



Academic Integrity Policy
New York City College of Technology
Updated May 2018

Table of Contents

Academic Integrity at City Tech	3
Quick Guide: How to Report a Case of Academic Dishonesty	5
City Tech Academic Integrity Procedures and Policies	6
CUNY Academic Integrity Policy	11
The Academic Integrity Committee’s Charge	16
Academic Integrity FAQs	17
Reporting Violations: FAR (Faculty Action Form)	19
Student Right to Appeal Form	21
Student Appeal Form	22

Academic Integrity Committee (2017-2018)

Monica Berger, 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)

Johann Thiel, Mathematics (Arts & Sciences)

Angran Xiao, Mechanical Engineering Technology (Technology & Design)

Questions regarding Academic Integrity should be directed to

Professor Kyle Cuordileone, Academic Integrity Officer

Social Science Department, Namm 610

E-mail: kcuordileone@citytech.cuny.edu

City Tech's Commitment to Academic Integrity

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 (CUNY) and at New York City College of Technology (City Tech) and is punishable by penalties, including failing grades, suspension, and expulsion

— NYCCT statement on Academic Integrity

Academic Integrity is based on the idea that faculty and students engaging in the process of teaching, learning and exchanging ideas will present ideas, concepts and skills in a responsible way that respects the values of trust, honesty, and fairness.

It is crucial to maintain a culture of academic honesty because true learning and scholarly achievement can only take place in an institution where students are evaluated for what they have genuinely learned. Exams, quizzes, term papers, assignments, performances, skill tests and research projects are designed to foster productive study as well as critical thinking and learning in any given discipline; grades assess how successfully students have grasped the subject matter and achieved course objectives. Instructors must be certain that students understand course concepts and content, including the mastery of skills and professional competency, and that this understanding is a result of their own efforts and no one else's.

NYCCT has a responsibility to uphold the ethical and safe professional practices of students graduating with degrees in such areas as Nursing, Mechanical Engineering, Legal Studies, Radiologic Technology, Dental Hygiene and Architectural Technology. On a broader level, a steadfast commitment to the principles of academic integrity is essential in order fortify general education and fulfill the educational mission of the college. In liberal arts classes such as Math, English, Sociology, Physics, Biology, Economics, Speech, Chemistry and Art History, students must strive to develop knowledge from a range of disciplinary perspectives and, whatever their ultimate career path, acquire the skills needed for effective communication, inquiry, analysis and critical thinking.

Quick Guide: How to Report a Case of Academic Dishonesty

STEP 1: Determine what, if any, academic sanction (typically a grade penalty) to impose on the student. Discuss with the student. If the student cannot be reached (e.g., school is no longer in session, or the student is absent from class), email the student informing her/him that you are reporting the violation.

STEP 2: Complete a Faculty Action Report (FAR) Form and submit to the Academic Integrity Officer (AIO) Professor Kyle Cuordileone, Social Science Department Namm 610. Attach any relevant documentation.
(kcuordileone@citytech.cuny.edu).

Via certified mail, the student will receive an official letter from the AIO indicating that a violation has been filed against him/her, along with the FAR form and a statement of the student's right to appeal.

OUTCOME: If the student does *not* appeal the charge to the AIO, a record of the violation record will remain in the student's confidential file.

If the student appeals the charge, the Academic Integrity Committee (AIC) shall conduct a hearing to determine whether the student has violated the Academic Integrity Policy. The AIC will either uphold or overturn the instructor's violation and sanction. After the AIC has issued a ruling, the matter is final within the College.

Whether or not the student appeals the AI charge, and regardless of the outcome of an AIC hearing, no indication of this violation will appear on the student's permanent record or transcripts if the student accrues no further academic integrity violations while attending this college or any other CUNY college.

Academic Integrity Policy at City Tech

The following procedures for documenting academic integrity violations and implementing sanctions are found in the City Tech bylaws. Revisions to the college bylaws were approved by College Council on April 13, 2010 in order to conform to the revisions in the CUNY Bylaws.

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 the source, 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 over another student.
- 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 (pg. 9).

