**NOTICE OF INVESTIGATION**

**Of possible Departure from Academic Integrity**

**In accordance with the School of Business Academic Integrity Policy**

**DATE:** ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TO:** (Student’s Name)

\_\_\_\_\_\_\_ (Student’s ID #)

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**FROM:** (Instructor’s Name)

(Course number)

***Note to Instructors: Add extra lines as necessary to ensure all relevant information is included.***

In my role as Instructor in the Program I am informing you that you may have been involved in a departure from academic integrity, as described below:

*(Fill in details of possible departure, including a description of the evidence on which the concern for a potential departure is based)*

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

In accordance with University and School of Business Academic Integrity policies, I am inviting you to meet with me to discuss this matter. If, for any reason, you do not wish to meet in person, you may instead submit a detailed, written explanation to me, including any relevant documentation. Within **ten calendar days of receipt of this Notice of Investigation**, you must contact me to either arrange a meeting or to provide me with your written submission. If I do not receive a response or a written submission from you within ten days, I will proceed to make a decision without your input.

In advance of the meeting, or in preparing your written response, please gather all information you have pertaining to the possible departure from academic integrity described above. I recommend you review the School of Business Academic Integrity website ([ssb.ca/about/academic\_integrity/information\_students.php](http://ssb.ca/about/academic_integrity/information_students.php)) and also read the Academic Integrity Policy (same web address) to ensure that you understand the procedures and your rights related to academic conduct. 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](mailto:ombuds@queensu.ca).

If the potential departure pertains to a course that is still in progress, please continue giving the course 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 any course that is associated with this investigation.

If, on the basis of the available evidence, including your response, I decide that there are insufficient grounds for a finding of a departure from academic integrity, I will destroy all of the documents related to the case. However, please note that if the outcome of this investigation is a finding of a departure from academic integrity, the sanction could range from an oral or written warning to a mark of zero on an assignment or a course. In extreme cases, the sanction could be a requirement to withdraw from the University for a specified period of time. Please see Section 3.3 of the School of Business Academic Integrity Policy for examples of other sanctions. In the event of a finding of a departure from academic integrity, a copy of the Finding and all relevant documentation will be sent to the Dean’s Office with a copy in your student file. If you are not registered in the School of Business, a copy of the Finding and related documents will be sent to your home Faculty or School at Queen’s.

I look forward to receiving a reply within the next ten calendar days.

Date:

***{Instructor}***

Goodes Hall Room ­­­­\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_