

# ACADEMIC INTEGRITY: FACULTY FAQs



## ❖ *Where can I find the CUNY Policy on Academic Integrity?*

Click here for the [CUNY Policy on Academic Integrity](#).

You can also find the Policy posted to the [Academic Integrity](#) web page.

## ❖ *Where can I obtain the Faculty Report of Alleged and/or Resolved Academic Integrity Violation form?*

Click here for the [Faculty Report of Alleged and/or Resolved Academic Integrity Violation form](#).

You can also find the form posted to the [Academic Integrity](#) web page.

## ❖ *Do I need to report all academic dishonesty violations?*

Faculty are strongly encouraged to report violations of the Academic Integrity Policy, even when the matter has been resolved directly with the student.

- The filed report authorizes the Academic Integrity Officer to provide informal intervention (e.g., referral to support services) and where indicated, to begin the process of formal review, intervention and resolution.
- Students who are formally reported to the Academic Integrity Officer are entered into a confidential database. The database is used to (a) identify students with a prior history of violation, (b) to generate reports for the College and for CUNY, and (c) to identify trends and patterns useful in designing and implementing interventions to prevent violations.

***If you have any questions re whether or not a report should be filed, please contact the Academic Integrity Officer.***

## ❖ *Under what conditions am I required to report an academic integrity violation?*

A formal violation report must be filed with 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.

## ❖ *How do I formally file a report?*

Faculty can file a formal report by submitting a completed, signed [Faculty Report of Alleged and/or Resolved Academic Integrity Violation](#) with supporting documentation to the Academic Integrity Officer.

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

**Click here for the [Filing Your Faculty Report of Alleged/Resolved Academic Integrity Violation](#) tip sheet.**

You will also find these documents posted to the [Academic Integrity](#) web page.

### ❖ ***What happens after I file the report?***

That depends on the nature of the allegation, whether or not the student has a prior record of violation, and other factors.

**Click here for the [Reporting Academic Dishonesty: How It Works](#) overview document.**

**Click here for the [JJC Academic Integrity Process chart](#), a visual outline of the full process and all possible outcomes.**

You will also find these documents posted to the [Academic Integrity](#) web page.

### ❖ ***Can I resolve the matter directly without filing a report?***

If none of the conditions indicated above apply, you may directly resolve an academic integrity violation issue directly without filing a formal report. However, you should contact the Academic Integrity Officer to confirm whether the student has a prior violation record on file. And again, faculty are strongly encouraged to file a report with the Academic Integrity Officer as an FYI; simply check the box indicating that you don't request the AIO's intervention.

### ❖ ***I think a student has committed an act of academic dishonesty, but am not 100% sure. Should I file a report?***

You do not have to be absolutely sure that a violation has been committed in order to file a report, but if you are uncomfortable doing so, please contact the Academic Integrity Officer for a consultation.

### ❖ ***I don't want to file a formal report; can I send you the student's name to keep on file somewhere?***

No, the Academic Integrity Officer is legally constrained from holding any information on file in the absence of a filed report.

### ❖ ***Can I file a report if the student has already dropped the class?***

Yes, you can. When you file the report, you can also request a PEN grade that will automatically suspend the W (withdrawal) until the conclusion of the case review. Depending on the outcome of the review, the PEN will be eventually replaced by a grade that reflects academic sanction for a proven/admitted violation or the W will be restored.

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## ❖ *Final Grades are due, but the academic integrity case hasn't been resolved – what grade should I give?*

If an academic integrity violation case review has not been resolved by the time final grades for the course are due, the appropriate grade to impose is a PEN grade. To impose a temporary PEN grade, contact the Academic Integrity Officer and file a violation report.

## ❖ *What is a PEN grade?*

PEN is a temporary course grade that indicates an allegation of academic dishonesty is under review. The student hasn't passed or failed the course; the final grade is pending the outcome of the case review. Once the finding of violation has been confirmed or dismissed, the PEN is replaced with the grade you, the instructor, deem appropriate to the finding.

## ❖ *When is a PEN grade appropriate and how do I get one?*

PEN grades are requested under the following conditions:

- When a student withdraws from class in the middle of an ongoing review.
- When the alleged violation takes place at the end of the semester, and there's no time to address the issue before final grades are due.

To request a PEN grade, you must (a) contact the Academic Integrity Officer who will request the PEN grade from the Registrar on your behalf and (b) file a violation report with the Academic Integrity Officer.

## ❖ *How do I submit a change of grade form at the conclusion of the pending case review?*

To replace a PEN grade with the grade appropriate to the outcome of the case review, you, the instructor, submits a Change of Grade form to the Registrar's Office.

**Click here for the [Resolving Your PEN Grade](#) tip sheet.**

You can also find this document posted to the [Academic Integrity](#) web page.

## ❖ *What sanctions are given to students who have violated the Academic Integrity Policy?*

Sanction for proven violation can be academic sanction (grade penalization) or combination of academic and disciplinary sanctions (academic probation, suspension from class, dismissal from the College, refusal to confer a terminal degree).

## ❖ *How are academic sanctions determined?*

As academic sanction for a proven/admitted violation, CUNY's Academic Integrity Policy supports whatever grade penalization the instructor deems appropriate to impose, up to and including a failing grade (F) for the course.

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## ❖ *Can I award the student a PEN grade as an academic sanction?*

No, PEN is not a punitive grade that can be imposed as an academic sanction for a proven/admitted violation. PEN is a temporary grade that indicates that an allegation of academic dishonesty is under review.

## ❖ *Can I recommend disciplinary sanctions in addition to academic sanction?*

You can make that recommendation by checking the appropriate box on the violation report form. Referral to the Dean of Student is made at the discretion of the Academic Integrity Officer; further referral to the Faculty-Student Disciplinary Committee is made by the Dean of Students.

## ❖ *How are disciplinary sanctions determined?*

Disciplinary sanctions can include academic probation, suspension from class, dismissal from the College and refusal to confer a terminal degree. In the case of proven violation, the AIO determines whether the violation rises to the level dictated by the Academic Integrity Policy for consideration of disciplinary sanction. If so, the case is referred to the Dean of Students for further review; the Dean of Students determines whether the case will be mediated to closure, or if the case should be reviewed by the Faculty Student Disciplinary. Please see the Organizational Chart for details

## ❖ *Will the student's violation be noted on his or her transcript?*

A notation on a student's transcript is a disciplinary sanction which the Dean of Students may pursue depending upon the violation. Not all students will receive a notation on his or her transcript.

## ❖ *Should the student still attend my class?*

Students are advised to continue a class either until the semester has completed or until the case review has been concluded. A student can't be barred from attending your class based on an alleged or proven act of academic dishonesty.

## ***Have more questions? Please contact:***

***Jennifer Dobbins, Academic Integrity Officer***

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