2. College Procedures

In determining if and what sanctions should be brought against a student, the instructor should consider the seriousness of the violation and any mitigating circumstances. The instructor should also consult the chairperson of their department. 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 constitutes a more severe sanction, such as suspension or expulsion of the student from the college. Only the academic integrity officer can ultimately make the decision to pursue disciplinary action against a student in addition to academic sanctions. The academic integrity officer's decision to pursue a disciplinary sanction would likely be made in the event of repeated or particularly egregious violations of academic integrity by a student.

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

A. Instructor seeks academic sanction and the student does not contest the academic sanction.

i. An instructor who suspects a student of committing a violation of the CUNY Policy on Academic Integrity first needs to assure that every effort has been made to review with the student the facts and circumstances of the case. The student must also be informed that the instructor will be seeking an academic sanction, whether the sanction is a reduced or failing grade for a single exam or assignment, or an automatic failing grade for the entire course. If the student refuses to meet with the instructor regarding this matter, then the instructor should make note of his or her attempts to contact the student.

ii. The instructor completes the Faculty Action Report Form (FAR form) and indicates that he/she is seeking only academic sanction. The original FAR form is then submitted to the Academic Integrity Officer, and a copy of the FAR form is retained by the instructor.

iii. Within seven business days of receipt of the FAR form, the Academic Integrity Officer must notify the student via certified mail of the academic integrity violation, and include along with a copy of the FAR form the Notification of the Right to Appeal (NRA). If the student does not appeal the charges by giving written notice to the Academic Integrity Officer within thirty business days of receipt of the FAR form and the NRA, then this shall indicate that the student does not contest the sanction. In the case that a student is appealing a final grade, then the thirty day period for filing an appeal for the spring semester and the summer semester begins 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 thirty days of the start of the spring semester following the one in which the grade was recorded. A student appealing a grade for an assignment must do so within thirty days of registered mail notification of the sanction. Should the student appeal be for an assignment that was given as a semester's end project, then the time period provided for appealing a final grade shall be used to calculate when the FAR form should be returned.

iv. The instructor's grade stands

The faculty member shall inform the Academic Integrity Officer of the resolution via email and the Officer shall update the applicable Faculty Report Form to reflect that resolution.

B. Instructor seeks an academic sanction and student denies the academic dishonesty.

i. Steps a (i) through a (iii) are taken. Even if the instructor has issued no grade penalty against a student and has simply reported the violation to the academic integrity officer on the FAR form, a student could still appeal the record of the charge (FAR form) that has been placed in his/her confidential file.

ii. If the Academic Integrity Officer receives the student's written statement appealing the charges, he/she shall then convene a hearing by the Academic Integrity Committee (AIC) to be scheduled within forty five days of receipt of the student's appeal. The Academic Integrity Officer will also notify the registrar to change the current grade of the student to "PEN." The student is notified of the grade change within seven business days by the academic integrity officer, and the student, the instructor and the instructor's department chair are notified of any relevant dates with regard to the hearing of the appeal by the Academic Integrity Committee.

iii. In order to make its determination, the Academic Integrity Committee has the authority to interview all persons involved in the academic integrity violation, and to review any documentation the committee deems necessary to make its final decision. The student has the right to argue his/her case before the academic integrity committee and bring relevant evidence and witnesses for his/her defense in accordance with the NYCCT and CUNY bylaws.

iv. If the Academic Integrity Committee finds that the student is not in violation of the CUNY Policy on Academic Integrity, then the FAR form and all other material relating to the matter are destroyed. The Academic Integrity Officer, in consultation with the instructor, and no later than seven business days after the academic integrity committee's ruling, submits a change of grade reflecting the elimination of the grade penalty to the registrar, whether the penalty was a reduced or failing grade for a single exam or assignment, or whether the sanction is an automatic failing grade for the entire course. Should the student believe that the adjusted grade is unfair, the student can follow the college's grade appeal process.

v. If the Academic Integrity Committee finds that the student is in violation of the CUNY Policy on Academic Integrity, then the Academic Integrity Officer informs the registrar's office, the student, the instructor, and the department chairperson of the change of grade from "PEN" to the grade originally submitted by the instructor. The Academic Integrity Officer keeps a record of all information regarding the violation in a confidential file.

vi. The decision of the Academic Integrity Committee is final.

C. Instructor seeks an academic sanction, and student admits the academic dishonesty but contests the sanction

i. Steps a (i) through a (iii) are taken.

ii. The student may appeal the academic sanction through the college's grades appeal process.

