



Academic Integrity Policy Manual

**Prepared by the New York City College of Technology
Academic Integrity Committee**

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Kimberley Bugg, Library

Kerin Coughlin, Law & Paralegal Studies (Professional Studies)

Lia Dikigoropoulou, Architectural Technology (Technology & Design)

Anna Matthews, Dental Hygiene (Professional Studies), *Chair*

Christopher Swift, Humanities (Arts and Sciences)

Tatiana Voza, Biological Sciences (Arts & Sciences)

Angran Xiao, Mechanical Engineering Technology (Technology & Design)

Please visit Academic Integrity Committee on OpenLab:

<https://openlab.citytech.cuny.edu/groups/nycct-academic-integrity-committee/>

Questions regarding how to respond to academic dishonesty should be directed to Kyle Cuordileone, Academic Integrity Officer, Social Science Department, Namm 610 Extension 5452, E-mail: kcuordileone@citytech.cuny.edu

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Quick Guide For How to Report a Case of Academic Dishonesty

STEP 1: DETERMINE WHAT, IF ANY, ACADEMIC SANCTION (i.e. GRADE PENALTY) TO ASSESS AND DECIDE WHETHER TO REQUEST THAT A DISCIPLINARY SANCTION BE IMPOSED ON THE STUDENT.

DISCUSS WITH THE STUDENT THE VIOLATION AND ANY SANCTION BEING IMPOSED (OR SOUGHT). CONSULT YOUR CHAIRPERSON OR PROGRAM HEAD BEFORE MAKING A FINAL DETERMINATION.

STEP 2: COMPLETE A FACULTY ACTION REPORT (FAR) FORM (<https://openlab.citytech.cuny.edu/academicintegrity/important-documents/faculty-action-report-form/>) AND SUBMIT IT TO THE ACADEMIC INTEGRITY OFFICER, KYLE CUORDILEONE (kcuordileone@citytech.cuny.edu), SOCIAL SCIENCE DEPARTMENT, NAMM 610, EXTENSION 5452.

STEP 3: IF STUDENT DOES NOT APPEAL THE CHARGE, THE INSTRUCTOR'S SANCTION IS IMPOSED.

IF STUDENT APPEALS THE CHARGE, THE ACADEMIC INTEGRITY COMMITTEE WILL CONDUCT A HEARING TO DETERMINE IF THE STUDENT VIOLATED THE ACADEMIC INTEGRITY POLICY.

(A MORE DETAILED DESCRIPTION OF PROCEDURES IS CONTAINED IN THIS MANUAL)

Academic Integrity at City Tech

Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and is punishable by penalties, including failing grades, suspension, and expulsion.

— NYCCT statement on academic integrity

New York City College of Technology, like all academic institutions, encourages and thrives on the open exchange of ideas. At City Tech, we expect everyone to conduct their intellectual work with honesty and integrity. With this goal in mind, and in response to the Report of the CUNY Committee on Academic Integrity (<http://web.cuny.edu/academics/info-central/policies/academic-integrity-report.pdf>), the NYCCT College Council approved a new academic integrity policy in May 2007. City Tech's academic integrity policy aims to deter academic dishonesty by students, and allow the college to process cases of academic dishonesty more effectively. This policy has been in effect as of August 27, 2008.

What is academic dishonesty?

Academic dishonesty occurs when individuals plagiarize or cheat in the course of their academic work.

Plagiarism is the presenting of someone else's ideas without proper credit or attribution. These ideas could come from:

1. Information obtained from books, journals or other printed sources.
2. The work of other students or of faculty.
3. Information from the Internet.
4. Software programs or other electronic material.
5. Designs produced by other students or faculty.

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise. Examples of cheating include:

1. Copying from another student during an examination or allowing another to copy your work.
2. Unauthorized collaboration on a take-home assignment or examination.
3. Using notes during a closed-book examination.

4. Taking an examination for another student, or asking or allowing another student to take an examination for you.
5. Changing a graded exam and returning it for more credit.
6. Submitting substantial portions of the same paper to more than one course without consulting each instructor.
7. Preparing answers or writing notes in an exam manual before an examination.
8. Allowing others to research and write assigned papers or do assigned projects, including the use of commercial term paper services.
9. Giving assistance to acts of academic misconduct/dishonesty.
10. Fabricating data (in whole or in part).
11. Falsifying data (in whole or in part).
12. Unauthorized use during an examination of electronic or wireless, handheld devices, including computers or other technologies to retrieve or send information during an exam.

