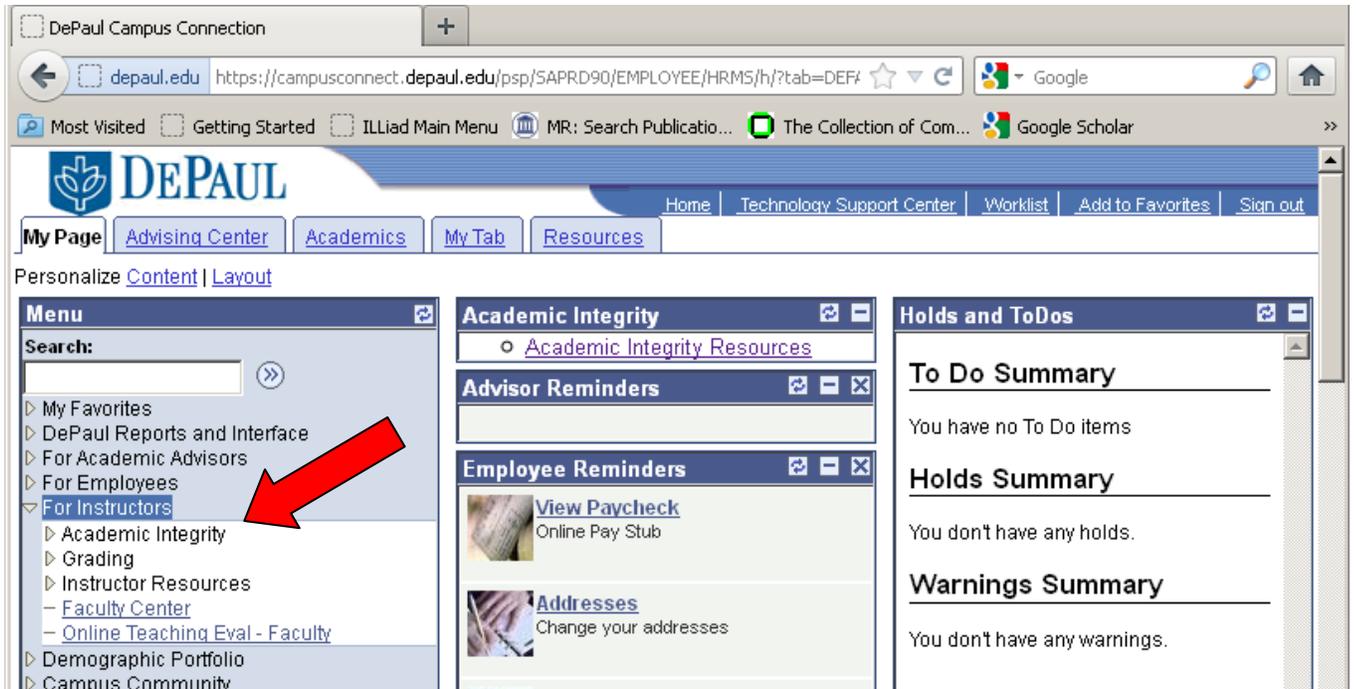


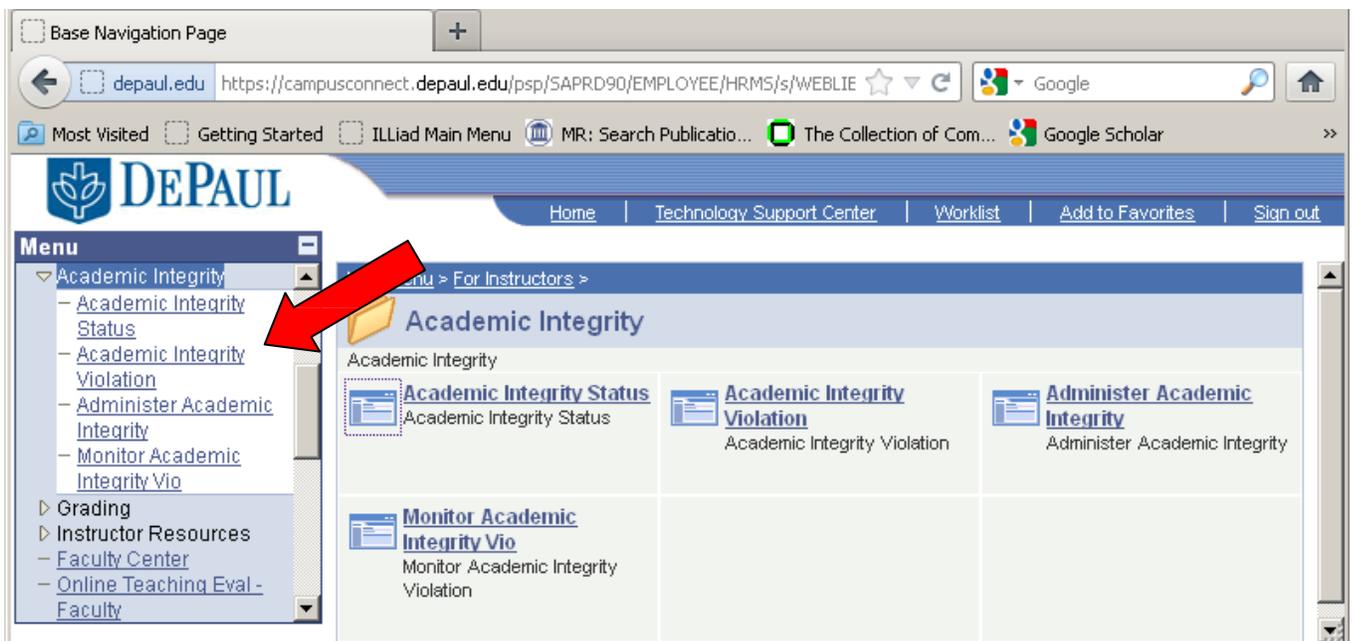
How to Report an Academic Integrity Violation:

- 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.”



The screenshot shows the DePaul Campus Connect homepage. The browser address bar displays <https://campusconnect.depaul.edu/psp/SAPRD90/EMPLOYEE/HRMS/h/?tab=DEFA>. The page features the DePaul logo and navigation tabs for Home, Technology Support Center, Worklist, Add to Favorites, and Sign out. A secondary navigation bar includes My Page, Advising Center, Academics, My Tab, and Resources. Below this, there are links for Personalize Content and Layout. The main content area is divided into several sections: a Menu section on the left with a search box and a list of categories including My Favorites, DePaul Reports and Interface, For Academic Advisors, For Employees, For Instructors (highlighted with a red arrow), Academic Integrity, Grading, Instructor Resources, Faculty Center, Online Teaching Eval - Faculty, Demographic Portfolio, and Campus Community; an Academic Integrity section with a link to Academic Integrity Resources; an Advisor Reminders section; an Employee Reminders section with links for View Paycheck (Online Pay Stub) and Addresses (Change your addresses); and a Holds and ToDos section with summaries for To Do, Holds, and Warnings, all indicating no items.

- B. On the next screen select “Academic Integrity Violation.”



The screenshot shows the Academic Integrity page within the DePaul Campus Connect system. The browser address bar displays <https://campusconnect.depaul.edu/psp/SAPRD90/EMPLOYEE/HRMS/s/WEBLIE>. The page features the DePaul logo and navigation tabs for Home, Technology Support Center, Worklist, Add to Favorites, and Sign out. The main content area is divided into several sections: a Menu section on the left with a list of categories including Academic Integrity (expanded to show Academic Integrity Status, Academic Integrity Violation, Administer Academic Integrity, and Monitor Academic Integrity Vio), Grading, Instructor Resources, Faculty Center, and Online Teaching Eval - Faculty; a central section titled Academic Integrity with a sub-header For Instructors > and a list of links for Academic Integrity Status, Academic Integrity Violation, Administer Academic Integrity, and Monitor Academic Integrity Vio; and a right-hand section with a link for Administer Academic Integrity.