D. The Academic Integrity Officer, in consultation with the instructor, seeks both academic and disciplinary action against the student

i. The Academic Integrity Officer must decide within seven working days of receipt of the FAR form from the instructor to decide whether to pursue both the academic and disciplinary sanction against the student. The Academic Integrity Officer must then submit any charges, accusations or allegations in writing and in complete detail to the office of the Vice President of Enrollment and Student affairs who will conduct a preliminary investigation as per Article XV, Section 15.3 of the bylaws of the board of trustees of the City University of New York. Only the Faculty-Student Disciplinary committee can determine whether or not formal disciplinary action will be taken against a student.

ii. If the Vice President for Enrollment and Student Affairs does not prefer formal disciplinary charges or the Faculty-Student Disciplinary Committee decides not to hear a case against a student for disciplinary action submitted by the Academic Integrity Officer, the Vice President for Enrollment and Student Affairs or the chair of the Faculty Student Disciplinary Committee (as applicable) gives written notice to the student and the Academic Integrity Officer of the

decision not to seek disciplinary action but reminds them that the academic sanction and FAR form remain. The student may then appeal according to the procedures already set forth in sections b and c or accept them as in section a.

iii. If the Faculty-Student Disciplinary Committee decides to hear the case, the Faculty-Student Disciplinary Committee chair changes the student's grade to PEN, and the Faculty-Student Disciplinary Committee's long-established procedures go into effect, in accordance with the NYCCT Bylaws and Article XV, Section 15.3 of the CUNY Bylaws. The Faculty-Student Disciplinary Committee informs the student of the proceedings, the dates and times, and the student's rights and responsibilities. Since any decision to pursue disciplinary charges against a student results automatically in a Faculty-Student Disciplinary Committee hearing, the student has the opportunity to present his/her defense, including relevant evidence and witnesses, at this hearing according to the procedures set forth in college bylaws.

iv. The Faculty-Student Disciplinary Committee meets to determine the outcome of academic and disciplinary sanctions. If the Faculty-Student Disciplinary Committee determines that no academic or disciplinary sanction is warranted, then the Academic Integrity Officer is advised, and all information pertaining to the matter in the student's confidential file is destroyed. If applicable, the Academic Integrity Officer shall then confer with the instructor with regard to changing the PEN grade to a grade reflecting no penalty. The PEN grade change shall be submitted to the registrar no later than seven business days from the date the Academic Integrity Officer is notified by the Faculty-Student Disciplinary committee of its decision. Should the student find that the grade submitted is unfair, then he/she can appeal through the grade appeals process.

v. If the Faculty-Student Disciplinary Committee decides that only academic sanction is warranted, or only disciplinary sanction is warranted, or both academic and disciplinary action is warranted, then it is the responsibility of the Faculty-Student Disciplinary Committee chair to advise the student, the instructor, the department chair, and the Academic Integrity Officer of the outcome. If the academic sanction is upheld, the Faculty-Student Disciplinary Committee chair must change the student's PEN grade back to the grade with penalty originally submitted by the instructor. In the unlikely event that the Faculty-Student Disciplinary Committee decides that only a disciplinary action is warranted but not an academic sanction, then it is the responsibility of the Faculty-Student Disciplinary Committee chair, in consultation with the Academic Integrity Officer and the instructor, to change the PEN grade to a grade without penalty within seven days of notice of this action by the Faculty-Student Disciplinary Committee chair. In either case, if the disciplinary sanction is upheld, the Faculty-Student Disciplinary Committee chair then imposes the disciplinary sanction. In accordance with the bylaws, the student may appeal the decision of the Faculty-Student Disciplinary Committee to the president of the college.

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

i. A student may not circumvent the academic integrity process by withdrawing from a class. In the instance where an instructor seeks an academic sanction, or 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 violation of academic integrity. In this case the procedures outlined in a, b, and/or c are followed accordingly.

CUNY POLICY ON ACADEMIC INTEGRITY

Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

1. Definitions and Examples of Academic Dishonesty.

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

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, or asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
- Giving assistance to acts of academic misconduct/ dishonesty.
- Fabricating data (in whole or in part).
- Falsifying data (in whole or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, computers or other technologies to retrieve or send information.

