

Notice of Investigation of a Possible Departure from Academic Integrity

Student Name	
Student Queen's e-mail address	
From (Instructor's Name)	
Course (Course number, name, term, year)	
Mode of Course Delivery (online or on-campus)	
Value of Work (% of total course mark):	

Type of work submitted for credit:

As the instructor of the course, I am informing you that **you may have contravened the policy on academic integrity**. The particulars of the alleged departure from academic integrity are as follows:

Attached is a copy of any relevant documentation pertaining to this investigation. The relevant documents are listed below:

In accordance with the [Faculty of Law Academic Integrity policy](#), the following procedures apply. You may respond to the this notice by meeting with me in person or by written response as follows:

- 1) Meet with me to discuss this matter. This meeting can be in person but could also be held by teleconference or videoconference. Within ten (10) days of receiving this notice, please contact me at _____ to arrange a meeting or to advise me when you will be submitting a written response. **If I do not hear from you within this timeframe, I will proceed with a decision in the absence of a response from you.** I have tentatively scheduled this meeting. (include day, month, year, time of day and location)
- 2) Submit a written response within ten (10) working days of receiving this notice. **If I do not hear from you within this timeframe, I will proceed with a decision in the absence of a response from you.**
- 3) In advance of the meeting or before preparing your written response, please gather all information you have pertaining to the work being investigated. You should read the *Faculty of Law Academic Integrity Policy* and *Information for Students Receiving Notice of Investigation*.
- 4) To ensure that you understand the procedures and your rights related to academic conduct and the sanctions associated with departures from the policy. A representative from the Office of the University Ombudsman and/or someone else of your choice may attend the meeting with you. The Ombudsman's office can provide you with advice on matters of process and on obtaining an advisor, by phone at (613) 533-6495, or by email at ombuds@queensu.ca.
- 5) If this course is still in progress, please continue to give it your best effort while we work toward resolving this matter in a fair and timely manner. **While the investigation is underway, you will not be allowed to drop this course.**
- 6) If, on the basis of the available evidence and your response, I decide that there are no grounds for a finding of a departure from academic integrity, I will destroy all the documents relevant to the case and will send you a **Notice of File Closure**.
- 7) However, please note that if the outcome of this investigation results in a finding of a departure from academic integrity, the relevant documentation will be copied to the Associate Dean Academic and a copy placed in your student file.

Date (please respond within 10 working days of this date)	
Instructor Signature	