

OFFICE of the UNIVERSITY Ombudsperson

RESPONDING TO A NOTICE OF INVESTIGATION

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.

1 Don't panic! Take a deep breath, then another, then one more.

2 Understand the process.

3 Participate in the process.

4 Understand the decision.

5 Consider an appeal of the decision if appropriate.

What is a Notice of Investigation?

- A formal notification from the instructor to the student
- Lets the student know that evidence exists to indicate that there has been a departure from Academic Integrity
- The instructor is required to provide the student with a Notice of Investigation form, including the evidence the instructor is aware of
- In a Notice of Investigation a student is invited to a meeting with the instructor, or invited to respond in writing if a meeting is not possible
- The meeting is the student's opportunity to tell their side of the story

LINKS TO ACADEMIC INTEGRITY REGULATIONS

- | | |
|--|---|
|  Arts & Science |  Health Sciences - BHSC |
|  Smith School of Business |  Health Sciences - Nursing |
|  Education |  Health Sciences - Rehab Therapy |
|  Engineering & Applied Science |  Law |
|  Graduate Studies | |

FAQ's

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FREQUENTLY ASKED QUESTIONS

What are the expectations of a student when responding to a Notice of Investigation?

Anyone who receives a Notice of Investigation is expected to participate in the process. This means a timely response to emails, attending meetings or requesting an alternate meeting date if you are not available at the proposed time. Be aware of all deadlines and meeting dates, participate in the process and be clear, concise, and honest. This is your opportunity to clearly explain what happened.

How can I prepare for a Notice of Investigation meeting?

Prior to the meeting you should review all evidence provided and consider your response. It can be helpful to gather any additional evidence available to support the information you wish to present at the meeting. This may include rough drafts, notes, screenshots, supporting documentation, and anything you would like the instructor to be aware of when considering the situation. Many students find it helpful to bring clearly articulated notes with the key points to cover. Remember to be clear, concise, and honest and clearly explain what happened.

Can the Office of the University Ombudsperson provide an Advisor to meet with me to explain the Notice of Investigation process and then attend the meeting?

Due to the number of Notices of Investigation that are provided to students across the University, the Office is unable to provide Faculty Advisors to assist students in responding to a Notice of Investigation. We encourage you to talk through the situation with someone you trust and you're welcome to bring a support person with you to the meeting.

Do decisions have to be provided to me in writing?

Yes, all decisions that result from a Notice of Investigation meeting must be provided to the student in writing. It is important to carefully read the decision letter provided by the instructor. It will clearly explain the finding, which is the decision that was reached as a result of the investigation. The options are either responsible for a breach of academic integrity, or not responsible for a breach of academic integrity. If there is a finding of responsible, a sanction will be assigned.

I disagree with the finding or the sanction can I appeal?

Yes, if you meet the grounds for an appeal you may appeal either the finding, the sanction assigned, or both. Carefully review Appeal Regulations from your home faculty to learn more about your appeal options including the grounds for an appeal.