

Reporting Academic Dishonesty: How It Works

Why File A Report?

CUNY's Academic Integrity Policy states, in part:

A faculty member who concludes that there has been an incident of academic dishonesty sufficient to affect the student's final course grade shall report such incident on a Faculty Report Form... and shall submit the Form to the college's Academic Integrity Officer. [section 3.2, excerpt]

You are required by the College to formally report an allegation of academic integrity violation to the Academic Integrity Officer if any of the following conditions apply:

- The grade penalization you would impose for the alleged violation would result in a failing final grade (F) for the course.
- The student contests the allegation of academic dishonesty.
- The student does not respond to your notification re the allegation of academic dishonesty.
- A temporary PEN grade is required because final semester grades are due but the incident has not been resolved.

Even if none of the above conditions apply and you have resolved the incident directly with the student, you should consider filing a report. Filing a [Faculty Report of Alleged/Resolved Academic Integrity Violation](#) serves the following purposes:

- **Informational:** The information your report provides helps us to identify demographic trends useful in identifying at-risk populations, creating targeted interventions, collaborating efficiently and effectively with academic support departments, etc.
- **Formal Intervention:** Where appropriate, the form allows us to begin the process of formal review, intervention and resolution.

Please note! The Academic Integrity Officer is always available to faculty and to students for informal consultation, even when a report has not been filed with our office. However, this office is legally constrained from addressing suspected violations on behalf of the College in the absence of a filed report.

Once your report and supporting documentation have been received:

- The student's name is run through our database to check for prior violations.
- A case file is opened, and the type of intervention required (formal case review, follow-up notification, etc.) is determined.

For incidents that require formal case review, the student receives formal notification that the report has been filed and that formal case review (investigation) will be conducted. The student is required to attend a case review meeting with the Academic Integrity Officer (AIO) to review and respond to the allegations. Additional documentation may be requested from instructor, student and any third party who can shed light on the incident. The student is also required to submit a written statement of response. When the review has been completed, the AIO provides formal findings and recommendations to the instructor, and notification of case disposition to the student.

For proven violations that meet CUNY guidelines for consideration of disciplinary sanction by the College in addition to academic sanctions imposed by the instructor, the AIO may refer a given case to the Dean of Students for further review. For an outline of what happens at that stage, see the [JJC Academic Integrity Process Flow Chart](#).

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For incidents that require follow-up notification only, the student receives an official letter that provides the following

- Notification that the report has been filed, and the student is now on record with the AIU.
- Confirmation that a mutual resolution between student and instructor has been reached, and that no further action will be taken will be taken.
- Warning that a repeat violation will have serious and permanent implications.
- References and resources to prevent repeat violations.

The letter includes a Statement of Acknowledgement for the student to sign and return as a final condition of case closure.

Click [HERE](#) for the downloadable *Faculty Report of Alleged/Resolved Academic Integrity Violation* form

Click [HERE](#) for the *Reporting Your AI Incident* tip sheet

Not sure whether you should file a report? Contact the Academic Integrity Officer for a confidential consultation.

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