

Continuing Teacher Education Queen's University

Procedures regarding Policy on Academic Integrity for Candidates

Introduction

This document outlines the procedural requirements of the Continuing Teacher Education Department, Faculty of Education, including the essential requirements of any investigation into an academic integrity concern, while also providing guidance regarding jurisdiction, offences, and sanctions. This policy contains procedures for the administrative structures in the Faculty while, at the same time, resembles other units' procedures closely enough to maintain fairness and consistency for students, instructors, and administrators across the University.

Terminology

Academic integrity is a commitment to the fundamental values of honesty, trust, fairness, respect and responsibility. This involves what has traditionally been referred to as academic dishonesty, but encompasses a much broader context to include educational measures associated with academic integrity. Although academic dishonesty currently occurs in many policies and other documents at Queen's, use of the term *academic integrity* is encouraged in the revision or new development of such policies.

Breaches of Academic Integrity in Continuing Teacher Education Courses

The context of Continuing Teacher Education, breaches of academic integrity may include one of the following:

1. Copying the work of another candidate
2. Copying the work from a website or printed resource without acknowledging or identifying the source of the information

Candidates

Candidates should inform themselves of proper academic practices to ensure the integrity of their work.

Sound academic practices demonstrate understanding of and adherence to the fundamental values underlying academic integrity. These practices apply to the seminar, the essay, the report, the oral presentation and all other dimensions of candidate learning. Further, candidates should ask instructors wherever there is any uncertainty about proper academic citation. If faced with an investigation of a departure from academic integrity, candidates should inform themselves of the process and seek advice on how to deal with such matters.

When a departure from academic integrity is suspected, instructors will work with the Coordinator of Continuing Teacher Education (or designate) to determine the possible level of departure according to the levels listed below.

Information for Candidates – Levels of Departure from Academic Integrity

In deciding on an appropriate category, instructors and the Coordinator of Continuing Teacher Education will distinguish between "minor" (Level I) and "major" (Level II) departures. Level I departures will not be kept in a student's main file but in a separate file that will only be accessed if there is a future finding. Whereas sanctions are necessary whenever there are findings of departures from academic integrity, this policy avoids treating

students punitively in all cases and allows for remedies which seek to educate students about matters related to academic integrity.

Level I (only one factor need apply)

Once a breach of academic integrity is suspected, the Instructor and Coordinator of Continuing Teacher Education or Designate will determine if the case should be classified as a level I or level II.

Factors that determine a Level I departure from Academic Integrity include:

- little or no experience in an Additional Qualification or Additional Basic Qualification Course at Queen's University
- no direct evidence of a deliberate attempt to gain advantage
- no direct effect on other candidate(s)

Level II (only one factor need apply)

Factors that determine a Level II departure from Academic Integrity include:

- previous departures from academic integrity [the case should therefore be referred to the Dean]
- misconduct involving forgery, facilitation, etc.
- a direct negative effect on other students (e.g. stealing another student's assignment)

Steps for Level I

When an instructor sees evidence in your work that suggests a level I departure from academic integrity may have taken place, it is the instructor's responsibility to inform the Coordinator of Continuing Teacher Education. The instructor and Coordinator of Continuing Teacher Education will investigate the situation.

These are the steps that will be followed:

1. For a level I departure, candidates will receive a notice of departure and the remedy in the same electronic document from the instructor and Coordinator of Continuing Teacher Education or designate.

Level I Notice of Departure and Remedy

A Level 1 notice of departure will contain the following text. This text will be sent to the candidate by email.

Dear [*candidate's name here*],

We have noticed that in [*topic name and number here*], [*module name and number here*] you have submitted work that is not in your own words. Your work was copied from [*name the source: website and URL or journal or book*].

Candidates must submit their own original work. You can quote from the words of experts found in books, journals and websites, but only to support the points that you make in an assignment.

However, you must put these words in quotation marks and name the author, the title of the work and the source of the quote (eg. the book, journal or website). You must not include the words of others in your course assignments without giving this information, because this is considered to be a breach of academic integrity.

For more information, please refer to the Queen's Continuing Teacher Education Procedures regarding Policy on Academic Integrity, found in your course at About This Course → Policies.

