

# Finding of a Departure from Academic Integrity (Finding form)

**Note to student:** It is important that you thoroughly review ALL information included on this form. Note that there is a second page.

<b>Student Name:</b>	<b>Student Number:</b>	<b>Date:</b>
<b>Course number and name:</b>	<b>Instructor name and email:</b>	<b>Value of work (% of total course mark):</b>

**Type of work submitted for credit:**

**A. Following the Notice of Investigation of a possible Departure from Academic Integrity (DFAI), dated \_\_\_\_\_, 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:**

- |  |   |
|--|---|
| <input type="checkbox"/> Plagiarism                      | <input type="checkbox"/> Unauthorized use of intellectual property            |
| <input type="checkbox"/> Contract cheating               | <input type="checkbox"/> Unauthorized collaboration                           |
| <input type="checkbox"/> Use of unauthorized materials   | <input type="checkbox"/> Failure to abide by academic rules                   |
| <input type="checkbox"/> Falsification                   | <input type="checkbox"/> Departure from the core values of academic integrity |
| <input type="checkbox"/> Forgery/use of forged materials |   |
| <input type="checkbox"/> Facilitation                    |   |

**B. The evidence on which I base this decision includes the following:**

- Statements made/evidence presented at the meeting dated \_\_\_\_\_, attended by the following persons: \_\_\_\_\_
- Your written response dated \_\_\_\_\_ (attached to this email)
- Documentary evidence provided with the Notice of Investigation (attached to this email)
- Other documentation considered (attached to this email).

**C. The reason(s) for my decision is as follows:**

**D. Remedy/Sanctions Imposed for this Departure from Academic Integrity:**

OR I refer this case to the FEAS Academic Integrity Lead (Associate Dean, Academic), for a decision on a remedy/sanction, because

- There is a record of a previous finding of a DFAI.
- The incident is serious
- The student's home faculty is different from this course faculty

The Academic Integrity Administrator will contact you regarding this in the near future.

**D. Level of Departure (for definitions see 3.4.3)**

- This is a LEVEL I DFAI.
- This is a LEVEL II DFAI.

Records are kept of each investigation that concludes with a Finding of a DFAI.

- Level I: The documentation related to a Level I investigation is NOT added to the FEAS Official file for the student. However, this documentation is included in a separate file in the FEAS Faculty office, which is maintained solely for the purpose of Academic Integrity record keeping. These records are destroyed upon the student's graduation.
- Level II: The relevant documents are added to the FEAS Official File of the student. These records are destroyed 10 years after the student's graduation.
- Records of Academic Integrity investigations are not kept by the instructor, by the department, or in any other files maintained by the FEAS.
- DFAI findings are typically not included in the student's transcript.

**F. The student's Right to Appeal**

A full description of the appeal process is described in full on the [FEAS website](#), and also on the [University](#).

A student may appeal:

1. The finding of a departure from academic integrity
2. The remedy/sanction
3. Both the finding AND the remedy/sanction

Students wishing to submit an appeal must do so within 10 business days of receiving the Finding Form from the instructor (for a Level I decision) or within business 10 days of receiving the remedy/sanction decision from the Associate Dean (Academic) (for a Level II decision).

Grounds for an appeal are limited to the following:

1. The decision-maker failed to act in accordance with the rules of procedural fairness,
2. The decision-maker acted without, or exceeded their, jurisdiction.

Appeals to a DFAI finding, or remedy/sanction, or both, must be submitted to the Associate Dean (Academic) within 10 days of receiving the remedy/sanction. Please contact [engineering.dfai@queensu.ca](mailto:engineering.dfai@queensu.ca) for assistance with the procedure and forms.

Decision maker's Name and Title	
Decision maker's Email Address	
Decision maker's Role	<input type="checkbox"/> Course Instructor <input type="checkbox"/> Delegated Decision Maker <input type="checkbox"/> AI Lead *
Signature/Date	

*\*Because of the complexity and/or severity, this case was referred by the instructor to the Associate Dean Academic (FEAS Academic Integrity Lead), who acted as the decision maker*