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TO: The John Jay College Community

FROM: Andrew H. Sidman, Dean of Academic Programs

DATE: December 2, 2025

SUBJECT: Procedures of the Academic Integrity Committee

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Dear Faculty, Staff, and Students:

I write to raise awareness of the college's new Academic Integrity Committee (AIC) and the procedures the AIC will follow when adjudicating cases arising under the college's Academic Integrity Policy ("policy" hereafter).

The AIC was created in fall 2025 as required by CUNY. The AIC is tasked as the fact-finding body when a student is accused of violating the policy and denies the accusation. The AIC receives cases from the college's Academic Integrity Officer (AIO) and reports results of fact-finding investigations to the AIO. The basic procedures of the AIC are outlined below with more detailed descriptions of the AIC's procedures following that.

Basic Procedures

- A faculty member files a report with documentation to the AIO (this is the formal accusation).
- If the student contests the accusation, the AIO refers the case to the AIC. Cases will be considered by three-member panels of the AIC.
- The student and faculty member will be given the date and time of the hearing two weeks in advance.
- Students and faculty have the right to appear before the panel at this time, but may choose not to do so. Students also have the right to call witnesses at the hearing.
- Students must submit a written response to the accusation at least one week before the hearing date. Students must also submit any other documentation that is not already part of the case file at least one week before the hearing date.
- Hearings will be scheduled for 30 minutes on Zoom.
- The panel will deliberate and decide whether more information and/or testimony is needed. If so, requests for additional information or another hearing will follow. If not, the panel will write its fact-finding report and submit it to the AIO.
- Students and faculty will be informed of the decision by the AIO.

Detailed Procedures

Membership, Organization, and Calendar

- The AIC is comprised of at least five members. It shall be chaired by the Dean of Academic Programs (or designee). It shall include at least four members of the faculty selected by the Faculty Senate annually.
- The AIC will be supported by the Office of Academic Programs, which will receive case files from the AIO, maintain the calendar and records of the AIC, and perform other administrative tasks as required.
- The AIC will hold its first meeting in September and meet at least monthly between September and May. Potential hearing dates will be identified in the first meeting.
- Cases from spring that are not resolved by commencement and cases arising during the summer will be heard in September.
- The AIC will hear cases in panels of three members. Members of each panel are selected by the Chair. Preference will be to not have members hear cases deriving from courses offered by their home department, recognizing this may be unavoidable in certain circumstances. The Chair will prioritize giving members an equal number of cases.

Panel Procedures

- When a case is received from the AIO, the AIC will send the student a copy of the complaint form, schedule the hearing, and notify the student and professor. Notification will be sent at least two weeks in advance of the hearing.
- Accused students will be informed of their right to appear before the panel and their right to present witness statements and call witnesses to testify. Students must submit a written response to the allegation. This, and any other documents (e.g., witness statements, additional evidence) not already in the case file, must be submitted to the AIC at least one week before the hearing.
- The panel may request testimony or documents from the faculty member, student, or any witnesses to the alleged violation. These requests may come after the hearing and necessitate a second hearing.
- Hearings will be held on Zoom and recorded for the purpose of generating transcripts. The student and professor will not appear simultaneously. Hearings will be scheduled for 30 minutes followed by deliberation. Deliberation will not be recorded.
- After the hearing, the panel will decide whether it needs more information or whether to move to a vote. Panels will decide cases by a majority vote.

Fact-Finding Report

- Once the panel reaches a decision, one member will be selected to write the fact-finding report.
- The report will answer the following:
 - In the opinion of the panel, is the student guilty of violating the policy?
 - Who were the panelists?
 - When was the hearing held (date & time)?
 - Who appeared at the hearing?

- What are the basic facts found by the panel as supported by the evidence and testimony?
- The report will be accompanied by any additional documents collected as part of the fact-finding process.
- The report will be filed by the AIC and sent to the AIO, who is responsible for informing the student and professor of the AIC's decision. Sending the report to the AIO concludes the AIC's involvement in a given case.