

Filing an academic integrity violation

Violations are filed in the form of a letter of notification to the student via email. Instructors will need to enter a brief description of both the violation and the sanction, if any.

The letter will also include automatically generated text informing the student of the Academic Integrity process. Instructors will be able to review the letter before sending to the student.

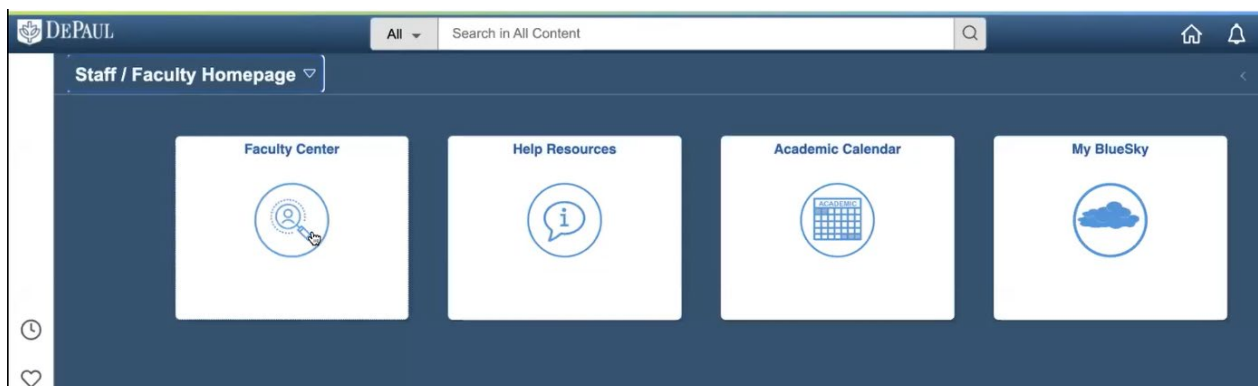
Once the instructor submits the violation, it is sent via email to the student, to the instructor, Associate Dean, or delegate for the student's college and to Academic Integrity.

Step by step directions:

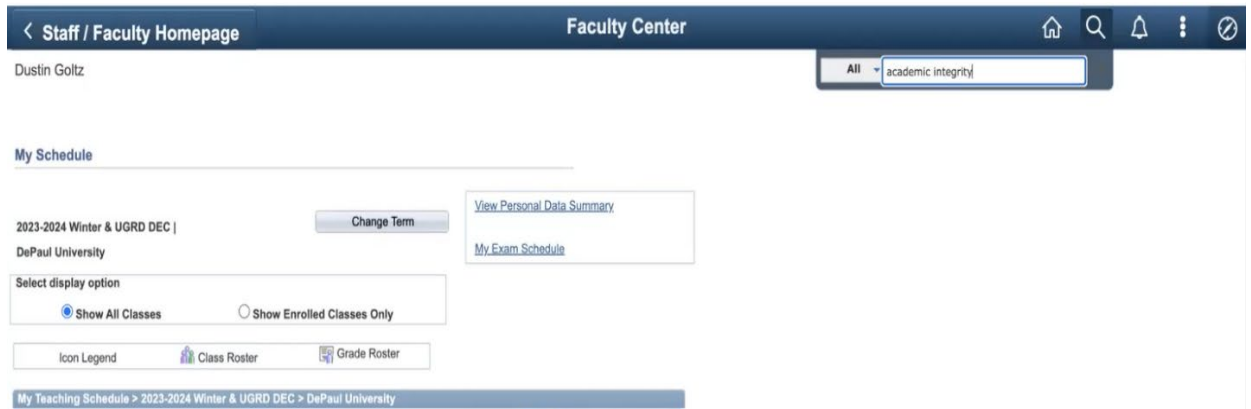
- 1. Log on to Campus Connect from DePaul.edu**
- 2. "Student/Faculty/Staff"**



