Finding of a Departure from Academic Integrity

In accordance with the *Senate Academic Integrity Procedures – Requirements of Faculties and Schools October 2021 (*[*SAIP – RFS Oct 2021*](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools)*)*

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| **Date** | Click or tap to enter a date. |
| **Student Name****Student Number****Student Queen’s Email Address** | Click or tap here to enter first & last name.Click or tap here to enter SUID.Click or tap here to enter Queen’s email. |
| **Instructor Name****Instructor’s Queen’s Email Address** | Click or tap here to enter first & last name.Click or tap here to enter Queen’s email. |

# Type of work submitted for credit

Click or tap here to enter a brief description of the work.

**If it is a for a course** please include the course number, section, term and year, mode of delivery and the value of the work under investigation(e.g. percent of final grade). **If it is a for part or all of the comprehensive exams or other non-course program requirement** please include the concentration, year, mode of delivery, and specific type of non-course requirement.

**Hint**: If appropriate, just cut-and-paste this section and the above information about student, instructor and course from your NOI

# Decision on the investigation

Following the *Notice of Investigation of a Possible Departure from Academic Integrity* (NOI) dated Click or tap to enter a date., I have conducted a thorough investigation and concluded that there is sufficient evidence that you engaged in a departure from academic integrity, as described below.

## Type of violation

Under Section 2.2 of the *SAIP – RFS Oct 2021* your actions constitute a departure from academic integrity in the form(s) of

[ ]  Plagiarism

[ ]  Contract cheating

[ ]  Use of unauthorized materials

[ ]  Falsification

[ ]  Forgery/Use of forged material

[ ]  Facilitation

[ ]  Unauthorized use of intellectual property

[ ]  Unauthorized collaboration

[ ]  Failure to abide by academic rules

[ ]  Departure from the core values of academic integrity

## Evidence

The evidence on which I base this decision includes (**check all that apply and attach copies to DFAI**):

[ ]  Documentary evidence provided with the Notice of Investigation

[ ]  Your written response dated Click or tap to enter a date.

[ ]  Emails exchanged with you about the investigation following receipt of the NOI

[ ]  Other relevant documentation: Click or tap here to enter list of other evidence (e.g. study notes, screen shots of text exchanges, documentation to support mitigating circumstances, records of assignment submission or engagement with material in D2L.) **NOTE:** *All evidence here should have been supplied by the student or used to confirm/counter a statement made by the student. If the latter, please speak to the AI Administrator to determine if you need to provide the student with an opportunity to respond to the new evidence before proceeding*. **IF no additional evidence please enter a space to remove this note**

[ ]  Statements made and/or evidence presented at the meeting held with you on Click or tap to enter a date. (summary below)

## Summary of Meeting

Click or tap here to enter a summary of the meeting. The summary should contain who attended (including support person if applicable), date, time and type (e.g. Zoom, in-person). There doesn’t need to be a transcript of the meeting, but all key points should be highlighted including any mitigating circumstances that the student raises.

**If the student decided to submit a written statement only** then please note this here and reference and attach any emails that confirm that the student chose to submit a written statement only.

**If the student does not respond to the NOI in the time period,** please state that they chose not to meet or submit a statement and reference and attach any emails that demonstrate that you reached out to them at least once after sending the NOI and that they did not respond to your emails.

## Reason for a decision

Click or tap here to enter the reasons you have concluded that the student violated academic integrity in the form(s) that you have selected above. **If the student admitted to the violation**, this section will be very short and note something along the lines of “based on the evidence and the fact that you admitted to engaging in the violation, I have concluded that you departed from academic integrity.”

**If the student denies the violation**, and after meeting and/or reading their written statement, you think that on the balance of probabilities they departed from academic integrity, please use this section to acknowledge what they said and then explain why the evidence that the you have shared with the student provides stronger support for a violation than the explanation the student provided for why they did not violate academic integrity.

# Level of violation

I consider this to be a (check appropriate level):

[ ]  Level I Finding of a Departure from Academic Integrity (DFAI)

[ ]  Level II Finding of a Departure from Academic Integrity (DFAI)

Section 3.4.3 of the *SAIP – RFS Oct 2021* lists the factor I must consider when categorizing a finding as Level I or Level II. Taking these factors into consideration, the above categorization is appropriate for the following reasons:

Click or tap here to briefly state the factors that you relied on to categorize the level of departure. **NOTE:** If after checking with the AI Admin you learn the student has a prior finding then you will categorize the finding as Level II regardless of how minor the violation.