What is academic integrity, and why is it important?

Academic Integrity is the idea of faculty and students engaging in the process of teaching and learning with a high level of respect for each other and great attention to the values of trust, honesty, and fairness. Academic integrity is important because it is a critical value upon which students will earn true respect and value from others, not only while at City Tech, but more importantly after they graduate and enter their chosen professional field.

What happens when an instructor discovers an act of academic dishonesty?

All acts of academic dishonesty at NYCCT must be reported and documented, even if the instructor chooses not to impose an academic sanction (i.e. a failing or reduced grade) upon the student. When an instructor discovers a violation of the academic integrity policy, the instructor should first discuss the incident with the student and the relevant department chair or program head. The instructor must then report the incident to the NYCCT Academic Integrity Officer (AIO) using the **Faculty Action Report Form** (FAR) available here: <https://openlab.citytech.cuny.edu/academicintegrity/important-documents/faculty-action-report-form/>. Instructors will use the FAR form to indicate whether the student has admitted responsibility for the act of dishonesty, and whether the student has accepted whatever academic sanction the instructor chose to impose upon the student. If the student has admitted responsibility and has accepted the sanction, the AIO will keep the FAR form and any attached documents (such as proof of plagiarism or cheating) in the student's confidential Academic Integrity File. This file, which will be kept separate from the student's main academic record, can only be accessed by either the AIO or the Vice President for Student Affairs. The AIO will inform the student about the Academic Integrity File when he/she receives the FAR form from the instructor.

If a student does not admit to the violation and wishes to appeal the instructor's charge and academic sanction (if any), the student may file an appeal with the AIO, who will inform the student of this right when he/she receives the FAR form from the instructor. When a student files an ap-

peal contesting the charge of academic dishonesty and any grade sanction, the AIO will convene the NYCCT Academic Integrity Committee to hear the appeal. If the student admits the charge but wishes to appeal the grade sanction, the student may file an appeal using the college's grade appeal process.

If an instructor wants a disciplinary sanction (i.e. suspension or expulsion from NYCCT) to be imposed upon the student in addition to or in lieu of an academic sanction, the Academic Integrity Officer must approve the request to seek a disciplinary sanction. If the Academic Integrity Officer decides to seek a disciplinary sanction, either at the instructor's request or on his/her own initiative, the student's case will be heard by the Faculty-Student Disciplinary Committee.

How can a culture of academic integrity be fostered at City Tech?

The establishment of a true culture of integrity at City Tech requires effective communication between faculty and students. Faculty should seek to educate their students about academic dishonesty and how to avoid it. To help facilitate a stronger awareness of academic integrity at City Tech, the NYCCT Academic Integrity has created the following handouts for faculty: "Tips on Speaking to Students About Academic Integrity" (**Page 13 of this manual**) and "Administering Exams: A Guide for Best Practices for the Avoidance of Academic Dishonesty By Our Students" (**Page 14 of this manual**). The City Tech Library Academic Integrity Committee has created the following document that faculty can distribute to their students: "Why and How to Avoid Plagiarism" (**Pages 15-16 of this manual**).

Procedures for Implementing the CUNY Policy on Academic Integrity

The CUNY Policy on Academic Integrity, adopted by the Board of Trustees on June 27, 2011, (<http://policy.cuny.edu/text/toc/mgp/ARTICLE%20I/Policy%20I.3/>) prohibits and sets forth definitions and examples of academic dishonesty, methods for promoting academic integrity, and procedures for imposing sanctions should a student be found in violation of the policy. The following procedures for implementing sanctions conform with the CUNY Bylaws Article 15.3 and due process rights as mandated by the Fourteenth Amendment to the U.S. Constitution. Consequently, a student has the right to be notified of any charges brought against him/her, and must be given the opportunity to be heard with respect to those charges, whether or not the student accepts any academic sanction(s) imposed on him/her.

1. Forms of Academic Dishonesty.
 - a. **Cheating** is the unauthorized use or attempted use of material, information, notes, study aids, devices or communications during an academic exercise.
 - b. **Plagiarism** is the act of presenting another person's ideas, research or writings as your own.
 - c. **Internet plagiarism** includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the Internet without citing sources, and "cutting and pasting" from various sources without proper attribution.
 - d. **Obtaining unfair advantage** is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work.
 - e. **Falsification of records and official documents** includes, but is not limited to, forging signatures of authorization and falsifying information on an official academic record.