Please resubmit this assignment using your own words and only include quotations that are cited appropriately. Make sure that all future assignments are also done in the same way.

On receiving this notice, please review the evidence outlined in this email and send an email to the Coordinator of Continuing Teacher Education stating either:

- the acceptance of these findings and your willingness to resubmit the assignment(s) in question,
- a response to this letter stating that you disagree with our findings and/or you would like to add any additional evidence.

You must send your response within 10 days of receiving this notice.

Please let me know if you need further help in this regard.

2. Candidates can then choose to either agree to the remedy or submit a response to the notice. Throughout this process, candidates have the right to seek the advice of an informed member of the Queen's Community, such as the Coordinator of Dispute Resolution Mechanisms (Add contact info), or anyone whose advice you trust and value (e.g. parent, a close relative, friend, counselor, etc.). This information should be sent to the Coordinator of Continuing Teacher Education or designate by email. If the candidate chooses to submit a response instead of accepting the remedy, this process will follow the guidelines for a level II departure from Academic Integrity (see Level II, Number 2).

Steps for Level II

When an instructor sees evidence in your work that suggests a level II departure from academic integrity may have taken place, it is the instructor's responsibility to inform the Coordinator of Continuing Teacher Education. The instructor and Coordinator of Continuing Teacher Education will investigate the situation. The forms required for use by instructors in dealing with Level II academic integrity concerns are appended to this document.

These are the steps that will be followed:

1. **You should receive a written notice of the potential departure from academic integrity.**

The first step is to bring the matter to your attention. Using a *Notice of Investigation* form letter, the instructor will inform you of the following:

- the information on which the investigation is based (you should be supplied with all documents related to the investigation);
- the possible sanctions as outlined in the *Academic Integrity Policy*;
- your right to respond to the investigation in writing or in person; and
- your right to have representation for any response made to the investigation of departure from academic integrity (you will be given contact information for the Coordinator of Dispute Resolution Mechanisms who will be able to advise you on matters of process and on obtaining an advisor).

You may not drop the course while an investigation is under way. However, there is no mechanism on the student administration system to prevent you from doing so before the academic drop date. Therefore, the Dean has the authority to reinstate you in the course pending a decision on the investigation. If the outcome of the investigation results in a finding of a departure from academic integrity, the course will remain on your record (or, if dropped, it will be reinstated at that time).

2. You should have the opportunity to respond to the Notice of Investigation

It is important that you respond to the investigation. If you don't respond, your instructor and the Coordinator of Continuing Teacher Education or designate will make a decision on the available evidence, without the benefit of hearing from you.

You may respond by submitting an electronic or print written response to the instructor. If you prefer to respond electronically, please send your response to the Queen's Continuing Teacher Education Office (cedmail@queensu.ca) no later than ten days after receiving the *Notice of Investigation*. If you prefer to respond in print, please sign your response and send it to the Queen's Continuing Teacher Education Office no later than ten days after receiving the *Notice of Investigation*.

In preparing your written response, you should

1. review the evidence provided by the instructor,
2. collect all drafts and related materials relevant to the particular piece of work at issue, and
3. seek advice from an informed member of the Queen's community, such as the Coordinator of Dispute Resolution Mechanisms, or anyone whose advice you trust and value (e.g. parents, a close relative, friend, counselor, etc.). Take these steps into consideration when estimating the time it will take you to prepare your response, whether it is in writing, in person, or both.

You need to provide the instructor with a detailed explanation of your side of the story, including how the information in question came about, and your line of thinking in preparing the work the way you did. Also provide copies of earlier drafts of your work and other relevant documentation. If you meet in person, you may also choose to prepare something in writing to leave with the instructor, along with copies of drafts and other relevant documentation.

Many investigations are resolved at this early stage.

3. Make a decision on the case.

After considering the available evidence and your explanation, the instructor and Coordinator of Continuing Teacher Education will make a decision within 10 days of receiving your response.

