Sanctioning of a   
Referred Finding of a Departure from Academic Integrity

In accordance with the *Senate Academic Integrity Procedures – Requirements of Faculties and Schools October 2023 (*[*SAIP – RFS Oct 2023*](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools)*)*

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| --- | --- | --- | --- | --- |
| **Date** | | | Click or tap to enter today’s date. | |
| **Student’s Name**  **Student’s University ID Number**  **Student’s Queen’s Email Address**  **Student’s Enrollment Status**  **Student’s Home Faculty** | | | 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.  Choose type of student from list.  Choose the student’s home faculty from list. | |
| **Instructor’s 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. | |
| **Course Number, Section, Term, Year**  **Course Faculty or School**  **Value of Work under Investigation** | | | Click or tap here to enter Course number, section, term & year.  Choose the course’s faculty or school from list.  Click or tap here to enter a numerical value of the individual assignment.% of final grade | |
|  | SUMMARY OF SANCTION | | |  |
|  | **Sanction** | Click or tap here to enter the type of sanction that you assigned. **No details are needed here – this is a short sentence**. E.g. “the submission of new or other work within a stipulated period of time.” (Section 2 explains why) | |  | |

# Information about the Referral

Following a Choose level. *Finding of a Departure from Academic Integrity* (*DFAI*) dated Click or tap to enter the date on the DFAI., your case was referred to me, the Choose the course’s faculty or school from list Academic Integrity Lead, for sanctioning because **(check all that apply)**

you have one or more prior findings of a departure from academic integrity on file.

the seriousness of departure is such that the Academic Integrity Lead must determine the sanction.

you are a student in another Queen’s faculty or school and thus the Course Academic Integrity Lead must consult with your home Academic Integrity Lead to determine the sanction.

The specifics of the investigation, including an explanation of the evidence on which the finding was made, why the finding was made and why it was assigned the level it was assigned are included in the *Notice of Investigation* (*NOI*) and *DFAI* for the case.

# information about the sanction and why it was assigned

## What INFORMATION the ACADEMIC INTEGRITY LEAD used to make their decision

The information which I reviewed and/or individual whom I consulted before determining an appropriate remedy and/or sanction was: (**check all that apply and attach copies as appropriate**):

Reviewed the *NOI*, *DFAI* and all appendices associated with this investigation.

Reviewed the *NOI*, *DFAI* and all appendices of the one or more findings that you have on file: Click or tap here to enter list the course number, section, year and term for each of the prior findings on file. **IF no prior findings please enter a space to remove this note**

Consulted with the Academic Integrity Lead in your home faculty or school to determine whether you have any prior departures from academic integrity on file and to ensure that the suggested remedy and/or sanction is consistent with those assigned in your home faculty

Consulted relevant documentation in your official file (e.g. your transcript)

## What sanction or remedy the academic integrity lead has assigned

**I am imposing the following remedy(ies) or sanctions(s):**

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 a 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;

an official written warning (this document) that the penalty for a subsequent offence could be a requirement to withdraw from the University for a specified minimum period of time;

the rescinding of University- or faculty-awarded scholarships, prizes and/or bursaries;

a requirement to withdraw from the University for a specified minimum period of time;

the revocation or rescinding of a degree.

### details on the remedy or sanction (if applicable): what you Need to know

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 (e.g. “Your grade on your final assignment will be deducted by 10 percent. Thus, if for example you received 68/80 prior to the deduction, you would receive 60/80 after the deduction”). Also, if there are conditions in your syllabus that might impact whether the assignment is included in their final grade, please address those here (e.g. “The zero on this weekly assignment will be included in your final grade. In other words, it will not be one of the ‘lowest three’ weekly assignment grades that I drop before calculating your final grade.”)

**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 unless the student has received approved academic accommodations for extenuating circumstances); 4) the specifics of any additional sanctions such a partial deduction on the new submission (see above for guidance on how to write these clearly)

## ***why*** the academic integrity lead concluded the sanction was reasonable

Section 3.4.1. of the *SAIP – RFS Oct 2023* 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 text. **If you have referred the case to the Academic Integrity Lead for sanctioning** or if **you are sanctioning the case,** but do not have any additional details, **please write “Not Applicable” to clear these instructions.**

Otherwise, enter the reason(s) the remedy or sanction is appropriate. ***It is important for the student to understand why the sanction or remedy which you assigned them was reasonable***. Simply stating “you received a sanction of zero on your assignment because you plagiarised” is not sufficient. The student needs to understand why a zero and not, for example, a learning experience and/or a partial grade deduction is appropriate. **HINT**: To explain why, list the specific factors (see below) that you considered when determining the sanction as well as how any mitigating and/or aggravating circumstances as described in the policy (see below) influenced the severity of the sanction you assigned.

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

In short, clearly explain your rationale.

# information on your Right to appeal

## What you can appeal

You have the right to appeal 1) the finding, 2) the remedy/sanction, or 3) both.

## why you can appeal (i.e. grounds for appeal)

To initiate an appeal, you must be able to explain why 1) the decisionmaker (e.g. instructor) and/or Academic Integrity Lead failed to act in accordance of the rules of procedural fairness; or 2) the decisionmaker (e.g. instructor) and/or Academic Integrity Lead acted without, or exceeded, their jurisdiction. These grounds are explained in detail in Section 4.1 of the [*SAIP – RFS Oct 2023*](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools) and also Office of the University Ombudsperson’s webpage on [appealing an academic integrity decision](https://www.queensu.ca/ombuds/academic-integrity/appealing-academic-integrity-decision).

## How you appeal

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**](https://www.queensu.ca/academicintegrity/forms) **and your statement of appeal** to the **Choose the AI Administrator who coincides with the student’s home faculty or school from list.**.

The Academic Integrity Administrator will then forward your appeal package and all relevant documentation (e.g. the *NOI* and *DFAI* forms and all appendices for this and prior findings (if applicable)) to the chair of the appropriate appeal committee or board in the Choose the student’s home faculty from list. who will contact you directly about next steps in the appeal process once they have reviewed your appeal package.

## what you should Keep in mind

If you intend to appeal 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.** If you do drop the course and the finding is confirmed after all avenues of appeal have been exhausted you **may be reinstated in the course.**

If you do not appeal the finding or sanction and 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. If the remedy or sanction doesn’t affect your grade in the course (e.g. an oral or written warning) and you subsequently drop the course, the academic integrity departure will be retained as per the Level I or Level II finding retention requirements.

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).

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| Decisionmaker’s Name  Decisionmaker’s Title  Decisionmaker’s Faculty or School  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. Associate Dean (Academic)).  Choose your faculty or school from list.  Click or tap here to enter Queen’s email.  Academic Integrity Lead |