

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.

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

Understand the process.

Participate in the process.

- A formal notification from the instructor to the student
- Lets the student know that evidence exists to indicate that there has been a possible 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 and ask questions

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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. In all meetings, the Office of the University Ombudsperson encourages students to participate in the process and be clear, concise, and honest. This is your opportunity to clearly explain what happened.

Prior to the meeting the student should review all the evidence provided and consider their response in advance of the meeting. It can be helpful to gather any additional evidence available to support the information you wish to present

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