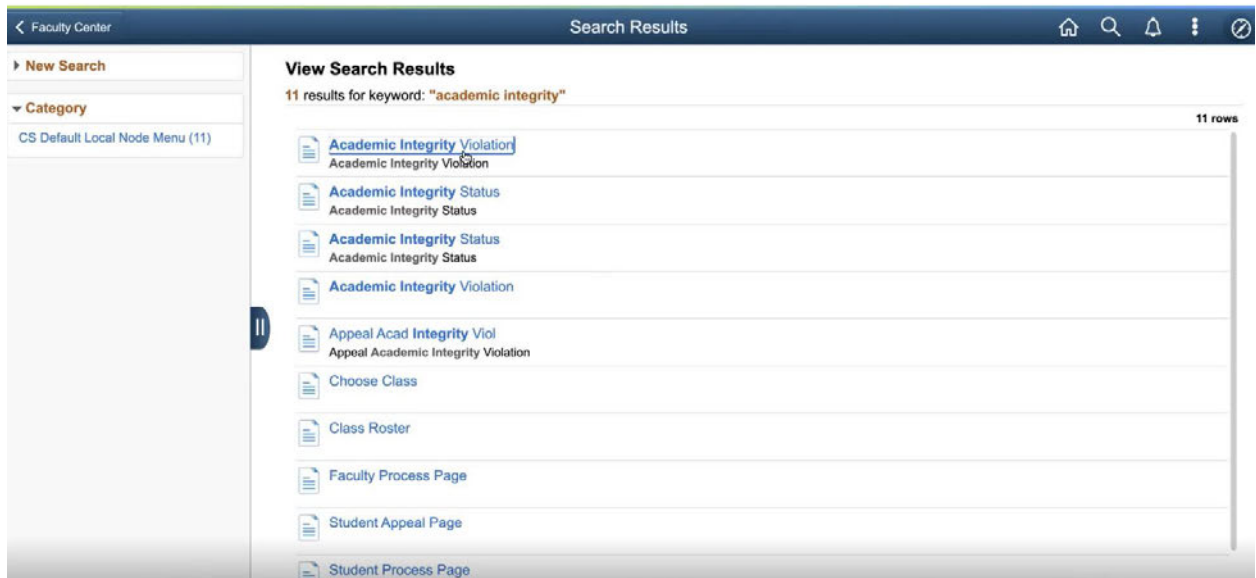
- 3. Faculty Center tile**



4. Faculty Center – choose magnifying glass/search function at the top, type academic integrity, enter



5. Academic Integrity Violation – choose the top search result



6. Select the term

Report an Academic Integrity Violation

Dustin Goltz

Available Terms

2023-2024 Winter & UGRD DEC

The Academic Integrity Policy requires that students be notified of violations before the end of the third week of the quarter immediately following the quarter in which the violation occurred, except under extraordinary circumstances. This page displays the terms that are currently available to you for notifications under the policy.

If the term is not listed above, please contact the Academic Integrity Office at AcademicIntegrity@depaul.edu.

7. Select the course

The AI policy requires that students are notified of violations by the end of the third week of the quarter immediately following the quarter in which the violation occurred.

If the student is not from one of the terms listed, has an incomplete or has dropped the course, but you believe that a violation should be filed or it might be subject to an exception, please contact AcademicIntegrity@depaul.edu. If applicable, the administrative assistant can file a violation on your behalf with the approval of the Associate Vice President for Academic Affairs.

Choose Term

Choose Class

Dustin Goltz

2023-2024 Winter & UGRD DEC

Select the Course Title of the roster you wish to view.

Course Title	Subject Catalog Nbr	Class Section	Class Nbr
CAPSTONE IN COMMUNICATION	CMN 396	202	25351
TOPICS IN PERFORMANCE	CMNS 330	201	25374

8. Select the student from the roster.

< Choose RosterClass Roster

Choose Student Below

Course: CMN 396 CAPSTONE IN COMMUNICATION

Term: 1125 2023-2024 Winter & UGRD DEC

Session: Regular Academic Session

Section: 202 Seminar Course ID: 006639

Class Meeting Information

Start Course
End Component:

M T W T F S S

ONLINE TBA

Goltz, Dustin Bradley

If the student is not listed below, please contact the Academic Integrity Office at AcademicIntegrity@depaul.edu.

If student not listed below, contact the Academic Integrity Office at AcademicIntegrity@depaul.edu .									
	Choose a student from below to file violation	Name	Grading Basis	Email ID	Academic Career	Academic Group	Enrollment Status Reason	Academic Level	Class Nbr
1	<input type="text" value="████████"/>	████████████████	ABC/NC	████████@depaul.edu	UGRD	COMMU	ENRL	Senior	25351
2	<input type="text" value="████████"/>	████████████████	ABC/NC	████████@depaul.edu	UGRD	COMMU	ENRL	Senior	25351

9. Acad Integ Violation – Setup 1 – This page will have the student's information (for confirmation)

10. Enter your home college & email address

11. Select (from the drop-down list) the type of violation that occurred. If you select other, please supply details in the additional textbox at the bottom of the page.

< Choose Stdnt BelowAcad Integ Violation - Setup 1

Violation Details Letter

Student Info

Empl: ██████████

ID: ██████████

Name: ██████████

Email ID: ██████████@depaul.edu

Subject Area: CMN Catalog Nbr: 396

Term: 1125 Session: 1

Class Section: 202 Class Nbr: 25351

Case Number: ██████████ 024013010325

Instructor Home College:

*Submitting instructor email address:

Instructor ID: 1178339

The text you insert on this page will be used in a letter to your student notifying her or him of the violation and the sanction to be imposed. You will be asked to submit language on this page that will then be embedded in a letter to the student that will appear for your review on the following page. Please use language in the boxes on this page as if you are speaking directly to the student.