**From the policy** - Instructors should consider the individual factor or relevant combination of factors in deciding the level of the departure. It is not necessary that all factors be considered. Instructors are encouraged to obtain advice from the AI Administrator about the categorization of the departure.

Instructors may be guided by a combination of the following and similar factors when categorizing the departure as **Level I**:

* this is the first finding of a departure from academic integrity by the student;
* the departure is related to academic work that does not count for a significant proportion of the course grade;
* the sanction will not necessarily result in a failure in the course;
* the student is at an early stage of their academic career, especially a first-year student; or
* the student has little or no experience in a course in the Department (for example, a first-time experience in a particular department).

Instructors may be guided by a combination of the following and similar factors, as well as any aggravating circumstances (see Section 4.2 of this document), when categorizing the departure as **Level II**:

* the departure is related to academic work that counts for a significant proportion of the course grade;
* the sanction will result in a failure in the course;
* the student is in an upper year and has taken several previous courses in the discipline;
* significant and unacknowledged use of one or more sources is involved;
* significant departure from professionalism or accreditation standards is involved;
* the incident involves more than one type of departure;
* direct damage to the integrity of the student’s program or the integrity of the University is involved; or direct negative impact on other students is involved (for example, stealing another student’s academic work).

## Finding retention and subsequent access based on level of violation

Level I findings are retained in a separate academic integrity file in the School of Graduate Studies and are only accessed in the case of a subsequent finding. If you do not have a subsequent finding of a departure from academic integrity, the current finding will not be added to your official School of Graduate Studies file. Level I findings are destroyed upon your graduation.

Level II findings are retained in your official school file and are retained for 10 years after your graduation. Please see Sections 1.6.3 and 1.7 of the *SAIP – RFS Oct 2021* for more information on who has access to your official file and when and how such information might be referenced in the future.

If you are a student studying at Queen’s on an exchange program or on a Letter of Permission and the departure is categorized as Level II, or if you are in a collaborative degree program offered jointly with another post-secondary institution (the “partner institution”), your home university or the partner institution, as applicable, will be notified of the finding and remedy or sanction, if the finding is confirmed after all avenues of appeal have expired or been exhausted (see Section 3 of the *SAIP – RFS Oct 2021*).

# Remedy or Sanction

As per Sections 3.3.2.1., 3.4.4. and 5 of the *SAIP – RFS Oct 2021* following my conclusion that you departed from academic integrity, I have consulted with the School of Graduate Studies Academic Integrity (AI) Administrator as required. Based on this consultation, the seriousness of the violation, and/or your home faculty, I am

[ ]  Referring this matter to the School of Graduate Studies AI Administrator, **because there is a record of a previous finding of a departure from academic integrity** on file in the School of Graduate Studies. I have made a finding of a departure from academic integrity but due to the previous finding, the School of Graduate Studies AI Lead will decide the remedy or sanction. The School of Graduate Studies AI Administrator will contact you in the near future regarding this referral.

***OR***

[ ]  Referring this matter to the School of Graduate Studies AI Administrator. I have made a finding of a departure from academic integrity but **due to the seriousness of the incident**, the School of Graduate Studies AI Lead will decide the remedy or sanction. The School of Graduate Studies AI Administrator will contact you in the near future regarding this referral.

***OR***

[ ]  Referring this matter to the School of Graduate Studies AI Administrator. I have made a finding of a departure from academic integrity but **due to your status as a student in another Queen’s faculty or school** (e.g. a Commerce student), the School of Graduate Studies AI Lead will decide the remedy or sanction in consultation with the AI Lead in your home faculty or school. The School of Graduate Studies AI Administrator will contact you in the near future regarding this referral.

***OR***

[ ]  I am imposing the following remedy(ies) or sanction(s):

[ ]  an oral warning (during our meeting) and/or a written warning (this document) that such infractions constitute unacceptable behaviour;

[ ]  a learning experience involving rewriting or revising the original work within a stipulated period of time (see below for details);

[ ]  the submission of new or other work within a stipulated period of time (see below for details);

[ ]  the deduction of partial or total loss of marks for the work (see below for details);

[ ]  a deduction of a percentage of the final grade in the course (see below for details);

[ ]  a failing grade (down to a grade of zero) in the course.

## Additional details on remedy or sanction (if applicable)

Click or tap here to enter text. **If you do not have any additional details, please write “Not Applicable”** to clear these instructions.