For specific examples of these forms of academic dishonesty, see the CUNY Policy on Academic Integrity: <http://policy.cuny.edu/text/toc/mgp/ARTICLE%20I/Policy%20I.3/>

2. College Procedures.

In determining if and what sanctions should be imposed upon a student, instructors should consider the seriousness of the violation and any mitigating circumstances. Instructors should also consult their chairs (or program heads).

An academic sanction generally means a reduced grade for the student, whether it is a reduced or failing grade for a single exam or assignment, or an automatic failing grade for the entire course. A disciplinary sanction consists of a suspension or expulsion from the college. Only the Academic Integrity Officer (AIO) can make the decision to pursue disciplinary action against a student in addition, or in lieu of, academic

sanctions. The AIO's decision to pursue a disciplinary sanction would be made in the event of repeated or particularly egregious acts of academic dishonesty by a student.

Four possible scenarios could result from an instructor's determination that a student violated the academic integrity policy. While the following details the procedures for addressing these scenarios, the list should not be considered exhaustive.

1. An instructor encounters an academic integrity violation and does or does not seek an academic sanction. The student does not contest the instructor's determination that a violation of the academic integrity policy occurred, and accepts the instructor's academic sanction, if any.
2. An instructor encounters an academic integrity violation and does or does not seek an academic sanction. The student contests the instructor's determination that a violation of the academic integrity policy occurred, and appeals the charge and instructor's academic sanction, if any.
3. The Academic Integrity Officer (AIO) seeks disciplinary action against the student, in addition to or in lieu of the instructor's academic sanction.
4. The student withdraws from the class while or after academic and/or disciplinary charges are brought.

A. An instructor encounters an academic integrity violation and does or does not seek an academic sanction. The student does not contest the instructor's determination that a violation of the academic integrity policy occurred, and accepts the instructor's academic sanction, if any.

1. An instructor who determines that a student has committed a violation of the CUNY Policy on Academic Integrity should review with the student the facts and circumstances of the case. The student should also be informed of any academic sanction that the instructor has imposed. If the student refuses to meet with the instructor, the instructor should make note of his or her attempts to contact the student.
2. The instructor completes the Faculty Action Report form (FAR), and indicates whether he/she has imposed an academic sanction. The original FAR form is submitted to the Academic Integrity Officer (AIO), with any relevant evidence attached. The instructor retains a copy of the FAR form.
3. The AIO places the FAR form and attached evidence in the student's confidential Academic Integrity File.
4. The AIO, within 7 business days of receipt of the FAR form, notifies the student via certified mail of the academic integrity violation. The AIO sends the student a copy of the FAR form and evidence, and the Notification of the Right

to Appeal (NRA) form. If the student does not, in writing, appeal the charge to the AIO within 30 business days¹ of receipt of the FAR form and the NRA form, the student is assumed to have accepted the instructor's charge and academic sanction, if any.

5. The instructor's academic sanction, if any, stands, and the AIO keeps the FAR form and all records related to the violation in the student's confidential Academic Integrity File.

B. An instructor encounters an academic integrity violation and does or does not seek an academic sanction. The student contests the instructor's determination that a violation of the academic integrity policy occurred, and appeals the instructor's charge and academic sanction, if any.

1. Steps A1 through A4 are taken. It should be stressed that even if an instructor has imposed no academic sanction against a student in violation of the academic integrity policy, but has reported the violation to the AIO via the FAR form, the student may still appeal the record of the charge that has been placed in his/her Academic Integrity File. (If the student admits the charge but wishes to appeal the grade sanction, the student may file an appeal using the college's grade appeal process).
2. When the AIO receives the student's written appeal, he/she will change the student's grade to PEN (if the appeal is initiated after the instructor has submitted a final grade for the course). The AIO, within 7 business days, will notify the instructor and chair (or program head) of student's appeal. The AIO will then convene a hearing of the Academic Integrity Committee (AIC), to be scheduled within 45 business days of receipt of the student's appeal.
3. In making its determination, the AIC has the authority to interview all persons involved in the case, and to review any documentation the committee deems necessary to make its final decision. The student has the right to argue his/her position before the Academic Integrity Committee and bring relevant evidence and witnesses for his/her defense in accordance with the NYCCT and CUNY Bylaws.
4. If the AIC finds that the student did not violate the CUNY Policy on Academic Integrity, the AIO destroys all documents related to the case. The AIO changes the student's grade to reflect the elimination of the academic sanction. The AIO destroys all documents related to the case. Should the stu-

¹ If a student appealing at the end, or after the end of a semester, the 30 day period for filing an appeal for the spring semester or summer semester shall begin on the first day of the fall semester following the one in which the grade was recorded. Students filing an appeal for the fall semester must do so within 30 days of the spring semester following the one in which the grade was recorded.

dent believe that the adjusted grade does not reflect an accurate and legitimate grade, the student can follow the college's grade appeal process to protest the grade.

