

# How to File an Academic Integrity Violation

Version 6

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In the event a student has been deemed to have violated academic integrity, this needs to be reported as soon as possible as per [Seneca's Academic Integrity Policy](#).

## Step 1: Information gathering and assessment

| Action  | Duration, unless extenuating circumstances arise  | Responsibility   |
|---|---|--|
| 1. Report the witnessing or suspicion that an academic integrity violation has occurred to the designate in your school/program.  | As soon as possible, within a reasonable timeframe to assess the violation, as determined by the chair. | Faculty, invigilator, student, support staff   |
| 2. Inform the student of the witnessed or suspected academic integrity offence.   | As soon as possible, within a reasonable timeframe to assess the violation, as determined by the chair. | Faculty, invigilator, support staff<br><br><b>Note:</b> If a student has witnessed or suspects an academic integrity violation has occurred, the student can inform the faculty/invigilator or support staff.<br><br>Every reasonable effort will be made to ensure the anonymity of a student reporting a potential breach. |
| 3. Collect and retain the in-person or online assessment (e.g., test/examination, lab report, essay, assignment, quiz, video or project) and any related evidence, at the discretion of the faculty/invigilator or support staff. | Within five days of the reported violation  | Faculty, invigilator, support staff  |
| 3. a) If it is concluded that no academic integrity offence has occurred, inform the student and no further action is required.   | As soon as possible, within two Seneca business days.   | Faculty  |
| 3. b) If it is concluded that an academic integrity offence has occurred, commence the formal process.  | As soon as possible, within five Seneca business days.  | Faculty  |

## Step 2: Formal reporting of academic integrity violation

| Action  | Duration, unless extenuating circumstances arise   | Responsibility                     |
|---|--|------------------------------------|
| 1. Complete an <a href="#">Academic Integrity Report (PDF)</a> .  | Within five Seneca business days of the alleged violation                                | Faculty                            |
| 2. Deliver a copy of the completed Academic Integrity Report and a blank <a href="#">Student Response to the Academic Integrity Report (PDF)</a> to the student and specified school liaison electronically.  | Within five Seneca business days of the alleged violation                                | Faculty                            |
| 3. At the student's discretion, submit a completed Student Response to the Academic Integrity Report to the chair and/or specified school liaison.  | Within five Seneca business days from receipt of the Academic Integrity Report           | Student                            |
| 4. Convene a meeting of the Academic Integrity Committee at which the student and/or faculty member may meet in person or virtually with the committee to provide clarification.  | With 10 Seneca business days from the student's receipt of the Academic Integrity Report | Academic Integrity Committee chair |
| 5. Provide the Academic Integrity Committee's decision in writing to the student, with copies sent to the respective faculty, coordinator, chair and/or specified school liaison.   | Within five Seneca business days   | Academic Integrity Committee chair |
| 6. a) If it is concluded that no academic integrity violation has occurred, a letter stating the decision will be prepared and delivered to the student, with a copy delivered to the faculty, chair and/or specified school liaison, electronically or in person. The Academic Integrity Report will be destroyed. | Within five Seneca business days   | Academic Integrity Committee chair |

| Action   | Duration, unless extenuating circumstances arise   | Responsibility                              |
|--|--|---|
| 6. b) If it is concluded that an academic integrity violation has occurred, a letter stating the decision, as well as available supports, will be delivered to the student with a copy to the faculty, chair and/or specified school liaison. Sanctions will then be imposed, as outlined in the Academic Integrity Offences – Sanctions document. | Within five Seneca business days of receipt of the Academic Integrity Committee's decision | Academic Integrity Committee chair/ student |
| 7. The student may appeal the decision of the Academic Integrity Committee based on Seneca's <a href="#">Academic Appeal Policy</a>  | Within five Seneca business days of receipt of the Academic Integrity Committee's decision | Student                                     |

Source: [Academic Integrity Policy - Policies - Seneca Polytechnic, Toronto, Canada](#)

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