the allegation and accepting the academic sanction.

If the student disagrees with the allegation, the matter will be formally presented to either the Academic Integrity Committee (AIC) or the Division of Student Affairs Disciplinary Committee (SDC) depending on the seriousness of the allegation. These committees impartially investigate the suspected violation according to a standard formal procedure. While the violation is being investigated the student is assigned a temporary grade, and may remain in the class.

When a suspected violation is brought before either committee, the student should be assured that they will be provided an opportunity to be heard. If the allegation is dismissed, all official records will be destroyed. If the student is found to have violated the policy, the committee will determine the penalty to be imposed. In either case the student will be officially notified of the committee decision.

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**Resources at The City College**

Beginning students often have difficulty discerning what may need to be cited in their papers to avoid plagiarism. The following are some of the many resources at The City College that will help you in developing the skills you will need in order to produce solid academic papers:

- **Your Professor**
- **Samuel Rudin Writing Center**
- **FIQWS Writing Seminars**
- **Gateway Advising Center**

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**Student Guide to Understanding the CUNY Policy on Academic Integrity**

**What Is Academic Integrity?**

Academic integrity is an essential part of the pursuit of truth. If you cheat on a test or plagiarize by using someone else's work or ideas, you are no longer part of that quest.

You defeat the purpose of your education when you neglect to use your powers of reasoning to evaluate what you read, hear or learn.
What is Plagiarism?

Plagiarism is the act of presenting another person’s ideas, research or writings as your own. There are many forms of plagiarism, such as:

⇒ Copying or cutting and pasting a written source word-for-word.
⇒ Paraphrasing someone else’s theories or ideas without acknowledging the source.
⇒ Using information that is not common knowledge without citing the source.
⇒ Downloading from the internet without proper citation.

What is Cheating?

The act of cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an exam or academic exercise. You are cheating if:

⇒ You copy from another student's paper, or you allow another student to copy from yours.
⇒ You let someone take an exam for you, or you take an exam for someone else.
⇒ You use notes during a closed book examination.
⇒ You purchase a term paper and submit it as your own.
⇒ You make unauthorized use of electronic devices (e.g. palm pilots, calculators, cell phones, or computers) during an exam.

Why should you care if others cheat?

We are all responsible for maintaining academic integrity at The City College. It is not fair to the majority of students who do their own work if some students are rewarded for acts of academic dishonesty by getting higher grades. Therefore, it is in the interest of all students that cheating and plagiarism be reported.

College-wide Procedures to Address Violations of the CUNY Policy on Academic Integrity

The designated Academic Integrity Official (AIO) reviews reported cases of violations of the CUNY Policy on Academic Integrity. When a violation is reported, the AIO meets with the student and provides a copy of the report to insure the student understands the policy and the consequences of academic dishonesty.

Every attempt is made to handle allegations of academic dishonesty at the informal level. The informal procedure involves the student and faculty member discussing the matter, the student admitting (continued on reverse)