

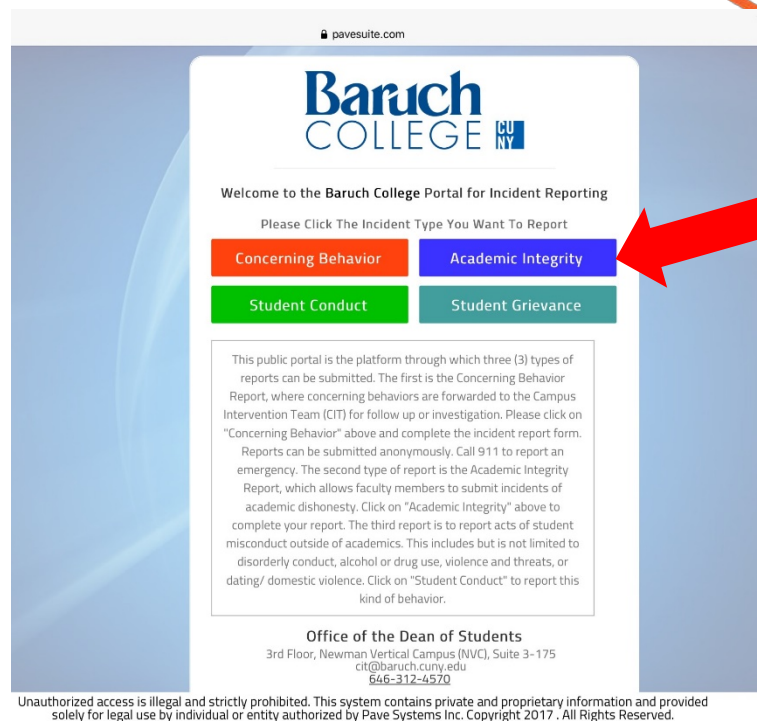
HOW TO SUBMIT A REPORT FOR ACADEMIC INTEGRITY ON PAVE

Dean of Students

STEP 1: On your internet browser, type the following URL link into the search bar:

<https://www.pavesuite.com/Baruch/PublicPortal/HomePage>

Once you have arrived at the PAVE homepage, please click on the blue Academic Integrity box as indicated by the arrow.



STEP 2: After clicking on the Academic Integrity box, you will be brought to a page that looks like the images below. On this page, you will be required to enter your information such as your name, title, etc. Then, you will enter the date, time, and place of the incident. You will also be required to enter the name of the individual(s) involved in the incident. After entering who is involved in the incident, you must press "Add" so that your document will be saved. You will also have to answer a few questions and write a narrative about the incident that occurred. Finally, you will attach any documents that serve as evidence of the incident and you will click the save button at the end of the report to save and submit the report.

Faculty members should use this online integrity report form to notify the Office of the Dean of Students of specific, identifiable acts of academic dishonesty. At the end of filing your report, you will be able to upload supporting documents. You are encouraged to upload a copy of the course syllabus for reference. You can request a receipt email once you have submitted this report. Our Academic Integrity Officer will contact you after your report is received and reviewed.

Your Information

Name: Joe Bob
 Title: Adjunct Professor for Economics
 Email: Joe.Bob@baruch.cuny.edu
 Phone Number: (123) 456-7890

Date & Time

Date Of Incident: 7/30/2020
 Time (optional): 08:30 AM
 Place: Baruch College-online class

Who's Involved (Mandatory)

Ann Unrealy
 Emplid ID: 12345678
 Other Information

Add Clear Respondents
 Press 'Add' to record this person

Questions

Course Number (ex. STA 2000)?
 Course Title (Business Statistics 1)?
 If the student is found responsible, what (most likely) will be the academic consequence? Examples may be deduction of points, failure on the assignment/exam, a specific letter grade in the course including F or D?
 If the student is found not-responsible, what (most likely) will be the student's grade in the course?:

Press the "Add" button here so that your document can be saved!

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Narrative

Please provide course name and section number in your description of the situation and also provide the EMPL ID for each student. If this case is not resolved before grades are due, please assign a PEN (pending) grade.

File Cabinet

To attach files drag & drop here or select files from your computer...

Click the "Save" button here to save and submit your report!

After saving the report, you're all set! Once, the Dean of Students receives your report, they will contact you to discuss the incident.