How to Report an Academic Integrity Violation:
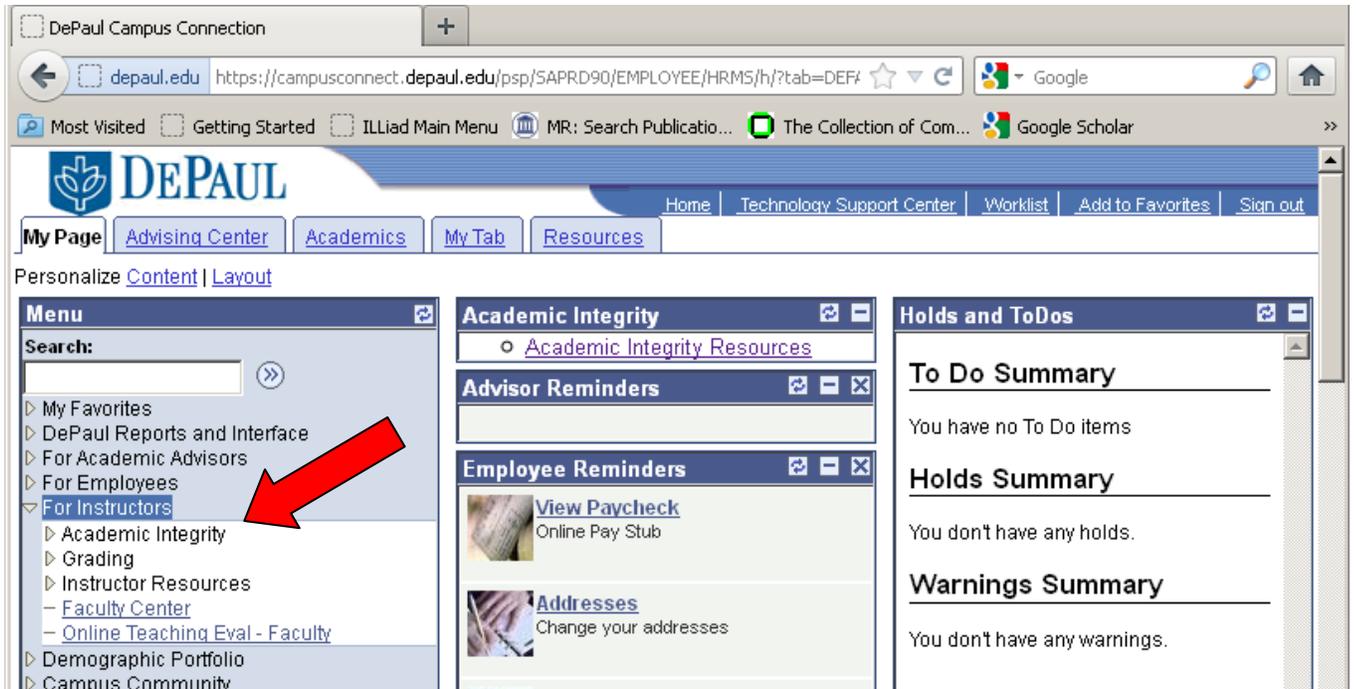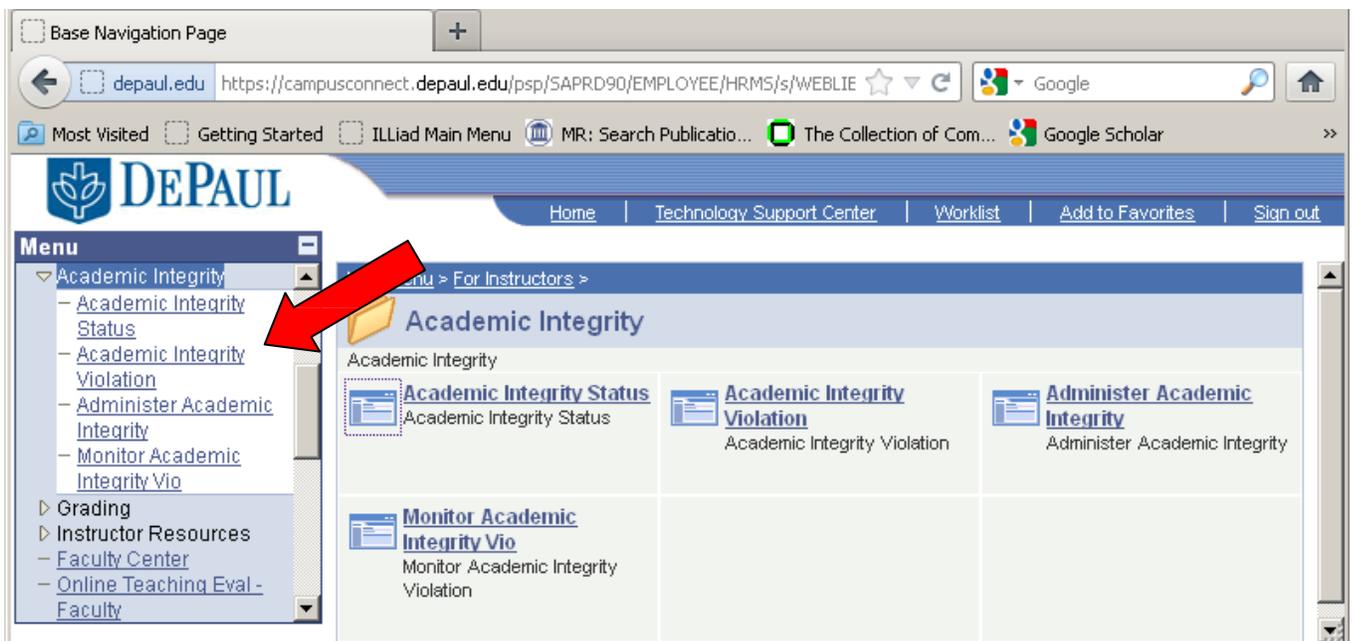
A. To report an academic integrity violation, click "For Instructors" on the left side of the Campus Connect homepage and then click the link to "Academic Integrity."

