

Faculty Tip Sheet: Filing Your *Allegation of Violation Report*

Click [HERE](#) for the report form

COMPLETING YOUR REPORT: The AAIV report form is in writable pdf format. Complete all sections, sign and submit with appropriate documentation to the Academic Integrity Officer via e-mail (see below). *Please type your responses*; if handwriting responses, please use blue/black ink only.

- **Student Name, ID#:** First and last name; please also provide the student's CUNYfirst ID number, if readily available.
- **Explanation of Incident:** This section should address the actual incident ; please provide as much detail as possible. Feel free to attach supplemental pages as needed.
- **Further Explanation as needed:** Use this section to provide details on your interactions with the student, student's overall course performance, and any other contextual information you'd like to include.
- **Further Intervention by the Academic Integrity Officer? YES/NO.** Use this section to indicate what kind of intervention you would seek from this Office. *Please note that the level of intervention by the Academic Integrity Unit is ultimately determined by the Academic Integrity Officer.*
 - **YES:** We will engage directly with student, either to conduct a formal review or simply to ensure that s/he understands the mutual resolution you've achieved.
 - **NO:** We will send an official letter advising the student that they have been officially reported, that they are on record with our office, and that they must sign and return the acknowledgement statement provided.
- **Referral for disciplinary sanction by the College? YES/NO.** Use this section to indicate whether or not you feel consideration of disciplinary sanctions (suspension, expulsion, non-conferral of degree, etc.) is warranted. *Please note that referral for disciplinary consideration is at the discretion of the Academic Integrity Officer.*
- **PEN Grade Required? YES/NO.** PEN is a temporary course grade given to indicate that an alleged academic integrity incident is under review (see [PEN Grade](#) tip sheet for details). When the issue is resolved, the PEN is replaced by the true final grade determined by the instructor.

SUPPORTING MATERIALS: Along with your completed report, please provide as much as you have available of the following:

- Student paper, exam or other project in question.
- Any detection reports (Turnitin, SafeAssign) and/or markups flagging the violation.
- Any written exchanges held with the student regarding the incident (text, e-mail).
- Your course syllabus.
- General instructions re the specific assignment, if not included in syllabus.

SUBMITTING YOUR REPORT: Please submit your completed, signed report and supporting documentation via e-mail to

Jennifer Dobbins, Academic Integrity Officer
jedobbins@jjay.cuny.edu

If you have questions about filing the formal report, or would like an informal consultation prior to filing the report, please contact the Academic Integrity Officer.

