

Notice of Investigation to a Student Regarding a Possible Departure from Academic Integrity (DFAI)

Faculty of Engineering &
Applied Science
Student Services Office



Please print NEATLY. Please ensure that ALL sections of the form are completed.

Student Surname:	Student Given Name:	Student Number:
Course Name and Number	Instructor:	Date:

<p>Summary of the evidence on which the investigation is based. (Instructor to complete)</p>

<p>Students are referred to the Faculty procedures regarding a Departure from Academic Integrity: http://my.engineering.queensu.ca/policy/Honesty.html</p> <p>Viewing evidence: You have the right to view a copy of the work in question within 5 working days of the date on which this was emailed. If you are not able to view it in person then an instructor may send it to you by email or hardcopy. It is your responsibility to contact the instructor regarding your availability for reviewing the work in question.</p> <p>Meeting with the instructor and student response: In addition to viewing the evidence, you may request a time to discuss the matter with the instructor. This meeting is intended to be exploratory and not a legal proceeding. <u>Within 10 working days of initial notification</u> you may:</p> <ul style="list-style-type: none"> • submit a written response, and decline the meeting; • request a meeting at a mutually agreeable time (you may still submit a written response before or after this meeting if you choose to do so); • not respond. If you do not respond within 10 working days the process will continue without your input. <p>Possible Sanctions: The range of possible sanctions is given below (more than one may be applied): Instructors have a right to:</p> <ul style="list-style-type: none"> • issue an oral or written warning; • require submission of a revised or a new piece of work; • assign a partial or total loss of marks for the originally submitted piece of work; • assign a partial or total loss of grades in a course. <p>If the case is particularly serious or complex, or a previous case of DFAI has been recorded for you, the case will be referred to the Associate Dean. The Associate Dean may recommend any of the above sanctions, or may, in severe cases, recommend the following sanctions to the Senate Committee on Academic Procedures:</p> <ul style="list-style-type: none"> • requiring withdrawal from the University for a specified period of time; • rescinding of a degree. <p>Should there be a finding of DFAI, the documentation regarding the case will be placed in your file in the Faculty office.</p> <p>[NOTE: You may not drop this course after this notice has been sent.]</p> <p>Student's right to representation and advice: At any meeting students may be accompanied by a support person – for example, a friend, parent or someone you trust. Should you decide to bring a support person <u>you must provide the instructor with 2 working days notice of who is attending</u> (parent, friend, etc.). You may also contact the Office of the University Ombudsperson for information about student rights and responsibilities and guidance on policy and procedure by visiting their website at https://www.queensu.ca/ombuds/academic-integrity.</p> <p>Notification of findings: <u>Within 10 working days of your meeting with the instructor</u>, you will be notified of the result of the investigation and the sanction(s) that will be applied (if any).</p>
