

Notice of Investigation
of a Possible Departure from Academic Integrity
under the Faculty of Education Regulation – Academic Integrity
http://www.queensu.ca/calendars/education/Academic_Integrity.html

Revised: 12 November 2012

To (Teacher Candidate):

Student Number:

From (Instructor):

Course:

Value of Work:

(% of total course mark)

Type of work submitted
for credit:

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

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

In accordance with the Faculty Regulation – Academic Integrity, you may choose to either: 1) submit a written response to me, or 2) meet with me to discuss this matter. Within 10 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 the Faculty of Education Regulation - Academic Integrity on the web at:

http://www.queensu.ca/calendars/education/Academic_Integrity.html to ensure that you understand the procedures and your rights related to academic conduct and the sanctions associated with departures from the regulation. A University Dispute Resolution Advisor and

/or someone else of your choice may attend the meeting with you. The Coordinator of University Dispute Mechanisms (613-533-6495) can provide you with advice on matters of process and on obtaining an advisor.

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.

If, on the basis of the available evidence and your response, I decide that there are no grounds for a finding of a departure from academic integrity, I will destroy all the documents relevant to the case. However, please note that if the outcome of this investigation results in a finding of a departure from academic integrity, the relevant documentation will be copied to the Associate Deans (Undergraduate Studies). Any finding will be categorized as either Level I or II. A finding categorized as Level I will remain in a separate file to be accessed only if there is a future finding. A finding categorized as Level II will be placed in the student's main file. In all cases, you will be informed of the outcome of this investigation.

I look forward to hearing from you soon.

Instructor Name:

Signature:

Date:

Email: