

Reporting Academic Integrity Violations

WHAT CONSTITUTES ACADEMIC INTEGRITY/DISHONESTY/MISCONDUCT?

Cheating: is the attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise. Lending assistance or failing to report witnessed acts of academic misconduct.

Plagiarism: is the act of presenting another person's ideas, research or writing as your own.

Falsifying Documentation: includes forging signatures, altering official documents such as grades, drop/add forms, letters of permission, etc.

Obtaining an Unfair Advantage: Any action taken by a student that give that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another students.

Source: www.Baruch.cuny.edu/academic/academic_honesty.html

HOW DO I REPORT ACADEMIC INTEGRITY VIOLATIONS?

www.pavesuite.com/Baruch/PublicPortal/HomePage

Provide as much detail and evidence as possible; including a copy of your syllabus

The Office of the Dean of Students maintains a database of all students accuse of violating policy. By reporting a student, the Dean of Students Office can ensure that students who have a pattern of violating policy are addressed accordingly.

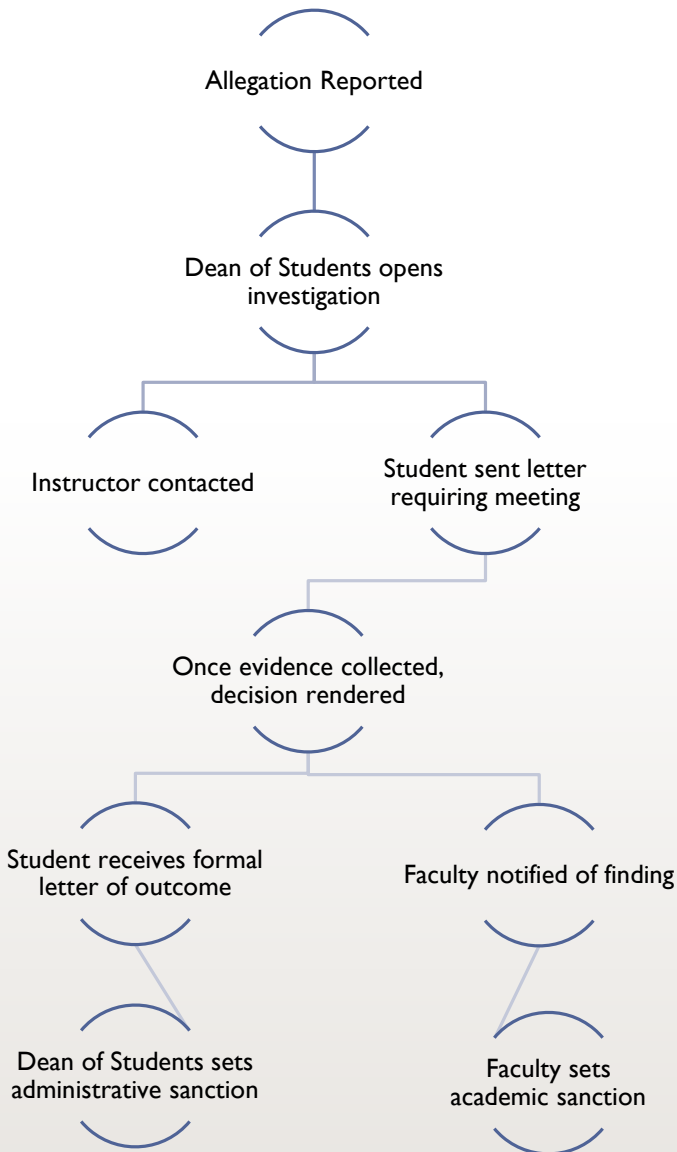
THEN WHAT HAPPENS?

An investigation will be formally opened through the Dean of Students' Office. The accused student(s) will be required to meet with the Office of the Dean of Students to address the allegation. The student will be able to present their account of the incident. Students will be determined to be either "responsible" or "not responsible". Dependent upon the outcome, the Office of the Dean of Students will set any administrative sanctions (warning, probation, suspension, expulsion, etc.), while the faculty member will set any academic consequences (loss of points, failure on assignment, failure in class, etc.).

TIPS FOR EFFECTIVE REPORTING:

1. Provide evidence of the accusation.
2. Report incidents shortly after they occur.
Do not wait until the end of the semester.
3. Notify students they have been reported.

PROCESS FOR ACADEMIC INTEGRITY CASES:



TIPS FOR ADDRESSING ACADEMIC INTEGRITY VIOLATIONS:

- Use of multiple versions of exams and or changing your exam questions regularly.
- Clear statements in your syllabus regarding policy, process and potential outcomes.
- Process for placing phones, watches and other electronic devices out of sight during an exam.
- Deliberate processes for passing out exams
- Use proctors when possible
- Encourage students to use resources like the Writing Center, SACC, and Tools for Clear Speech.
- Give feedback on writing early in semester.
- Utilize Turnitin or SafeAssign for writing assignments.

QUESTIONS?:

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