**Student Guide for Managing Allegations of Academic Integrity Departures**

1. **What does it mean to receive a notice of investigation (NOI)?**

A notice of investigation means that there is an allegation of academic integrity departure in your academic work. You have up to ten business days, including the day the NOI is issued, to respond to the initial email\*. In your response, you must mention that you either want to meet with your instructor to discuss and respond to the allegations ***OR*** that you would prefer to provide a written response to the allegations.

Do not respond quickly!

Take a deep breath and calm yourself down.

\*Note: the “ten business days to respond” applies to providing a response to the email and not responding to the allegations of academic departure\*

1. **Choosing Between Your Methods of Responses to Allegations**
2. Meet with your instructor or their delegate if a delegate is specified. \*

OR

1. Provide a written response to the allegations. \*\*
2. **What happens next?**

\* (a) If you choose to meet with your instructor, the instructor will schedule a meeting. You will need to prepare and bring to the meeting your responses to the academic integrity departure allegations and the documents you want to use in your response.

You can also bring a support person with you to the meeting to provide emotional support for you. However, this person can ***only*** provide emotional support for you and cannot aid you in responding to the allegations.

\*\* (b) If you choose to provide a written response to the notice of investigation, you must respond to the notice of investigation explaining your decision. In this explanation, you must provide your response to the allegation and attach any documents that support your response. You have five/5 business days to provide your written response from the date you respond to the NOI.

**What are your next steps?**

Your instructor, or their delegate, based on all the evidence and your response, will decide whether an academic integrity departure occurred or not. You will receive an email about the decision. The decision can be either there is no evidence to support a finding of academic integrity departure or there is evidence supporting a finding of academic integrity departure.

1. **Responding to the findings**

The finding will be one of two categories:

1. There is **not** enough evidence supporting an academic integrity departure occurred. The case will be dismissed, and you will receive a case dismissal form. All of the information in the file will be destroyed. There will be no record of this allegation in your records.
2. There **is** enough evidence supporting an academic integrity departure occurred. You will receive a finding form that will explain the next steps.
3. **What do I do if there is enough evidence supporting an academic integrity departure?**

You can choose either of the following:

1. accept the decision and follow through with the decision(s) and consequences

**OR**

1. Appeal the finding. This means you have the option to appeal the remedy, the sanctions, or both.

For further information on appealing the findings, the sanctions, or both, please consult the Academic Integrity Appeals Guide.

**Additional Resources:**

Office of the University Ombudsperson Academic Integrity page: <https://www.queensu.ca/ombuds/academic-integrity>