B. On the next screen select "Academic Integrity Violation."

C. Select the term in which the violation occurred. The Academic Integrity Policy requires that students be 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 about whom you would like to file a notification is not from one of the terms listed, but you believe that you should be able to file a notification under the policy or it might be subject to an exception, please contact AcademicIntegrity@depaul.edu.

D. Choose the course in which the subject student is or was enrolled.

E. You will then be given a roster of names of students in that course. You will be asked to click on the name of the student whom you would like to notify. You will then be taken to a page which, at the top, will contain the student's information (for confirmation) and which will allow you to tailor a notification letter to the student.

1. Please identify your home college and make SURE that your email address is entered and correct in the boxes at top.
2. Select (from the drop-down list) the type of violation that occurred.
3. You will then be asked to provide information *as if you were speaking to the student in a letter.* This information will then be embedded in a letter that you will have a chance to review and edit on the next page.

4. Write a sentence or short paragraph explaining the sanction you imposed (if any).
5. Select the sanction from the drop-down list. If you select other, please supply details in the additional textbox.

F. Once you complete the boxes on this page, you will then be taken to a final page which will contain a preview of the letter that will be sent to the student on your behalf.

1. You will be asked to review the letter and to modify it to your preference and style, if at all. Once you have reviewed the letter, you will click "preview," below the box. Be sure not close the Campus Connect window.
2. A few moments after you have clicked "preview," you will then receive (at the email address you identified on the previous screen) a test of the email. Continue to make changes to the letter and click "Preview" to receive test emails until the letter is acceptable.
3. Once the letter is acceptable, you will then click "Save and Send" below the box, which will transmit the email to the student, to you, to the Associate Dean or delegate for the student's college, and to Academic Integrity.
4. Please note that no further changes will be possible once the "Save and Send" button has been clicked.

Academic Integrity Violation - Mozilla Firefox

File   Edit   View   History   Bookmarks   Tools   Help

Academic Integrity Violation

depaul.edu   https://campusconnect.depaul.edu/psp/SAPRD90/EMPLOYEE/HRMS/s/WEBLIB_PTPP_   Google

Most Visited   Getting Started   ILLiad Main Menu   MR: Search Publicatio...   The Collection of Com...   Google Scholar

DEPAUL

Home | Technology Support Center | Worklist | Add to Favorites | Sign out

Menu

Search:

My Favorites
DePaul Reports and Interface
For Academic Advisors
For Employees
For Instructors
  Academic Integrity
    Academic Integrity Status
    Academic Integrity Violation
    Administer Academic Integrity
    Monitor Academic Integrity Vio
  Grading
  Instructor Resources
  Faculty Center
  Online Teaching Eval - Faculty
Demographic Portfolio
Campus Community
Academic Advisement
Worklist
Reporting Tools
PeopleTools

1. Please review the below letter. You may modify the letter as you wish in the below box.
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.
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, itself (the student's dean, your dean and the Chair for Academic Integrity Board). The Chair for the Academic Integrity Board will also send to the student 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

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 1112 Winter term for the class CSC 440.

Your submission for homework 5 took material from the web without acknowledgment. As a result of this violation of the Academic Integrity Policy, As a result of this violation, you will get a score of 0 on homework 5.

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

Preview   Save and Send

G. You will then be directed to a concluding page of the process, which will ask you whether would like to submit another notification or return to the Campus Connect homepage.