5. If the Academic Integrity Committee finds that the student violated the CUNY Policy on Academic Integrity, the AIO changes the student's grade to reflect any academic sanction imposed by the instructor. The file established by the AIO regarding the student's violation remains in the student's Academic Integrity File. The decision of the Academic Integrity Committee is deemed final.

C. The Academic Integrity Officer (AIO) seeks disciplinary action against the student, in addition to or in lieu of the instructor's academic sanction.

1. The Academic Integrity Officer must decide whether to seek disciplinary action against the student within 7 business days of receipt of the FAR form from the instructor.
1. If the AIO decides to seek disciplinary action, the AIO will refer the matter to the Vice President for Student Affairs.²
3. The AIO places the FAR form and any attached evidence in the student's confidential Academic Integrity File. Within 7 business days, the AIO will send to the student via certified mail 1) notification of the academic integrity violation, 2) a copy of the FAR form and any attached evidence, and 3) notification that the case has been referred to the Vice President for Student Affairs. The AIO will change the student's grade to PEN (if the instructor has submitted a final grade for the course). The AIO, within 7 business days, will notify the instructor and chair (or program head) of the referral to the Vice President for Student Affairs.
4. The Vice President for Student Affairs will convene the Faculty Student Disciplinary Committee to consider the case.³
5. If the FSDC determines that the student did not violate the Academic Integrity Policy, no sanction, academic or disciplinary, is imposed upon the student. The AIO, within 7 business days of the FSDC's determination, changes the student's grade to reflect the elimination of any academic sanction. The AIO destroys all documents related to the case.

² If the AIO decides not to seek disciplinary action, the procedure for the imposition of an academic sanction is followed. If the student appeals the charge, the appeal is heard by the Academic Integrity Committee.

³ Only the FSDC can impose a disciplinary action against a student.

6. If the FSDC determines that the student violated the Academic Integrity Policy, it may 1) affirm the instructor's academic sanction and determine a disciplinary sanction to be imposed on the student, 2) it may affirm the instructor's academic sanction and not impose a disciplinary sanction, or 3) it may erase the instructor's academic sanction and impose a disciplinary sanction only. The AIO, within 7 business days of the FSDC's decision, changes the student's grade to reflect the imposition of the instructor's academic sanction, if any. The Vice President for Student Affairs implements the disciplinary sanction, if any. The file established by the AIO regarding the student's violation remains in the student's Academic Integrity File.
7. In accordance with CUNY Bylaws, the student may appeal the FSDC's decision to the President of the college.

D. The student withdraws from the class while or after academic and/or disciplinary charges are made.

1. A student may not circumvent an academic integrity policy sanction procedures by withdrawing from a class. When an instructor seeks an academic sanction, or when the Academic Integrity Officer seeks both academic and disciplinary sanctions, a student's withdrawal from that course does not serve as a shield against a charge of having violated the Academic Integrity Policy. In such an instance, the procedures outlined in Section A, B, and/or C are followed accordingly.

Tips on Speaking to Students About Academic Integrity

The following are some tips on how to raise student awareness to the importance of academic integrity.

- ◆ Read the Academic Integrity statement with students as you discuss the syllabus at the beginning of the semester.
- ◆ Discuss the meaning of plagiarism with students at the beginning of the semester and when discussing writing and research projects.
- ◆ Keep in mind that many students plagiarize unintentionally; because they honestly believe that simply changing a few words of copied text, or purchasing a paper from a commercial service is not an act of academic dishonesty. Discussing such scenarios with students is an excellent way of educating students about academic integrity.
- ◆ Discuss with students the appropriate methods for citing sources in your field.
- ◆ Since some studies⁴ have shown that many students are motivated to plagiarize and cheat by a sense of desperation, discuss with students how, through good study habits and academic self-discipline, they can avoid such feelings of desperation, and thus, the temptation to cheat.