1.2 **Plagiarism** is the act of presenting another person's ideas, research or writings as your own. Examples of plagiarism include:

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.

- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or “cutting & pasting” from various sources without proper attribution.

1.3 **Obtaining Unfair Advantage** is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student’s work.

1.4 **Falsification of Records and Official Documents**

Example of falsification include:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

2. Methods of for Promoting Academic Integrity

2.1 Orientation sessions for all new faculty (full and part-time) and students shall incorporate a discussion of academic integrity. Packets containing a copy of the CUNY Policy on Academic Integrity and, if applicable, the college’s procedures implementing the Policy, and information explaining the Policy and procedures shall be distributed. These packets also shall be posted on each college’s website.

2.2 All college catalogs, student handbooks, and college websites shall include the CUNY Policy on Academic Integrity and, if applicable, college procedures implementing the policy and the consequences of not adhering to the Policy.

- 2.3 Each college shall subscribe to an electronic plagiarism detection service and shall notify students of the fact that such a service is available for use by the faculty. Colleges shall encourage faculty members to use such services and to inform students of their use of such services.
3. Reporting.
 - 3.1 Each college's president shall appoint an Academic Integrity Officer in consultation with the elected faculty governance leader. The Academic Integrity Officer may be the college's Student Conduct Officer, another student affairs official, an academic affairs official, or a tenured faculty member. Additional duties of the Academic Integrity Officer are described in Sections 4.1, 4.21, 4.22, 4.3 and 4.4.
 - 3.2 Faculty members shall report all incidents they consider to be academic dishonesty on a Faculty Report Form in substantially the same format as the sample annexed to this Policy and shall submit the Form to the college's Academic Integrity Officer. A faculty member who suspects that a student has committed a violation of the CUNY Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever possible prior to making a determination triggering submission of a Faculty Report Form. Each college shall use a uniform form throughout the college, which shall contain, at a minimum, the name of the instructor, the name of the student, the course name and number, the date of the incident, an explanation of the incident and the instructor's contact information.
 - 3.3 The Academic Integrity Officer shall update the Faculty Report Form after a suspected incident has been resolved to reflect that resolution. Unless the resolution exonerates the student, as described in Section 4.4, the Academic Integrity Officer of each college shall place the Form in a confidential academic integrity file created for each student alleged to have violated the Academic Integrity Policy and shall retain each Form for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies. Unless they exonerate the student, written decisions on academic integrity matters after adjudication also shall be placed in the student's academic integrity file. The Academic Integrity Officer shall be responsible for maintaining students' academic integrity files.
4. Procedures for Imposition of Sanctions.
 - 4.1 Determination on academic vs. disciplinary sanction.

The Academic Integrity Officer shall determine whether to seek a disciplinary sanction in addition to an academic sanction. In making this determination, the Academic Integrity Officer shall consult with the faculty member who initiated the case and may consult with student affairs and/or academic affairs administrators as needed. Before determining which sanction(s) to seek, the Academic Integrity Officer also shall consult the student's confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of the Academic Integrity Policy, the nature of the infraction, and the sanction imposed or action taken. Prior violations include both violations at the student's current college and violations

that occurred at any other CUNY college. In making the determination on prior violations, the Academic Integrity Officer shall determine whether the student previously attended any other CUNY college and, if so, shall request and be given access to the academic integrity file, if any, at such other CUNY college.

The Academic Integrity Officer should seek disciplinary sanctions only if (i) there is a substantial violation; (ii) the student has previously violated the Policy; or (iii) academic sanctions may not be imposed because the student has timely withdrawn from the applicable course. Examples of substantial violations include infractions that are similar to criminal activity (such as forging a grade form; stealing an examination from a professor or a university office; or forging a transcript); having a substitute take an examination or taking an examination for someone else; sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment; and violations committed by a graduate or professional student or a student who will seek professional licensure. The college also should consider any mitigating circumstances in making this determination.