- 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.

The screenshot shows a web browser window with the URL <https://campusconnect.depaul.edu/psp/SAPRD90/EMPLOYEE/HRMS/s/WEBLIE>. The page title is 'Academic Integrity Violation'. The DEPAUL logo is visible at the top left. A navigation menu on the left includes 'Academic Integrity', 'Grading', 'Instructor Resources', and 'Demographic Portfolio'. The main content area has a 'Choose Term' header and a sub-header 'Report an Academic Integrity Violation'. Below this, the name 'Marcus Schaefer' is displayed. Under the heading 'Available Terms', there are two links: '2011-2012 Spring' and '2011-2012 Winter'. A red arrow points to the '2011-2012 Winter' link.

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

The screenshot shows a web browser window with the URL https://campusconnect.depaul.edu/psp/SAPRD90/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOME PAGE. The page title is 'Academic Integrity Violation'. The DEPAUL logo is visible at the top left. A navigation menu on the left includes 'Academic Integrity', 'Grading', 'Instructor Resources', and 'Demographic Portfolio'. The main content area shows the name 'Marcus Schaefer' and the term '2011-2012 Winter'. Below this, the text 'Select the Course Title of the roster you wish to view.' is displayed. A table lists the following courses:

Course Title	Subject Catalog Nbr	Class Section	Class Nbr
CRYPTOLOGY	CSC 440	801	23742
CRYPTOLOGY	CSC 440	810	23743
MASTER'S INDEPENDENT STUDY	CSC 695	805	26668

A red arrow points to the 'CRYPTOLOGY' course title in the first row of the table.

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.

Academic Integrity Violation

depaul.edu https://campusconnect.depaul.edu/psp/5APRD90/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOM

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

DEPAUL

Home Technology Support Center Worklist Add to Favorites

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
 - Violations
- Grading
- Instructor Resources
 - Faculty Center
 - Online Teaching Eval - Faculty
- Demographic Portfolio
- Campus Community
- Academic Advisement
- Worklist
- Reporting Tools
- PeopleTools
- Technology Support Center
- Search for Classes
- Schedule of Classes
- University Catalog

Instructor Home College: Computing and Digital Media

Submitting instructor email address: mschaefer@cdm.depaul.edu

Instructor ID: 0406676

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 an opportunity in the next box to further describe the violation(s). If you are reporting multiple violations, please choose the primary violation here and describe the violation(s). If you are reporting multiple violations, please choose the primary violation here and describe the multiple violations below. Please choose the most 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:

committing plagiarism

Please describe to the student the specific academic integrity violation in a sentence or several sentences, as necessary. If the student commits 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.)

Your submission for homework 5 look material from the web without acknowledgment.

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.

University Catalog
- Course Descriptions
- Demon Express Online
- Change My Password
- Document Routing Application
- View Others Learning Plan

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, I will impose 1-2 sentences clearly explaining the sanction you have imposed, which could include denying 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, you will get a score of 0 on homework 5.

Based on your description to the student of the sanction in the above text box, please highlight the type of sanction that best matches the one you have chosen to impose. Sanctions may involve anything up to and including an F in the course.

If you highlighted "other", please be prepared as to briefly identify the sanction imposed for Academic Integrity Office record-keeping purposes only (the text inserted here will not be sent to the student).

Fail Grade on Assign or equiva

Save and Go to Next Page Cancel

- 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.

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** https://campusconnect.depaul.edu/psp/SAPRD90/EMPLOYEE/HRM5/s/WEBLIB_PTPP_
- Navigation Menu (Left):**
 - Menu
 - Search: [input field]
 - 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
- Page Header:** DEPAUL, Home, Technology Support Center, Worklist, Add to Favorites, Sign out
- Instructions (List):**
 - Please review the below letter. You may modify the letter as you wish in the below box.
 - 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.
 - 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.
 - 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.
 - Please note that no further changes will be possible once the "Save and Send" button has been clicked
- Violation Letter (Text Area):**

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 (s) protest whether you did indeed commit the violation.
- Buttons:** 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.