Faculty Procedures to Address Violations of the CUNY Policy on Academic Integrity

When a violation of the academic policy is suspected, the instructor should immediately meet with the student to discuss the matter. Instructors can review the policy posted on the college website. Instructors are also encouraged to consult the departmental chair regarding how to handle violations.

The faculty member should file a Faculty Report Form (FRF) via the Office of Academic Standards (NAC 5/216) within 15 days of the incident.

NO

Does the student deny the allegation?

YES

Once an FRF is submitted, the Academic Integrity Official (AIO) will meet with the student to ensure that he/she is aware of the academic and personal consequences of the violation. The matter is considered informally resolved and does not appear on any permanent student record.

Once an FRF is submitted, the Academic Integrity Official (AIO) will meet with the student to ensure that he/she is aware of the academic and personal consequences of the violation. If the student continues to contest the allegation, the matter will be referred for formal review to the Academic Integrity Committee or the Student Affairs Disciplinary Committee. This is considered a formal resolution process. If the allegation is supported, it will appear on the student’s permanent record.

If only an academic sanction is sought, the case will be referred to the Academic Integrity Committee (AIC) for review. The final decision is communicated by the AIO, who serves on the committee.

When both a disciplinary and an academic sanction are being sought, the case will be referred to the Student Affairs Disciplinary Committee for review. The final decision is communicated by Student Affairs to the AIO.

The Academic Integrity Officer will inform both the instructor and the student, in writing, of the committee’s final decision and recommendations. The matter is now formally resolved and the instructor may assign a final grade.

1Approved by Faculty Senate 12/16/04. See Fall 2008 Handbook on Academic Policies and Procedures pg. 29, 30, 35.

2While the case is under review, the student cannot be requested to stop attending class or allowed to drop the class to receive a “W”. The instructor or the AIO may assign the temporary grade of “PEN” until the matter is resolved.

3The Committee (Academic Integrity, or Student Disciplinary) assigned to review the case is determined by the severity of the case, and/or the student’s history of previous violations.

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