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**

![Image of Select Term interface](image)

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.

![Image of Choose Term interface](image)
8. Select the student from the roster.

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.
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.

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.

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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

RE: Academic Integrity Case No. 2024012303402

Dear [Name],

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
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.