The following chart outlines the general process for handling departures from academic integrity.

1. Potential issue comes to the attention of instructor and initiates the investigation (Sec. 3.1)

2. Instructor assembles all evidence (Sec. 3.1.2) (student identity remains confidential)

3. Evidence merits further investigation

4. Instructor completes the Notice of Investigation Form (NOI) and sends notice & relevant documents to the student (Sec. 3.2.1)

5. Student responds to NOI within 10 business days
   - Indicate wish to meet with instructor (Sec. 3.2.3)
   - or wish to provide a written response (Sec. 3.2.4)

6. Meeting with Instructor and student (student may choose to provide written statement instead of attend meeting)

7. Instructor assesses all information & makes decision (Sec. 3.3)

8. Departure from academic integrity has been found (Sec. 3.3.2) & (Sec. 3.4)

   a. Level 1 Departure? (Sec. 3.4.3.1)

   b. Level II Departure? (Sec. 3.4.3.2)

9. Sanctions Imposed (Sec. 3.4.2) & (Sec. 3.4.4.1*)
   *The instructor may refer the case to the Faculty/School for sanctioning in certain circumstances (3.4.4)

   Evidence is insufficient & investigation is ended (all documents destroyed) (Sec. 3.1.4)

   No departure from academic integrity, investigation is ended, student notified in writing (all documents destroyed) (Sec. 3.3.1)

   - Investigatory in nature
   - Be clear, concise, and honest and clearly explain what happened
   - Include how the information in question came about, and students’ line of thinking in preparing the work the way they did
   - Provide copies of earlier drafts of the work or other relevant documentation
   - Student may invite an advisor such as a friend, family member, support person, or legal counsel to accompany them at the meeting

   - Finding of a Departure from Academic Integrity Form is completed
   - Finding of Departure Form is sent to the student
   - All original documents related to an academic integrity investigation, including the submitted work, correspondence, a written response from the student, and the NOI and Finding forms, must be forwarded to the Faculty/School AI Administrator to be filed, maintained and released as required under Sec. 1.7
   - Student informed of appeal options & deadlines

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