4.2 Procedures in Cases Involving Only Academic Sanctions.

4.2.1 Student Admits to the Academic Dishonesty and Does Not Contest the Academic Sanction.

If a faculty member wishes to seek only an academic sanction (i.e., a reduced grade) and the student does not contest either his/her guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the Academic Integrity Officer decides to seek a disciplinary sanction. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member's discretion. A reduced grade may be an "F" or another grade that is lower than the grade that the student would have earned but for the violation. The faculty member shall inform the Academic Integrity Officer of the resolution via email and the Officer shall update the applicable Faculty Report Form to reflect that resolution.

4.2.2 Student Admits to the Academic Dishonesty but Contests the Academic Sanction.

In a case where a student admits to the alleged academic dishonesty but contests the particular academic sanction imposed, the student may appeal the academic sanction through the college's grade appeal process. The student shall be allowed, at a minimum, an opportunity to present a written position with supporting evidence. The committee reviewing the appeal shall issue a written decision explaining the justification for the academic sanction imposed.

4.2.3 Student Denies the Academic Dishonesty.

In a case where a student denies the academic dishonesty, a fact-finding determination shall be made, at each college's option, by an Academic Integrity Committee established by the college's governance body or by the Student-Faculty Disciplinary Committee established under Article XV of the CUNY Bylaws. Each

college's Academic Integrity Committee shall adopt procedures for hearing cases. Those procedures, at a minimum, shall provide a student with (i) written notice of the charges against him or her; (ii) the right to appear before the Committee; and (iii) the right to present witness statements and/or to call witnesses. The Committee may request the testimony of any witness and may permit any such witness to be questioned by the student and the administrator presenting the case. Academic Integrity Committees shall issue written decisions and send copies of their decisions to the college's Academic Integrity Officer. The Academic Integrity Officer may not serve on a college's Academic Integrity Committee.

4.3 Procedures in Cases Involving Disciplinary Sanctions.

If the college decides to seek a disciplinary sanction, the case shall be processed under Article XV of the CUNY Bylaws. If the case is not resolved through mediation under Article XV, it shall be heard by the college's Faculty Student Disciplinary Committee. If the college seeks to have both a disciplinary and an academic sanction imposed, the college shall proceed first with the disciplinary proceeding and await its outcome before addressing the academic sanction. The student's grade shall be held in abeyance pending the Committee's action. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student's grade. The student may appeal the finding in accordance with Article XV procedures and/or may appeal the grade imposed by the faculty member in accordance with section 4.2.2. If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed. Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Officer shall promptly report its resolution to the faculty member and file a record of the resolution in the student's confidential academic integrity file, unless, as explained below, the suspected violation was held to be unfounded.

4.4 Required Action in Cases of No Violation.

If either the Academic Integrity Committee or the Faculty- Student Disciplinary Committee finds that no violation occurred, the Academic Integrity Officer shall remove all material relating to that incident from the student's confidential academic integrity file and destroy the material.

5. Implementation.

Each college shall implement this Policy and may adopt its own more specific procedures to implement the Policy. Colleges' procedures must be consistent with the policy and procedures described in the Policy.

Adopted by the Board of Trustees on 6/28/2004 (Item No.8.E.) as the CUNY Policy on Academic Integrity with Procedures for Imposition of Sanctions for Violations of the CUNY Policy on Academic Integrity. The new revised 'CUNY Academic Integrity policy' was adopted on 6/27/2011 (Item No.5.L.) with the effective date as of 7/1/2011.

The Academic Integrity Committee's Charge

The NYCCT Governance Plan sets forth the charge and composition of the Academic Integrity Committee (AIC) as follows:

- 1) The AIC shall consist of seven voting members and either one or two non-voting members. Three members of the AIC shall be elected for three-year rotating terms by full-time faculty who hold the minimum rank of assistant professor who have received their third-year reappointment. No two elected members of the AIC shall be from the same department. Four members shall be appointed by the Provost (with at most one member from each school and one member from the library) for one-year terms so that at most one member of the committee is from any single department. No one may serve more than six years consecutively as a voting member of the AIC. The AIO may ask a student to serve on the AIC as a nonvoting member.