⁴ See the article “Winning Hearts and Minds in War on Plagiarism” at <http://insidehighered.com/news/2008/04/07/plagiarism>

Administering Exams: A Guide for Best Practices for the Avoidance of Academic Dishonesty by Our Students

The following are practices that we, as faculty, can follow when administering an exam. Following these practices may minimize and deter academic dishonesty at NYCCT.

- ◆ Emphasize the importance of integrity to students prior to administering an exam
- ◆ Avoid administering the same exam in consecutive semesters
- ◆ Administer multiple versions of a single exam
- ◆ In smaller classes, seat students apart from each other
- ◆ Check for writing on and near desks before you start an exam
- ◆ Instruct students to turn off all digital/electronic devices before the start of an exam
- ◆ Do not let students keep open textbooks or notebooks on or near their desks during exams
- ◆ Do not let students wear headphones or similar devices during an exam
- ◆ Consider numbering exams and/or booklets
- ◆ Mark exam books so you know that students have returned the same books you gave them
- ◆ Insure students have not written answers/notes in test vicinity (on desk, water bottles, etc)
- ◆ Do not let students leave the classroom with an unused exam book
- ◆ Do not leave exam books in the classroom at the end of an exam
- ◆ Limit and monitor student bathroom visits during an exam
- ◆ Dispose of unused or old exam sheets properly (i.e: by shredding)

Produced by the NYCCT Academic Integrity Committee — Spring 2008

Why and How to Avoid Plagiarism: Guidelines from the City Tech Library

Plagiarism cheats both the plagiarizer and his or her classmates, and creates a burden for the instructor. This handout is designed to help students know when, how, and why to document sources. Talk with your instructor if you have questions regarding plagiarism and citing sources.

What is plagiarism?

In his Little Book of Plagiarism Richard A. Posner defines plagiarism as “fraudulent copying” (33). It is fraudulent because the copier, intentionally or not, is claiming another person’s words and ideas as his or her own.⁵

Why cite?

Keep in mind that you are doing two things when citing sources:

- Giving credit to other writers for their ideas
- Showing your audience where to find the sources used in your research

Plagiarism’s possible consequences (see the *Student Handbook* for the complete College policy)

- Receiving no credit for the assignment
- Failing the assignment
- Failing the class
- Suspension and expulsion from college

Avoiding plagiarism

- While you are starting your research, taking notes, writing your outline, and beginning your first draft, record all books, articles, websites, and other resources that you consult.
- Know which citation style your instructor requires (usually APA or MLA) and know how to use it.

Common knowledge and paraphrasing

Common knowledge can be described as facts known by most educated people. To say that the Japanese attacked Pearl Harbor on December 7, 1941 is an example of common knowledge and need not be cited. What is *not* common knowledge **must** be documented. When taking notes, put “quotations” around sentences and phrases that you take directly from the text, and be sure to record the source. Is your statement paraphrased? That is, are you expressing someone else’s ideas in your own words? If so, it too **must** be documented. A good paraphrase uses your own voice; a bad one borrows too heavily from the original.

⁵ Posner, Richard A. *Little Book of Plagiarism*

² Keegan, John. *The Battle for History: Re-fighting World War II*

	Example	Plagiarism? YES or NO
Original text from John Keegan's <i>The Battle for History</i>	The history of the Second World War has not yet been written...the passions it aroused still run too high, the wounds it inflicted still cut too deep, and the unresolved problems it left still bulk too large...to strike an objective balance. ²	
Acceptable quotation from original text	Military historian Sir John Keegan argues that, "The history of the Second World War has not yet been written . . . [because] the passions it aroused still run too high, the wounds it inflicted still cut too deep, and the unresolved problems it left still bulk too large . . .to strike an objective balance" (30).	NO
Acceptable paraphrase	Military historian Sir John Keegan maintains that no one has written the true history of the Second World War yet because the conflict was so complicated, aroused such passion, and left too many issues unsettled for anyone today to write a balanced account (30).	NO
Unacceptable paraphrase	The true history of the Second World War hasn't been written yet because the struggle was so complicated, the passions the war aroused still too high, and the wounds still too deep for historians to write an objective account.	YES
Acceptable. Student's original thought in his own voice	The history of World War Two is very complex, too complex for an accurate understanding at the present time.	NO

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<http://library.citytech.cuny.edu/instruction/pdf/plagiarismtips.pdf>