

**Finding of a Departure from Academic Integrity
under the Faculty of Education Regulation – Academic Integrity**
http://www.queensu.ca/calendars/education/Academic_Integrity.html

Revised: 12 November 2012

To (Teacher Candidate):

Student Number:

From (Instructor):

Course:

Value of Work:

(% of total course mark)

Type of work submitted
for credit:

Following the *Notice of Investigation of a Possible Departure from Academic Integrity*
dated _____, I have conducted a thorough investigation and concluded that:

constitutes a departure from academic integrity under the Faculty of Education Regulation -
Academic Integrity, item C (please choose one from the drop-down menu)

The evidence on which I based this decision includes: (check all that apply)

- Your response (for which you had the opportunity to seek advice)
Written response dated (attached)

If meeting held, include date and those in attendance:

- Documentary evidence provided with *Notice of Investigation* (attached)
- Other documentation considered (attached)

The reasons for my decision are:

On the basis of all of the evidence currently available to me, I have decided to: (select one of the following)

1. Impose the following remedy or sanction (as outlined under Regulation item D.1)

and consider this to be a: ___ Level I, ___ Level II departure from academic integrity.

OR

2. Refer this matter to the Associate Dean (Undergraduate Studies) because there is a record of a previous finding in the Faculty Office (see Regulation item E.1.e.i) (in this case a finding is made but no sanction will be assessed at this time). The Associate Dean (Undergraduate Studies) will contact you in the near future regarding this referral.

OR

3. Refer this matter to the Associate Dean (Undergraduate Studies) because the seriousness of the incident may lead to a sanction greater than a failure in the course (see Regulation item E.1.e.ii). The Associate Dean (Undergraduate Studies) will contact you in the near future regarding this referral.

You may appeal this decision to the Associate Dean (Undergraduate Studies) within 21 calendar days of receiving this finding. I am informing the Associate Dean (Undergraduate Studies) of this finding by copy of this form. If the finding results in a failure in the course, a copy will be held in the main student files. All Level I findings where there is no previous record of a finding of departure from academic integrity, remain in a separate file, to be accessed only if there is a future finding. All Level II findings and those Level I findings where there is a previous finding on file, will be placed in the students' main files.

To be certain that you understand your rights in this matter, I encourage you to contact the Coordinator of Dispute Resolution Mechanisms (613-533-6495). In addition, I advise you to read the Faculty of Education Academic Regulation – Academic Integrity found in the Faculty of Education Calendar.

Signature

Date

Email Address

cc: Associate Dean (Undergraduate Studies), Faculty of Education