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 today’s date. |
| **Student’s Name****Student’s University ID Number****Student’s Queen’s Email Address****Student’s Enrollment Status****Student’s Home Faculty** | 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.Choose type of student from list. **Not sure?** Go to my.queensu.ca, then “PeopleSoft Student Admin” then “Faculty Center” and select the people icon beside the course. Choose the student’s home faculty from list. **Not sure?** See instructions above. **NOTE:** Students in most graduate programs except JD, MD & professional masters in Smith are students in SPSGA for the purposes of this policy. |
| When you respond to your instructor please confirm that the above information is correct. For Queen’s students, your home faculty is the school/faculty of the degree (e.g. BAH) to which this course is assigned. If the course counts towards both a degree and a certificate, your home faculty is the one affiliated with your degree. For exchange and letter of permission students your home faculty is the school/faculty through which you were invited to study at Queen’s. |
| **Instructor’s 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. |
| **Course Number, Section, Term, Year****Course Faculty or School****Value of Work under Investigation** | Click or tap here to enter Course number, section, term & year.Choose the course’s faculty or school from list. Click or tap here to enter a numerical value of the individual assignment.% of final grade |

# Information about the Type of work submitted for credit

Click or tap here to enter a brief description of the type of work. If you have assignment guidelines you may refer to and attach those guidelines in lieu of writing a description here. If relevant, this is also a good place to include any special information around weightings (e.g. best 8 of 10 are included in your final grade).

For example, “A written essay of approximately 5000 words. More information about the assignment requirements can be found in the Course Syllabus and Assignment Guidelines (attached).”

Or, “1-2-page weekly reflection. As the best 8 of 10 reflections are included in the final grade, each assignment included as part of your final grade is worth 2.5%. More details of the assignment requirements can be found in the Course Syllabus and Assignment Guidelines (attached).”

Or, “In-class, closed-book midterm. Depending on your grade on the midterm it may count for 20 to 40% of the final course grade. Please see the Course Syllabus and Midterm Guidelines (attached) for more information.”

# information about The potential concern

As the Choose a role. for this investigation, I am notifying you that you may have departed from academic integrity.

## What evidence supports the decisionmaker’s concern of a possible departure

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

[ ]  Course syllabus which includes information on the assignment and/or academic integrity

[ ]  Assignment guidelines including formal guidelines, expectations regarding academic integrity, 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 OnQ, 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 the student had the tools (e.g. re: citation) to properly complete the assignment, printout of a quiz on academic integrity student completed at the start of the semester, 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**

## ***Why*** the decisionmaker thinks there might be an academic integrity departure

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 above. If there is a piece of evidence (e.g. OnQ log, reminder posted to course website about the assignment) that informed your potential concern you must include it the NOI. **Important: Stick with the facts**. You may have a theory for why you think the student potentially departed from academic integrity and/or how it may have happened, but you *should not* include this information here.

# Information on responding to the decisionmaker’s concern

## When and How to respond

In accordance with *SAIP – RFS Oct 2021*, 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 and/or to provide me with your written submission. 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 (see Section 3.2.3 of *SAIP – RFS Oct 2021* for more information).

## How to prepare for the meeting

**While the evidence suggests that you *may* have departed from academic integrity, I have not yet concluded that you have**. There may be another explanation, and the meeting and/or written statement is your opportunity to honestly and clearly explain what happened. If you have specific information or evidence that supports your explanation, please email these to me in advance and/or bring them with you to the meeting.

Alternatively, if the evidence is as it appears and you did depart from academic integrity, then the meeting is an opportunity for you to admit to having done so and to explain why you departed from academic integrity. Being forthcoming and taking responsibility for your actions will be considered when determining an appropriate sanction. In addition, if there is any information that you would like me to consider as mitigating circumstances when determining the level of your finding and/or the type of sanction that you think is appropriate, this is your opportunity to share this information and provide me with any supporting documentation.

*For more information on factors that I must consider when determining a sanction and the range of sanctions I can assign please see Sections 3.4.1 and 3.4.2 of the SAIP – RFS Oct 2021.*

Even if you don’t submit a formal written statement, you may find it helpful to bring notes to the meeting with the key points you want to cover and questions that you want to ask and/or leave these notes with me for reference when I make a decision about the investigation following our discussion.

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). You may find their webpage on [responding to a Notice of Investigation](https://www.queensu.ca/ombuds/academic-integrity/received-notice-investigation) particularly useful.

## What to keep in mind

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.

If this 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.** If you do drop the course and are later found to have departed from academic integrity you **may be reinstated in the course.**

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 and took effect January 1, 2022. If there is a discrepancy between our faculty’s or school’s most recent academic integrity regulations or other academic regulations and the *SAIP – RFS Oct 2021*, the *SAIP – RFS Oct 2021* take precedence.

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

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| Decisionmaker’s NameDecisionmaker’s TitleDecisionmaker’s Faculty or SchoolDecisionmaker’s Queen’s Email AddressDecisionmaker’s Role | Click or tap here to enter first & last name.Click or tap here to enter title (e.g. Assistant Professor).Choose your faculty or school from list. Click or tap here to enter Queen’s email.Choose a role. |