Notice of an Investigation

of a Possible Departure from Academic Integrity

In accordance with the *Senate Academic Integrity Procedures – Requirements of Faculties and Schools October 2021 (*[*SAIP – RFS Oct 2021*](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools)*)*

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| **Date** | Click or tap to enter a date. |
| **Student Name****Student Number****Student Queen’s Email Address** | 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. |
| **Instructor 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. |

# Type of work submitted for credit

Click or tap here to enter a brief description of the type of work.

**If it is a for a course** please include the course number, section, term and year, mode of delivery and the value of the work under investigation(e.g. percent of final grade).If you have assignment guidelines you may refer to and attach those guidelines in lieu of writing a description here. For example, “A written essay of approximately 5000 words. More details of the assignment requirements can be found in the Course Syllabus and Assignment Guidelines (attached).”

**If it is a for part or all of the comprehensive exams or other non-course program requirement** please include the concentration, year, mode of delivery, and specific type of non-course requirement. If you have written guidelines you may refer to and attach those guidelines in lieu of writing a description here. For example, “Part 2 of 3-part comprehensive exam. More details can be found in the attached documentation.”

# Description of the potential concern

As the Choose a role. for this investigation, I am informing you that you may have been involved in a departure from academic integrity as described in the next paragraph.

Click or tap here to provide a brief explanation of the potential concern. You want to be succinct, but also provide enough information so that the student will understand the concern and be able to respond appropriately. Reference evidence as appropriate in your description and include it in the list below. **Important: Stick with the facts**. You may have a theory for why you think the student potentially violated academic integrity and/or how it may have happened, but you *should not* include this information here.

# Supporting documentation

The evidence I will consider in my investigation includes (**check all that apply and attach copies to NOI**):

[ ]  Course syllabus, Comprehensive exam structure

[ ]  Assignment guidelines including formal guidelines, follow-up clarifications, information posted on the course website, etc. as appropriate

[ ]  Emails exchanged with you regarding the assignment in question

[ ]  Copy of the assignment which you submitted

[ ]  Copy of Turnitin report

[ ]  Source(s) to which the work submitted is similar (deidentified if another student’s work)

[ ]  Copies of relevant logs from D2L or another platform

[ ]  Other relevant documentation: Click or tap here to list other evidence (e.g. printout of websites or articles, PDFs of slides you shared that demonstrated student had the tools (e.g. re: citation), copies of material, screenshots of document properties that are in question, documents alleged to be altered). **IF no additional evidence please enter a space to remove this note**

# Opportunity for you to respond

In accordance with University and School of Graduate Studies 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 business days of receipt of this Notice of Investigation**, you must contact me at Click or tap here to enter Queen’s email and/or preferred phone number., either to 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 business 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 Graduate Studies Academic Integrity website](https://www.queensu.ca/academic-calendar/graduate-studies/academic-integrity-policy/) and also read [*SAIP – RFS Oct 2021*](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools). This is to ensure that you understand the procedures and your rights related to academic conduct and the remedies and sanctions associated with departures from the procedures.

If you choose to meet with me, a support person or representation may join you, but please tell me in advance the name and relationship of the person joining you (see Section 3.2.3 of [*SAIP – RFS Oct 2021*](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools) for more information). 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) and/or seek support from the [Society of Graduate and Professional Students’ Student Advisors](https://sgps.ca/paa/).

If this investigation is related to a course, 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 investigation is underway, you will not be allowed to drop this course.**

**Note**: The new [*SAIP – RFS Oct 2021*](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools) were approved by the Senate in October 2021. Until the School of Graduate Studies updates its regulations, if there is a discrepancy between the SGS’s previously-approved academic integrity regulations and the Academic Integrity Procedures, the [*SAIP – RFS Oct 2021*](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools) take precedence.

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

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| **Decisionmaker’s Name****Decisionmaker’s Title****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. Assistant Professor).Click or tap here to enter Queen’s email.Choose a role. |