

Instructor Procedures: Suspected Academic Integrity Violations

STEP 1: Review York's Academic Integrity Policy, Flowchart, and Timeline.

Prepare the Faculty Report Form (FRF) and assemble and scan into one complete file the supporting documentation described below for discussion with the student.

Clearly label each piece of evidence with the student's name.

Plagiarism:

- student's essay/assignment
- suspected source
- essay/assignment instructions
- course syllabus, with portions related to academic integrity highlighted

Cheating:

- student's exam/response sheet
- your dated, detailed narrative of the cheating behavior observed
- other relevant evidence of cheating (e.g., photos of forbidden programs on calculators, disallowed materials found during exams, etc.)
- course syllabus, with portions related to academic integrity highlighted

Other Offenses:

- consult with Academic Integrity Officer for appropriate documentation

STEP 2: Within 10 business days of discovering the alleged violation, meet with the student to discuss the allegation and any relevant evidence. Explore with the student whether there is an alternate explanation for the phenomena you have observed. If you do not find such an explanation compelling, (a) explain the proposed sanction and the reason(s) for it with the student and (b) sign the FRF. Let the student know the FRF and supporting evidence will be submitted to the College's Academic Integrity Officer.

STEP 3: Inform the student that they have the right to appeal. Have the student sign the FRF and check the appropriate box to indicate whether or not they agree to the allegation and academic sanction. Give the student a copy of the form and supporting evidence, insofar as the latter is practicable. If the student agrees to the allegation and sanction, the sanction can be imposed. If not, and if the final course grade must be submitted before the case is resolved, assign the student a PEN grade until the case is adjudicated.

STEP 4: Make a copy of the FRF and the evidence for your confidential files. Within 10 business days of discovery of the incident, submit the completed FRF form, with copies of the supporting documentation scanned into one complete file, to the Academic Integrity Officer, whose contact information is on the Academic Integrity webpage: <https://www.york.cuny.edu/academic-integrity>

Faculty Report Form: Academic Integrity

Complete this form to report an incident of suspected and/or resolved academic dishonesty. This form must be submitted within 10 business days of the faculty member's discovery of the suspected academic dishonesty. Make a copy of this form for your records and forward the original along with copies of all available supporting documentation scanned into one complete file, to the Academic Integrity Officer, whose contact information is on the Academic Integrity webpage: <https://www.york.cuny.edu/academic-integrity>

| | | | |
|--|---------------------------|-----------------|--------|
| Student Name: | | Student EMPLID: | |
| Course: | Section: | Semester: | |
| Current Address: | | York Email: | |
| Date and/or Discovery of Incident: | | | |
| Type of Incident: | Cheating: | Plagiarism: | Other: |
| Explanation of Incident: (use reverse side if needed) | | | |
| Proposed Academic Sanction: | | | |
| Failing Grade for Course | Zero Grade for Exam/Paper | Other | |

The student does not deny the allegation, and accepts the assigned academic sanction, i.e.:

The matter is considered informally resolved (unless the College pursues disciplinary action due to the severity of the incident or prior offenses).

The student denies the allegation. The student should be advised to submit a written appeal to the Academic Integrity Officer. The temporary grade of "PEN" will be assigned until the matter is formally resolved.

| | | |
|--------------------------|--|--------|
| *Student Signature: | | Date: |
| *Faculty Name (Printed): | | Dept: |
| *Faculty Signature: | | Date: |
| * Office Ext: | | Email: |

| | | |
|--|--|-------|
| Resolution of the case after adjudication: | | |
| Academic Sanction: | | |
| Disciplinary Sanction: | | |
| Signature of AIO: | | Date: |

* The Academic Integrity Officer will keep a confidential file.