

Faculty Report Form
Incidents of suspected Academic Dishonesty (AIV-1)

It is necessary to complete this form to report any instance of suspected academic dishonesty. Make a copy for your records and the Academic Department Chairperson, and forward the original, along with copies of any supporting documentation to the Office of the Associate Dean of Student Affairs (L-418).

Instructor Name: _____

Department: _____ Telephone No.: _____

E-Mail Address: _____

Course: _____ Course Section _____

Student Name: _____ SS#: _____

Address: _____ Phone: _____

Date of Incident: _____ Time of Incident _____ Location _____

Type of Report: ___ Formal ___ Informal [indicate if resolution pending or matter resolved]

Type of Incident: _____ Cheating _____ Plagiarism _____ Fabrication _____

Academic Misconduct _____ Falsification of Records and Official Documents _____ Other _____

First Offense: _____ Second Offense: _____

Explanation of Incident: _____

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Your stated policy on academic integrity: ___ A failing grade on the activity ___ a final grade of F
_____ Other (please explain)

Did the student admit to the charge of cheating, plagiarism or other act of academic integrity?

_____ Yes _____ No

Signature of Faculty Member _____ Date _____

The disciplinary sanctions above are outlined in a pamphlet entitled Academic Integrity Policy at Queensborough Community College available in Judicial Affairs (Library Building, Room 418), most offices on campus, Academic Departments and on the web at <http://www.qcc.cuny.edu>. If you agree with the charge(s) and accept the academic sanction assigned, the sanction becomes final. If you disagree with the charges and/or the sanction imposed, you have the right to appeal the action of the instructor to the Chairperson of the affected Academic Department within thirty (30) days (see attached Appeal Form- AIV II).

You should also note that one additional violation by the student will result in disciplinary action following the procedures of Article XV of the University Bylaws that may lead to suspension or expulsion .

**ACADEMIC INTEGRITY VIOLATION II (AIV-II)
(APPEAL FORM)**

Read the attached QCC policy, submit the application within thirty (30) days of the date on the letter advising you of a penalty awarded for academic dishonesty, mail application to the respective Department Chairperson.

Student Name: _____ **SS#:** _____
Address: _____ **Telephone No.:** _____
E-Mail: _____
Department: _____ **Course:** _____
Date of Incident: _____ **Time of Incident** _____ **Location** _____
Type of Incident: ___ **Cheating** ___ **Plagiarism** ___ **Fabrication** _____
Academic Misconduct ___ **Falsification of Records and Official Documents** ___ **Other** _____
Penalty for Academic Dishonesty:
_____ **A failing grade on the activity** _____ **a final grade of F**
Other (please explain) _____

Grounds for Appeal: (Attach supporting documentation to indicate the grounds on which you wish to appeal the imposed sanction)

Declaration:
I have read and understand how the Academic Integrity Plan of Queensborough Community College applies to me.

Signature _____ **Date** _____

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Office Use Only – Decision

Application dismissed ___ **Application upheld** ___

Recommendation

Chairperson's name _____ **Date** _____

“Academic integrity is a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.”

From the Center for Academic Integrity

POLICY STATEMENT

Assessment of student knowledge is a necessary part of academic life. The educational process must provide opportunities for students to demonstrate understanding and knowledge in each of their courses and to have their command of subject matters and skills evaluated fairly by the faculty. Students must be guided, therefore, by the most rigorous standards of academic honesty in preparing all assignments and exercises and examinations. It is essential that everyone believe it has been done fairly. Students at the College are expected to be honest and forthright in their academic endeavors. In cases of doubt about ethical conduct, students should consult their instructors. To falsify the results of one's research, to steal the words or ideas of another, to cheat on an examination, or to allow another to commit an act of academic dishonesty corrupts the essential process by which knowledge is advanced. It is the official policy of the College that all acts or attempted acts that are violations of academic integrity be reported to the Office of Student Affairs. At the faculty member's discretion and with the concurrence of the student or students involved, some cases, though reported to the Office of Student Affairs, may be resolved within the confines of the course and department. All others will be adjudicated within the process described in the section marked Violations of Academic Integrity.

While the institution must preserve the integrity of its academic programs and degrees, it should also assist in the academic and character development of those who enter it for study. For those who violate the Code of Academic Integrity, an effort should be made to educate them as to what constitutes a violation and why it is wrong, and a further effort should be made to discourage repetition of such offenses. On the other hand, the College cannot permit a student to earn a degree in a manner that involves repeated violations of the code. Such misconduct undermines the integrity of the academic program.

It is the policy of the College to consider sanctions including suspension or dismissal from the College for any student who has committed more than one violation of academic integrity. Such actions will be taken according to the procedures established as part of the academic integrity program.

It is the policy of the College to consider sanctions including denial of a degree or certificate to any student who has committed more than one violation of academic integrity. Such denials shall be extended to revocations of previously awarded degree or certificate should such violations be made known subsequent to those awards.

