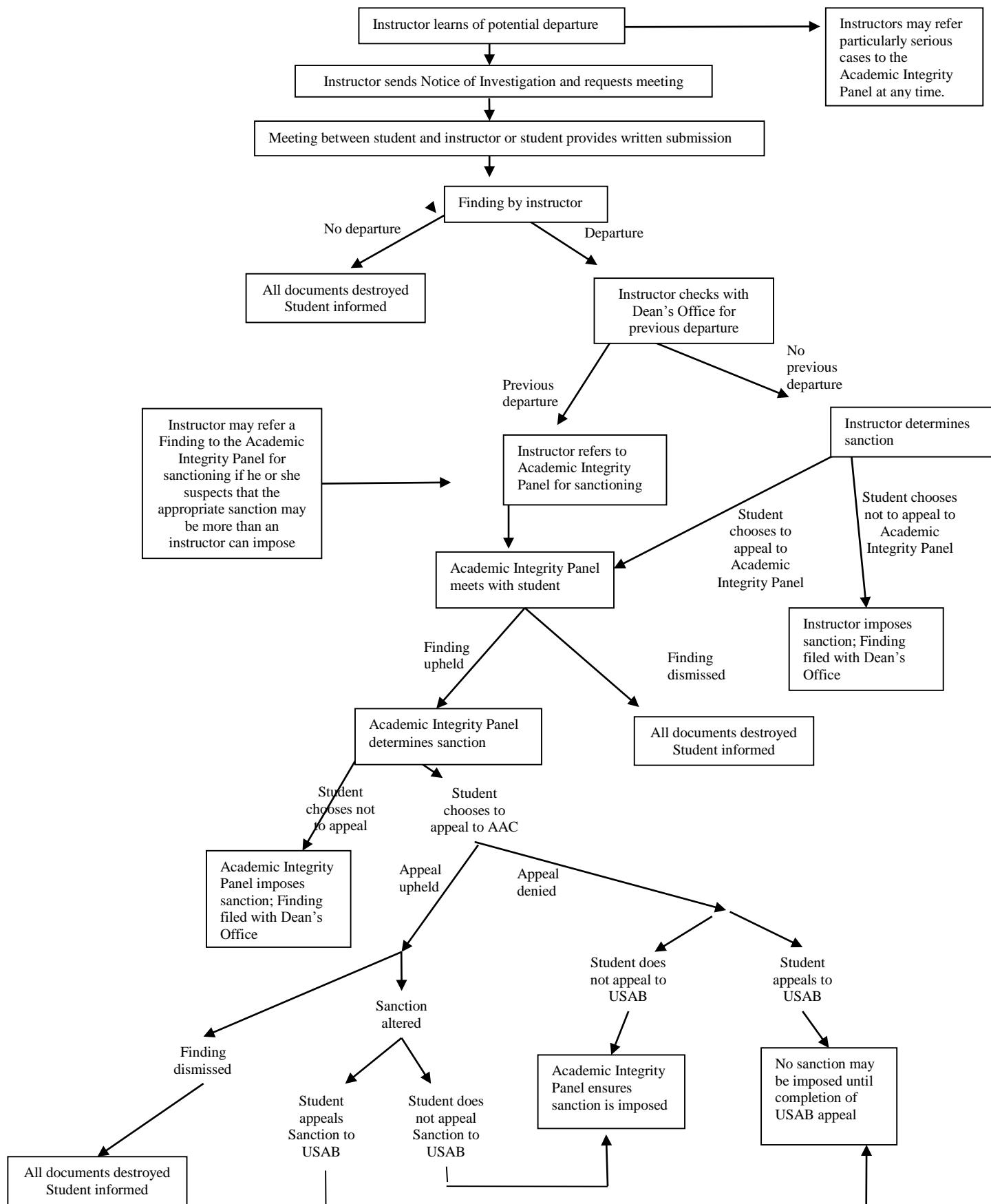
5.3.6 University Student Appeals Board

As decisions on departures from academic integrity are academic matters, the School of Business Academic Appeals Committee's decision is normally final (see the Senate's *Policy on Student Appeals, Rights and Discipline*).¹⁸ If a student believes that there are grounds for an appeal on other than academic grounds, the student may initiate an appeal to the University Student Appeals Board, as described in the Senate's *Policy on Student Appeals, Rights and Discipline*.

¹⁷ Available at <http://www.queensu.ca/secretariat/policies/senateandtrustees/SARDPolicy.pdf>

¹⁸ Ibid.

APPENDIX A: Processes for Instructor-initiated investigations



APPENDIX B: Processes for Academic Integrity Panel-initiated investigations