- 2) The AIC shall have both an educative and administrative purpose. In the spirit of prevention, and to promote the education of faculty, staff and students about academic dishonesty, the AIC shall be charged with the maintenance, support and dissemination of academic integrity policies, procedures and guidelines as they are expressed in catalogs, student handbooks, class schedules, websites, workshops and other sources of public information at the college. In accordance with the recommendations put forth in the CUNY Report on Academic Integrity, the AIC shall a) hold workshops and orientation sessions for faculty with the aim of raising awareness of the importance of academic integrity, providing guidelines for detecting plagiarism and dealing with students, and promoting preventative pedagogical strategies to discourage problems before they arise; b) work with counselors and faculty to educate students in orientation sessions and other forums about the importance of academic integrity, what it means and what constitutes a violation of the academic integrity policies of the college and CUNY and c) create a website that will serve as a clearinghouse for all policies, procedures and guidelines involving academic integrity.

- 3) The AIC shall be charged with hearing appeals of all contested charges of academic dishonesty against a student that do not involve the pursuit of a disciplinary sanction (charges involving pursuit of a disciplinary sanction are heard by the FSDC).

Academic Integrity at City Tech: FAQs

What happens to a student after an instructor submits a FAR form reporting a violation?

The AIO sends to the student's home a letter notifying the student that a violation has been placed in her/his confidential file at the college. The student also receives a copy of the FAR form and a notice of the student's right to appeal. Unless the student appeals the charge, the violation remains in the student's confidential file and the grade sanction (if any) remains. No indication of the violation appears on a student's permanent record or transcripts. Barring any further AI violations which result in disciplinary action taken against the student, the student's official record remains clean.

What if a student allegedly violates the AI policy and then withdraws from the course after a charge is made and a FAR form is submitted?

A student may not withdraw from a class to avoid an Academic Integrity violation or sanction. If an instructor has a policy mandating that an F in the course is the penalty for an AI violation, or an F on an essay is the penalty for a plagiarized essay, the student who withdraws from the class after the FAR form is submitted may, at the discretion of the AIO, have their course grade changed from a W to a sanctioned grade.

Must I have 100% absolute proof that a student has cheated before filing a FAR form?

Instructors must rely on their own professional expertise and use their own best judgement as to what constitutes evidence of an AI violation. The instructor may wish to consult their department chair or the AIO if they are unsure. A reasonable degree of evidence of academic dishonesty is expected when a FAR form is filed. However, various forms of cheating are sometimes difficult to prove definitively. Faculty should keep in mind that in the event of a student appeal, the AIC hearing is not a court of law and proof "beyond a reasonable doubt" is not the standard. For example, a student with extremely poor writing skills who submits to her/his English instructor an essay that reads as if it was written by a professional literary critic may be subject to a violation, even if the source of the plagiarized essay cannot be located as evidence.

What if, contrary to my policies, I catch a student with a prohibited cell phone on his desk (or a prohibited note card on her lap) during an exam, but there is no evidence within the student's test answers that he/she used it to cheat?

Faculty should remember that a student doesn't have to "successfully" cheat in order to be charged with an AI violation. The instructor's own reasonable AI policies are designed to uphold academic honesty and integrity in the classroom. If a student violates the instructor's AI rules (e.g. a ban on cell phones or notes being present during an exam), the student is subject to an AI charge. Moreover, the "intention" of the student cannot be determined or judged; at issue is the student's violation of the instructor's AI rules, which are an extension of City Tech and CUNY AI policies.

When a student appeals a violation, who attends an AIC hearing and what may I expect?

When an appeal commences, the student's grade is changed by the AIO to a PEN (pending) grade. In an AIC hearing, members of the AIC are present as well as the student. The faculty member is encouraged to attend but is not required to do so. The student, the instructor or the AIC chair may opt to call witnesses. The AIC interviews the student and the faculty member separately, as well as any witnesses called, reviews all documentary evidence, and comes to a decision by a simple majority vote, either upholding or overturning the violation (and, if applicable, the sanction). The AIO replaces the PEN grade with a grade that reflects the decision of the AIC. When the AIC issues a ruling, it is considered the final word on the matter at the college.

NEW YORK CITY COLLEGE OF TECHNOLOGY
THE CITY UNIVERSITY OF NEW YORK

**FACULTY ACTION REPORT (FAR) FORM
FOR VIOLATIONS OF THE CUNY POLICY ON ACADEMIC INTEGRITY**

All violations of the CUNY Policy on Academic Integrity must be reported by submitting this form to the college AIO/Professor Kyle Cuordileone, Social Science Department, Namm 610, kcuordileone@citytech.cuny.edu. Attach any relevant information or documentary evidence.

