**INFORMATION**

|  |  |  |
| --- | --- | --- |
| Student Name | | Student ID Number |
| Subject Code/Program | Student Status (e.g. international, domestic, full-time, part-time, etc.) | |
| Student Seneca Email Address | | |
| Faculty Name | Date of Incident  dd-mm-yyyy | |

The above named student alleged to have committed an integrity offence/violation as defined by the [Academic Integrity Policy](http://www.senecacollege.ca/policies/academic-integrity-policy.html) and in the circumstances described below:

# Faculty/Invigilator description of incident:

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| --- |
|  |

**Action taken by Faculty/Invigilator - please note that the academic integrity committee will review the report and may impose sanctions:**

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|  |  |
| --- | --- |
| Signed by faculty/invigilator | Date  dd-mm-yyyy |

***For internal use by the Academic Integrity Committee***

|  |  |
| --- | --- |
| Case Reference | |
| Previous Academic Integrity violation:  Yes  No | |
| If yes (to a previous AI violation), please give case reference(s) and briefly summarize the sanction(s) applied (if available/applicable): | |
| Academic Integrity Committee decision (including any actions, recommendations and/or sanctions): | |
| Signed by the Chair, Academic Integrity Committee | Date:  dd-mm-yyyy |

***Procedures for Reporting an Incident of Academic integrity***

(Revised from Seneca Academic Integrity Sanctions document)

For definitions of violations of academic integrity, see Seneca's online Academic Integrity Policy, [Procedures](http://www.senecacollege.ca/policies/academic-integrity-policy.html#appendix_a) and [Sanctions](http://www.senecacollege.ca/policies/academic-integrity-policy.html#appendix_b).

When a violation of the academic integrity policy is suspected, the professor (or designate) will communicate with the student(s). If the conclusion is that no violation took place, no further action is required, and a record is kept.

If the conclusion is that a violation of academic integrity policy has occurred, the professor (or designate) will document the incident on an "Academic Integrity Report". It is recommended that the student be given an opportunity to respond to the allegations. The professor, student adviser (or designate) may elect to assist the student with completing the "Student Response to the Academic Integrity Report" based on the student's input. This report includes:

* space for a description of the incident in the student's own words,
* a signature area where the student can confirm that they have had an opportunity to give their account of the incident (if applicable),
* a signature area where the student can acknowledge violating academic policy (if applicable).

The report, will be forwarded to the Academic Integrity Committee, along with all supporting documentation (see documentation checklist below). The Academic Integrity Committee will determine in each case whether it is necessary to hear from the faculty/invigilator and/or the student (in some cases a determination maybe made from the documentation alone). The Chair will convene a meeting of the Academic Integrity Committee to review the circumstances of the incident.

**Documentation Checklist**

Academic Integrity Report

Copy of the work submitted

Copy of the assignment description or test paper

Copy of unauthorized aids (if applicable)

Copy of (or links to) materials used without proper references (if applicable)

Copy of Student Integrity Declaration (if applicable)

Copy of student transcript

The Academic Integrity Committee will provide its decision in writing to the student, with copies to the Professor, Program Coordinator/Student Advisor, and to the student's file. In order to track the number of offence(s); the offence(s) will be noted on the Student Centre.

**For sanctions and/or penalties (determined by the Academic Integrity Committee) imposed; refer to the Academic Integrity Offences –** [**Sanctions**](http://www.senecacollege.ca/policies/academic-integrity-policy.html)**.**

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