

Academic Integrity Office

Office of the Provost/Academic Affairs

524 West 59th Street
New York City, NY 10019

AcademicIntegrity@jjay.cuny.edu

FACULTY REPORT of ALLEGED AND/OR RESOLVED ACADEMIC INTEGRITY VIOLATION

(to be completed by faculty only)

This form must be completed by the faculty member in order to report any instance of suspected academic dishonesty. Faculty are strongly encouraged to submit a report, even when the issue has been informally resolved with the student. This report should be signed and submitted with supporting documentation to the Academic Integrity Officer. **Electronic submission is required**; please be sure to keep copies of all documentation for your files.

Information

Instructor Name: _____
Last First M.I.

Department: _____

Phone Number: _____ Email: _____

Course: _____ Section: _____ Semester: _____

Student Name: _____ ID # _____

Date(s) of Incident: _____

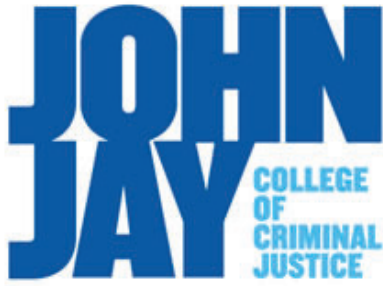
Type of Incident: Cheating Plagiarism Other _____

Explanation of Incident:

Does the student admit to the charge of cheating, plagiarism or other act of academic dishonesty?

YES NO NO RESPONSE from student

Further Explanation, as needed:



Have you resolved this matter?

YES NO

What academic sanction do you plan to impose the violation if proven?

A failing grade for the assignment/exam/paper

A failing final grade [F] for the course

Other resolution (please describe)

Do you advocate further intervention by the Academic Integrity Officer? YES NO

Would you advocate referral for disciplinary sanction by the College*? YES NO

** Referral to the Dean of Students and/or Faculty-Student Disciplinary Committee for consideration of disciplinary sanction is at the discretion of the Academic Integrity Officer.*

Is a temporary PEN grade required? YES NO

Signature of
Faculty Member: _____ Date: _____

Please note: This form and all relevant supporting documentation will be made available to the student named above.

*For further information, please contact Helen Kapstein, Director of Academic Integrity
AcademicIntegrity@jjay.cuny.edu*