

### INFORMATION

Student name:	Student ID number:
Subject code/program:	Students Status (e.g. international, domestic, full-time, part-time, etc.):
Faculty name:	Date of incident:

The above-named student is alleged to have committed an integrity offence/violation as defined by Seneca's [Academic Integrity Policy](#) and in the circumstances described below:

### FACULTY/INVIGILATOR DESCRIPTION OF INCIDENT

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### NAMES AND STUDENT NUMBERS OF OTHERS INVOLVED

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### ACTION TAKEN BY FACULTY/INVIGILATOR (INCLUDING ANY SANCTIONS)

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Faculty/invigilator signature:	Date:
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**FOR INTERNAL USE ONLY BY THE ACADEMIC INTEGRITY COMMITTEE**

Case reference:	
Previous academic integrity violation: <div style="display: flex; justify-content: space-around; margin: 10px 0;"> <span>Yes</span> <span>No</span> </div> If yes, please give case references and briefly summarize the sanctions applied:	
Committee plan, including any sanctions:	
Academic Integrity Committee Chair signature:	Date:

**PROCEDURES FOR REPORTING AN INCIDENT OF ACADEMIC INTEGRITY**

(Revised from Seneca’s [Academic Integrity Sanctions](#))

For definitions of violations of academic integrity, refer to Seneca’s [Academic Integrity Policy](#).

When a violation of the Academic Integrity Policy is suspected, the professor, or designate, will communicate with the students involved. 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 the 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 the Academic Integrity 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, where in some cases a determination may be made from the documentation alone. The Academic Integrity Committee 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 adviser, and to the student's file. In order to track the number of offences, they will be noted in Student Centre.

Refer to the [Academic Integrity Policy](#) for potential sanctions and/or penalties that may be imposed by the Academic Integrity Committee.

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