Violations of academic integrity

The instructor of the class in which the violation occurred or in reference to which case the violation is relevant shall handle violations of the Academic Integrity Code. The instructor has the authority to adjust the offender's grades as deemed appropriate, including assigning an F to the assignment or

exercise or, in more serious cases, an F to the student for the entire course. In certain cases, the instructor may also file a formal complaint with the chief student affairs officer, who after review may refer the case to the Student-Faculty Disciplinary Committee.

All cases for which an instructor has taken an enforcement action, such as an F for a paper or for a course, shall be reported: a Notification of the Right to Appeal sent to the student and Notification of Violation of Academic Integrity sent to the chairperson of the academic department in which the class is offered.

Upon receipt of the report of Notification of Violation of Academic Integrity the chairperson of the academic department shall send a Notification of the Right to Appeal to the student by registered or certified mail and by regular mail and a copy to the Office of Student Affairs. This Notification of the Right to Appeal informs the student of the right to appeal the action of the instructor to the Chairperson of the Academic Department within thirty (30) days. That notification will also inform students of the consequences of multiple violations of the Academic Integrity Code. A copy of each such Notification of the Right to Appeal and Notification of Violation of Academic Integrity will be sent to the Office of Student Affairs for the purposes of establishing and maintaining records and to review if repeated patterns of violations of academic integrity emerge (see below).

The Office of Student Affairs shall monitor reports of violations of academic integrity. The Office of Student Affairs will counsel and advise violators that, should there be an additional violation, they will be subject to disciplinary action, which may include suspension or expulsion.

Students who wish to appeal the decision of an instructor concerning the action taken due to a violation of the Academic Integrity Code shall do so with the chair of the department. The chair will consider the student's appeal, evaluate any documents involved, confer with the instructor, and come to a decision regarding the violation of academic integrity. Based on those deliberations, the departmental chairperson shall either confirm the decision of the instructor or recommend that the instructor change the grade as deemed appropriate. If the student appeals the decision of the instructor after the review of the chairperson then a departmental committee (Departmental Appeals Committee) will review the entire matter and have evidence presented by both the instructor and the student. Such committee shall have the authority to accept or deny the action of an instructor or to take another action in response to the violation that the committee then believes has taken place including changing a grade. The decision of the Departmental Appeals Committee is final.

Students requesting a review or an appeal of the department's action would be directed to the Vice President for Academic Affairs, whose review would be confined to assuring that the college's process and the department's policy was followed and due process observed. Such review will not be authorized to involve the rejection of the current penalty or imposition of another penalty. If the procedures of the college are determined to have been violated then the Vice President shall direct that the entire process be repeated in full observance of the college's procedures

If the chief student affairs officer or faculty member or department chairperson determines that the violation by the student has been egregious enough that it transcends the confines of the classroom and affects the student population at large, then the faculty member or chairperson shall refer any and all documents to the Office of Student Affairs for disciplinary action. Such egregious violations may

include, but are not limited to, selling papers to students, stealing examinations, or coercing students to supply answers to examinations or papers or unauthorized assistance. Violations referred to the Office of Student Affairs shall then be considered as disciplinary and shall be pursued in compliance with due process procedures and Article XV of the University Bylaws.

All cases, whether disciplinary or academic, will be reported to the Office of Student Affairs for the purposes of maintaining accurate records of the frequency of violations on campus. It will be this office alone that will determine whether or not a student has committed multiple violations of either a disciplinary or an academic nature.

Though the procedures for due process under disciplinary violations are already clearly stated, the procedures for multiple or egregious violations of the Academic Integrity Code shall be as follows:

When the Office of Student Affairs has knowledge that a student has committed two non-coincident violations of the Academic Integrity Code, the chief student affairs officer or designee will take disciplinary action following the procedures of Article XV of the University Bylaws that may lead to suspension or expulsion of the student after it has been ascertained that:

- Official notices were sent to the student informing that student of an infraction of the Academic Integrity Code.
- The student has either waived appeal to the academic department or has had the action of the instructor upheld upon appeal to the academic department.
- The student has either waived appeal to the vice president of Academic Affairs or the vice president for Academic Affairs has determined that all departmental actions have been deemed appropriate and in compliance with the policies and procedures of the College.

The Office of Student Affairs shall refer the case to Student-Faculty Disciplinary Committee. Copies of the notices and reports in such a case shall constitute sufficient evidence for an action by the Student-Faculty Disciplinary Committee, as the students will have exhausted the right of appeal at the departmental level prior to the filing of the charge of multiple violations by the chief student affairs officer. If the student has a record of previous violations of academic integrity on file in the Office of Student Affairs and the student has been duly notified of those violations including having the opportunity to appeal, those records will be used at the sanctioning phase of the disciplinary hearing.

Sanctions

Any additional violations of the Academic Integrity Code committed by a student after that student has already received a notice of a violation of the Academic Integrity Code may qualify as an offense that constitutes sufficient grounds for suspension. One additional violation during or after suspension may constitute sufficient grounds for expulsion. These determinations will be made by the Student-Faculty Disciplinary Committee, following the procedures as outlined in the Bylaws of the Board of Trustees.