
**Notice of Investigation of a Possible Departure from Academic Integrity**

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| Student Name  |  |
| Student Number |  |
| Instructor Name  |  |
| Course (Course number, name, term, year) |  |
| Mode of Course Delivery (online or on-campus) |  |
| Value of Work (% of total course mark) |  |

Type of work submitted for credit:

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As the instructor of the course, I am informing you that you may have been involved in a departure from academic integrity. In particular,

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Attached is a copy of any relevant documentation pertaining to this investigation. The relevant documents are listed below:

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In accordance with University policy, the following procedures apply:

Choose to either: 1) submit a written response to me, or 2) meet with me to discuss this matter. Within 10 business days of receiving this notice, please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to arrange a meeting or to advise me when you will be submitting your written response. If I do not hear from you within this time-frame, I will proceed with a decision in the absence of a response from you.

In advance of the meeting, or in preparing your written response, please gather all information you have pertaining to the work being investigated. You should read your Faculty’s or School’s academic integrity regulations, found in the academic calendar. This is to ensure that you understand the procedures and your rights related to academic conduct and the remedies and sanctions associated with departures from the policy. If you choose to meet with me, a support person of your choice may attend the meeting with you. You may contact the Office of the University Ombudsperson for information about student rights and responsibilities and guidance on policy and procedure ([www.queensu.ca/ombuds)](http://www.queensu.ca/ombuds%29).

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.**

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

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| Instructor Name |  |
| Signature |  |
| Date |  |
| Email |  |