- If the instructor and Coordinator of Continuing Teacher Education is satisfied with your explanation and determines that there are no grounds for a finding of departure from academic integrity, all documents related to the case will be destroyed and the instructor will inform you that the investigation has been dropped.
- If the instructor and Coordinator of Continuing Teacher Education believe that there is evidence that a departure from academic integrity has taken place, the instructor will make a finding of departure from academic integrity and will also determine an appropriate sanction or remedy. Up to this point, a record of previous departures from academic integrity is not relevant in making a finding of a departure from academic integrity.

4. The instructor and Coordinator of Continuing Teacher Education will determine a remedy or sanction.

Where there is a finding of a level II departure from academic integrity, the instructor is expected to assign an appropriate remedy or sanction that reflects the extent and severity of the departure. After the finding is made, the instructor and Coordinator of Continuing Teacher Education may consult the Dean concerning the matter of an appropriate sanction. Also you can expect the instructor will contact the Office of the

Dean to determine if there have been any previous departures from academic integrity. In the case of a second finding, or multiple findings, a more severe sanction may be warranted.

The range of remedies or sanctions that the instructor can impose include:

- rewriting or revising the assignment
- the completion of other work
- a low mark as is judged necessary
- a failing grade (down to a grade of zero) in the course. **If the penalty amounts to a failure in the course, the student may NOT drop the course regardless of the drop deadlines.**

Normally, a finding will be considered Level I, unless one of the following factors applies, in which case it will be characterized as Level II:

- a departure that involves an essential component of the course for which a failing grade would normally result in a failure in the course
- previous departure(s) from academic integrity [the instructor would refer the new case to the Dean]
- significant and unacknowledged use of one or more sources
- additional misconduct involving forgery, facilitation, etc.
- direct negative effect on other students (e.g. stealing another student's paper, assignment, laboratory)

If a finding is classified as Level I AND there is no other finding of departure from academic integrity on your record, then the finding will remain in a sealed file and only to be consulted upon subsequent findings of departures from academic integrity.

If a finding is classified as Level II (regardless of whether it is a first finding or a subsequent one), the finding will be held in your main file in the Continuing Teacher Education Office.

Or, if the instructor and Coordinator of Continuing Teacher Education believe that a more serious penalty is warranted, the case shall be referred to the Dean. See item 6 below, Referral of Finding for Departures from Academic Integrity.

5. The instructor will inform you in writing of the decision and remedy (or sanction).

If, in the instructor's and Coordinator of Continuing Teacher Education's assessment, the finding warrants a sanction within the scope of those available to the instructor (Section 4 above), the instructor will inform you in writing of the following:

- the details of the decision or finding of departure from academic integrity, using the *Finding of Departure from Academic Integrity* form
- the remedy or sanctions
- the right to appeal the finding and/or the penalty to the Dean
- the deadline for appealing to the Dean
- the resources available for consultation (the Coordinator of Dispute Resolution Mechanisms is available to advise you on matters of process and on obtaining an advisor) to the Dean.

A copy of the *Finding of Departure from Academic Integrity* form and all related documentation must be forwarded to the Dean. Instructors will retain a copy of all documents related to the case in the event you appeal the finding, but to maintain your confidentiality, no documents (including the finding form) will be retained in Continuing Teacher Education student files.

6. In some cases, the instructor will refer the sanction associated with a finding or departure from academic integrity to the Dean.

If the matter appears to warrant a sanction more serious than the instructor and Coordinator of Continuing

Teacher Education may impose, the case may be referred to the Dean who has the authority to impose a heavier sanction. The Dean may impose sanctions ranging from those noted above to a recommendation to Senate that the student be required to withdraw from the University. If your case is referred to the Dean, the instructor or the Coordinator of Continuing Teacher Education must advise you, in writing, of:

- the details of the finding of departure from academic integrity, using the *Finding of a Departure from Academic Integrity* form;
- the evidence on which the finding is based (you should be supplied with all documents related to the investigation);
- the reason for referral
- the possible penalties
- the right to respond; and
- the right to have representation for any response; the instructor will advise you to contact the Coordinator of Dispute Resolution Mechanisms.

Instructors will retain a copy of all documents related to the case to be able to participate in the Associate Dean's investigation and in the event you appeal the finding, but to maintain your confidentiality, no records will be retained in Faculty student files.