I. Information about the Incident:

Student's name: _____ EMPL ID#: _____

Instructor's name: _____ Department: _____

Course Title, Number & Section: _____ Semester: _____

Date of Incident(s): _____

Type of Incident: Cheating _____ Plagiarism _____ Other _____

Description of Incident (be specific and attach any documentation/evidence to this report):

Indicate the outcome of your discussion with the student:

II. Academic (Grade) Sanction:

Academic sanction imposed (if any):

A failing grade on the exam/paper _____ A failing final grade for the course _____

Other (please explain):

Did the student accept this sanction? Yes ____ No ____ If no, please explain:

III. Disciplinary Complaint Option:

Do you recommend that the AIO *also* seek disciplinary action against this student? A disciplinary action is typically reserved for particularly egregious violations of AI policy that call for harsher sanctions such as suspension or expulsion from the college. If so, please attach a letter explaining why a disciplinary sanction should be sought in addition to an academic penalty.

YES ____ NO ____

IV. Right to Appeal:

Students have the right to contest and appeal allegations of academic dishonesty should they feel they have been wrongly accused of an AI violation. All students who receive a copy of this form by certified mail will also receive a "Notification of Right to Appeal" which states the student's rights and responsibilities when appealing violations of academic integrity.

Instructor's Signature: _____ Date: _____

**NEW YORK CITY COLLEGE OF TECHNOLOGY
OF THE CITY UNIVERSITY OF NEW YORK**

NOTIFICATION OF A STUDENT'S RIGHT TO APPEAL

A student accused violating the CUNY Policy on Academic Integrity has the right to appeal the instructor's determination that a violation occurred as well as any sanction imposed. A student may appeal only if he/she is contesting the validity of the alleged violation, i.e., the truth or falsity of the charge in accordance with the academic integrity policies of the college and the instructor. The student may not submit an appeal simply to request leniency or clemency.

The NYCCT AIC will convene a hearing, and both the student and the faculty member may testify, as well as any witnesses summoned by the student, the instructor, or the AIC chair. After considering the testimony and the evidence, the AIC will issue a decision, which is final.

Students who wish to appeal to the AIC must fill out the Academic Integrity Student Appeal form and send it to the AIO, Professor Kyle Cuordileone within 30 business days from the date of the letter from the AIO informing the student of the violation. Upon receipt of a completed appeal form, the AIC chair shall notify the student of the date and time of the hearing before the AIC.

Appeal forms should be mailed or delivered in person (*hard copies only*) to:

Professor Kyle Cuordileone
Academic Integrity Officer
New York City College of Technology
300 Jay Street Namm 610
Brooklyn, NY 11201

Questions may be addressed to kcuordileone@citytech.cuny.edu

NEW YORK CITY COLLEGE OF TECHNOLOGY OF THE CITY UNIVERSITY OF NEW YORK

Academic Integrity Student Appeal Form

Students who wish to contest a violation of CUNY and City Tech Academic Integrity Policy must submit this appeal form to the NYCCT AIO no later than 30 business days from the date of the initial letter informing the student of the violation. Submit a hard copy to the AIO, Professor Kyle Cuordileone, Department of Social Sciences (Namm 610)

Date: _____

Your Name: _____ Student/EMPL ID: _____

Name of Professor: _____ Student still enrolled (y/n) _____

Course Title/Section: _____ Date(s) of Incident: _____

Primary Student Contact Email: _____

Second Back-Up Contact Email: _____

Please note: future contact regarding this matter will occur via the primary email address you provide here. It is the student's obligation to check for emails pertaining to this matter and respond to them in a timely fashion. Should the student fail to respond to any correspondence from the AIO or AIC Chair within 7 days (e.g., to confirm a hearing date/time, or to confirm that the appeal remains active, or any other matter), the appeal will proceed no further and the student's violation will be sustained.

Explanation of Incident:

Please write as clearly as possible, explaining the incident in question and the reasons you believe you did not violate CUNY and City Tech Academic Integrity Policy. Attach an extra sheet of paper if necessary. You may include any relevant information, e.g., term paper, test, exam, course syllabus, etc.

Do you plan to attend the Academic Integrity Hearing? _____

Signature _____