

Notice of Investigation (NOI) of
a Possible Departure from
Academic Integrity (DFAI)

Note to student: It is important that you thoroughly review ALL information included on this form. Note that there is a second page.

| | | |
|-------------------------|----------------------------|-----------------------------------------|
| Student Name: | Student Number: | Date: |
| Course number and name: | Instructor name and email: | Value of work (% of total course mark): |

Type of work submitted for credit:

This serves as a notice that you may have been involved in a Departure from Academic Integrity (DFAI), specifically:

As outlined in the Queen's University Academic Integrity Procedures (QUAIP), this conduct/action may be constitute (select one or more):

- | | |
|----------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> Plagiarism | <input type="checkbox"/> Unauthorized use of intellectual property |
| <input type="checkbox"/> Contract cheating | <input type="checkbox"/> Unauthorized collaboration |
| <input type="checkbox"/> Use of unauthorized materials | <input type="checkbox"/> Failure to abide by academic rules |
| <input type="checkbox"/> Falsification | <input type="checkbox"/> Departure from the core values of academic integrity |
| <input type="checkbox"/> Forgery/use of forged materials | |
| <input type="checkbox"/> Facilitation | |

Attached to this email is all relevant documentation pertaining to this investigation. These documents are listed below:

| | |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Decision maker's Name and Title | |
| Decision maker's Email Address | |
| Decision maker's Role | <input type="checkbox"/> Course Instructor <input type="checkbox"/> Delegated Decision Maker <input type="checkbox"/> AI Lead * |
| Signature/Date | |

**Because of the complexity and/or severity, this case has been referred by the instructor to the Associate Dean Academic (FEAS Academic Integrity Lead).*

(Note that there is a second page to this form)

IMPORTANT INFORMATION FOR THE STUDENT: Students are referred to the University, and FEAS procedures regarding a Departure from Academic Integrity: ([University procedures](#), [FEAS procedures](#))

Within 10 days of the NOI emailing date, the student must respond to the instructor. In that response the student may:

- 1) Request to meet with the instructor: If the student elects to meet with the instructor, the instructor shall determine the format (in person, by phone or online) and schedule a meeting as soon as possible. Students have a right to have a support person at the meeting (see details at the bottom of this box).
- 2) Elect to provide a written response to the NOI: within 5 days of responding to the instructor regarding the NOI, a student may provide a Written Response to the instructor. This Written Response should include a detailed explanation of the student's case, and attach all relevant supporting documentation.

Possible remedies and sanctions. A DFAI is categorized as Level I or Level II:

Level I remedies/sanctions may include:

- issuing an oral or written warning that such infractions constitute unacceptable behaviour,
- a learning experience involving rewriting or revising the original work within a stipulated time frame,
- the submission of new or other work within a stipulated time frame,
- the deduction of partial or total loss of marks for the work or exam,
- a deduction of a percentage of the final grade in a course,
- a failing grade (down to a grade of zero) in the course.

Level II remedies/sanctions may include any of those listed for Level I, in addition to the following:

- an official written warning that the penalty for a subsequent offence could be a requirement to withdraw from the University for a specified minimum period of time,
- the rescinding of University- or FEAS-awarded scholarships, prizes and/or bursaries,
- a requirement to withdraw from the University for a specified minimum period of time,
- the revocation or rescinding of a degree.

IMPORTANT: A student may not drop the course(s) after receiving this NOI.

Support and resources available to the student:

- Students should read the Academic Integrity procedures of the [University](#) and the [FEAS website](#). Further information regarding a student's rights and responsibilities can be found on the [website of the Office of the University Ombudsperson](#).
- For any response to this investigation (e.g. meetings) students have a right to be accompanied by a support person, e.g. a friend, parent, advisor or other professional. Should you decide to bring a support person to a meeting with the instructor, you must inform the instructor. The instructor may also choose to have an advisor present.