

Reporting Academic Dishonesty: How It Works

Why File A Report?

While you are not required to formally report suspected to our office, it is highly recommended that you do so. Filing a [Faculty Report of Alleged/Resolved Academic Integrity Violation](#) with the Academic Integrity Unit 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.

Click [HERE](#) to download the [Faculty Report of Alleged/Resolved Academic Integrity Violation](#) form; click [HERE](#) for tips on completing and submitting the form.

Please note! The Academic Integrity Unit is always available to faculty and to students for informal consultation, even when a report has not been filed with our office. However we are legally constrained from addressing suspected violations 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 notification that the report has been filed and is required to attend a case review meeting with the Academic Integrity Officer (AIO) to review and respond to the charges made; the student is also required to submit a written statement of response. Additional documentation may be requested from instructor, student and any third party who can shed light on the incident. 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](#).

For incidents 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.

Again, you are not required to file a report with our office when you suspect that an act of academic dishonesty has taken place in your class – but we urge you to consider doing so as part of John Jay's culture of academic integrity.