**If you are assigning** **a** **deduction in grades in some format** please be as clear as possible. For example, is a 10 percent deduction of the value they received or absolute? To avoid confusion, please use actual values if possible.

**If you are assigning a rewrite, revision or new assignment** then please provide 1) clear assignment guidelines; 2) a specific deadline; 3) what the sanction will be if the deadline is not met (typically a zero on the assignment for which the opportunity to revise has been provided); 4) the specifics of any additional sanctions such a partial deduction on the new submission.

**Note:** If the remedy or sanction affects your grade in the course, you may NOT drop the course regardless of the drop deadlines, and you may be reinstated in the course if the course was dropped prior to the finding being decided.

## Explanation for assigned remedy or sanction

Section 3.4.1. of the *SAIP – RFS Oct 2021* lists the factor I must consider when assigning a remedy(ies) or sanction(s) as well as any mitigating or aggravating circumstances for which I should account. Taking these factors and circumstances into consideration, the above remedy(ies) or sanction(s) is appropriate for the following reasons:

Click or tap here to enter the reasons the remedy(ies) or sanction(s) is appropriate, including specifically addressing any mitigating or aggravating circumstances as described in the policy.

**From the policy** - Factors that should be considered in deciding a remedy or sanction include:

* the extent and seriousness of the departure;
* any educational measures that may be undertaken to ensure that the student understands the departure and what should have been the appropriate conduct in such circumstances;
* the value of the academic work in relation to the overall grade for the course;
* the experience of the student (for example, a first-year or an upper-year student; a student experienced in the discipline or a student in an elective course);
* any mitigating and/or aggravating circumstances; and
* possible direct injury to another student or the institution.

Examples of *mitigating circumstances* that may be relevant include:

* documented evidence from an appropriate health care professional of factors directly compromising the student’s capacity to understand or adhere to the standards of academic integrity at the time of the departure;
* prompt admission to the alleged departure from academic integrity by the student and expression of contrition and willingness to undertake educative remedies; or
* evidence that reasonable steps were not taken to bring the standards and expectations regarding academic integrity to the attention of the student (for example, expectations were not included in the course syllabus).

Examples of *aggravating circumstances* that may be relevant include, but are not limited to:

* evidence of a deliberate attempt to gain advantage;
* evidence of an active attempt to conceal the departure;
* the departure has been committed by an upper-year student who ought to be familiar with the expectations for academic integrity in the discipline, department and/or Faculty/School;
* conduct that intimidates others or provokes misconduct by others; or
* direct harm to another student or to the University.

# Right to Appeal

You have the right to appeal this finding, the remedy/sanction, or both to the Associate Dean (Graduate Programs) in the Smith School of Business for instructor-level decisions. To initiate an appeal, you must first identify the grounds on which you are eligible to appeal. These are listed in Section 4.1 of the [*SAIP – RFS Oct 2021*](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools).

Once you have determined the grounds on which you are eligible to appeal, within 10 business days of receipt of this finding you must submit the appeal form and your statement of appeal to the School of Graduate Studies AI Administrator at: corbettm@queensu.ca.

You may also contact the [Office of the University Ombudsperson](https://www.queensu.ca/ombuds/) for information about student rights and responsibilities and guidance on policy and procedure related to [academic integrity](https://www.queensu.ca/ombuds/academic-integrity) and/or seek support from the [Society of Graduate and Professional Students’ Student Advisors](https://sgps.ca/paa/).

Please note that if the case is being referred to the AI Lead for sanctioning as indicated above, you cannot appeal the finding until the sanction has been determined. The letter you receive from the AI Lead will include information on the appeal process for AI Lead decisions. In addition, if you intend to appeal the remedy or sanction and the course is still in progress, please continue giving it your best effort while we work toward resolving this matter in a fair and timely manner. **While the appeal process is underway, you will not be allowed to drop this course.**

**Note: The new** [***SAIP – RFS Oct 2021***](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools) **were approved by the Senate in October 2021. Until the School of Graduate Studies updates its regulations, if there is a discrepancy between the SGS’s previously-approved academic integrity regulations and the Academic Integrity Procedures, the** [***SAIP – RFS Oct 2021***](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools) **take precedence.**

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| **Decisionmaker’s Name****Decisionmaker’s Title****Decisionmaker’s Queen’s Email Address****Decisionmaker’s Role** | Click or tap here to enter first & last name.Click or tap here to enter title (e.g. Assistant Professor).Click or tap here to enter Queen’s email.Choose a role. |