Email accompanying a Notice of Investigation

Email Subject: Questions related to your work/test/exam in <course subject and catalog number>

Hello <student name>,  
  
I am writing because I have some questions related to your essay/assignment/lab report/quiz/test/midterm/ final exam in my course <course subject and catalog number>. You may have contravened the University policy on Academic Integrity, and so I am initiating an investigation of this possible departure from academic integrity.

Please be assured that no decision has been made at this point, and that I will be conducting a thorough investigation to gather more information before reaching a decision. The attached form is intended both to notify you of the investigation, and to ask for your participation in this investigation, which is very important. Please read the form carefully and respond to this notice **within 10 business days**, either by meeting with me or by submitting a written response. It will be most helpful for you to explain your case as related to the documentation presented in the form.

Receiving a Notice of Investigation can be distressing. To help in understanding what a *Notice of Investigation* is, and how the process of an academic integrity investigation works, the Office of the University Ombudsperson has put together some information to help you through the process, found at <https://www.queensu.ca/ombuds/academic-integrity>

The form also includes a link to the academic integrity regulations and/or webpages for your Faculty/School. Please read this information carefully to ensure that you understand the procedures and your rights. Please note that the new [Academic Integrity Procedures – Requirements of Faculties and Schools](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools) were approved by the Senate in October 2021. Until your Faculty/School updates its regulations, policies and procedures dealing with academic integrity issues, if there is a discrepancy between the Faculty/School’s academic regulations, policies or procedures and the Senate’s Academic Integrity Procedures, the [Academic Integrity Procedures](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools) take precedence.

If you have additional questions you may also contact the Office of the University Ombudsperson for information about student rights and responsibilities and guidance on policy and procedures, by visiting their website at [www.queensu.ca/ombuds](http://www.queensu.ca/ombuds).

I look forward to hearing from you.

<instructor name>