The following violation categories represent the options available under the Policy and will be used in your notification letter to your student. You will have the opportunity in the next box to further describe the violation(s). If you are reporting multiple violations, choose the primary violation here and describe the multiple violations below. Please choose the appropriate descriptive text to complete the following sentence: "This letter is official notification of my determination that you have violated DePaul University's Academic Integrity Policy by:

Please choose from options:

12. Supply information as if you were speaking to the student.

Please describe to the student the specific academic integrity violation in a sentence or several sentences, as necessary. If the student committed multiple violations, please explain to the student each violation below, using as much detail as necessary to describe the violation(s) to the student. The language you include below will be embedded in your letter to your student, which you will have a chance to edit on the next screen. (Please write in the box as if you are speaking directly to the student.)

Example: It appears that several paragraphs of your final paper were copied directly from ABC.com. The Turnitin report detected a 90% similarity.

13. Write a sentence or short paragraph explaining the sanction you imposed (if any).

Please complete the following sentence, which will then be included in your letter to your student: "As a result of this violation of the Academic Integrity Policy, . . . [Write 1-2 sentences clearly explaining the sanction you have imposed, which could include lowering a grade on an assignment or for the course, giving a failing grade for the course, or refusing to accept an assignment, among other sanctions.] (Please write in the box as if you are speaking directly to the student.)

As a result of this violation of the Academic Integrity Policy (you only need to finish the sentence as the previous verbiage is auto-populated) you received an F on the assignment.

Save and Go to Next Page

Cancel

14. Once boxes in steps 12 & 13 are complete, the final page will have a preview of the email sent to the student.

15. Review the letter and change it to your preference and style. Once reviewed, click "preview," below the box. Do not close the Campus Connect window.

Academic Integrity Letter

Student Information Empl ID: [REDACTED] Name: [REDACTED] Email ID: [REDACTED]@depaul.edu	Subject Area: Term: 1125 Class Section: Case Number: [REDACTED]2024012303402	Catalog Nbr: Session: Class Nbr:
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1. Please review the letter below. You may modify the letter as you wish in the box below .
2. Once you have reviewed the letter, please click "preview," below the box. PLEASE DO NOT CLOSE THE CAMPUSCONNECT WINDOW, but toggle to your email window and check your account. Once you leave the Academic Integrity Violation pages, you will NOT be able to return to them.
3. In a few moments, you will receive at the email address you identified on the previous screen a test email of the email that the student will receive when you later click "save and send." Continue to make changes to the letter and click "Preview" to receive test emails until the letter is acceptable.
4. Once the letter is acceptable, click "Save and Send," below, which will then transmit the email to the student, to you, and to all those listed as "cc's" at the bottom of the letter. The student will also receive via regular postal mail a hard copy of the letter you just approved.
5. Please note that no further changes will be possible once the "Save and Send" button has been clicked.

January 23, 2024

[REDACTED]

RE: Academic Integrity Case No. [REDACTED]2024012303402

Dear [REDACTED]

This letter is your official notification that I have determined you to be in violation of DePaul University's Academic Integrity Policy by committing plagiarism. The violation occurred in the 2324 Winter term for the class .

Example: It appears that several paragraphs of your final paper were copied directly from ABC.com. The Turnitin report detected a 90% similarity. As a result of this violation of the Academic Integrity Policy, As a result of this violation of the Academic Integrity Policy (you only need to finish the sentence as the previous verbiage is auto-populated) you received an F on the assignment.

What Happens Next

If this is your first offense and a single violation, you are not required to respond to this letter. A non-response indicates that you agree the violation occurred and accept the professor's disciplinary action. You also have the option to appeal the violation. Appealing the violation indicates that you (a) protest whether you did indeed commit the violation and/or (b) protest the appropriateness of the

Preview

Save and Send

16. After "preview," you will then receive a test email. Make changes as needed and click "Preview" to receive test emails until the letter is acceptable.
17. If acceptable, click "Save and Send" below the box. The email will be sent to the student, to you, the Associate Dean or delegate for the student's college, and to Academic Integrity.
18. At the concluding page of the process, you may submit another notification or return to the Campus Connect homepage.

Please note that no further changes will be possible after "Save and Send"

If you made an error or want to withdraw the violation, please contact academicintegrity@depaul.edu and ask the Administrative Assistant to review your violation.