

YORK COLLEGE POLICY AND PROCEDURES ON ACADEMIC INTEGRITY

(Policy Approved by CUNY Board of Trustees July 20, 2011)

I. Procedures for Reporting an Incident of Suspected/Resolved Academic Dishonesty

1. The Academic Integrity Officer (AIO) shall serve as the initial contact person with faculty members when they report incidents of suspected and/or resolved academic dishonesty.
2. When the faculty member initiates the procedure for addressing an allegation of academic dishonesty, the faculty member determines if they are seeking an academic sanction (i.e. grade penalty only) or a disciplinary sanction (i.e. suspension and grade penalty).
3. When the faculty member suspects that a student has committed a violation of the Academic Integrity Policy, they shall review with the student the facts and circumstances of the suspected violation. If the faculty member concludes that there has been an incident of academic dishonesty, the faculty member completes the Faculty Report Form to report the incident of suspected and/or resolved academic dishonesty.
4. The faculty member shall submit the report form to the Academic Integrity Officer within 10 business days of the faculty member's discovery of the suspected academic dishonesty.
5. When an academic dishonesty accusation is resolved, the student and faculty member will be notified of the resolution.
6. Students who either admit to an act of academic dishonesty or are found to have committed one by the Academic Integrity Committee will receive a letter from York College AIO notifying them that this matter has been reported to the Office of Student Affairs.

II. Procedures for Academic Sanction Only

1. If the student admits to the academic dishonesty and does not contest the academic sanction, (e.g. the reduced grade), the student shall be given the reduced grade, unless the AIO decides to seek a disciplinary sanction. The faculty member must complete the report form and submit it to the AIO.
2. If the student admits to academic dishonesty but contests the academic sanction imposed, the student may appeal the sanction through the college's grade appeal process (which includes the Dean of the School and Department Chair). The student shall be allowed, at a minimum, an opportunity to present a written position with supporting evidence. The Dean and the Chair reviewing the appeal shall issue a written decision to the student explaining the justification for the academic sanction imposed and provide a copy to the AIO.
3. If the student denies the allegation of academic dishonesty, the faculty member will refer the matter to the AIO. The AIO will initiate a fact-finding process to be conducted by the Academic Integrity Committee (AIC). The AIO cannot serve on the College's AIC. The student shall be provided with (i) written notice of the charges against them; (ii) the right to appear before the Committee; and (iii) the right to present witness statements and/or to call witnesses. The faculty member shall have the right to make an appearance before the Committee. The Committee may request the testimony of any witness and may permit any such witness to be questioned by the AIO. The AIC shall issue a written decision and send copies of the decision to the College's AIO.

III. Procedures for Disciplinary Sanction

1. If the AIO determines, after reviewing the student's Academic Integrity file (repeat offenses), or in consultation with the faculty member reporting the dishonesty, whether disciplinary sanctions are also appropriate, the AIO will refer the matter directly to the Dean of Student Affairs. Students who either admit to an act of academic dishonesty or are found to have committed one by the AIC will receive a letter from York College Academic Integrity Officer notifying them that this matter has been reported to the Office of Student Development.
2. The allegation against the student will then be adjudicated following the CUNY Faculty Student Disciplinary Procedure. If the Student Development investigation finds that the alleged violation did not occur, then no sanction of any kind may be imposed.

IV. Academic Integrity Committee

The purpose of the Academic Integrity Committee is to review evidence when an academic sanction is being sought and when the allegations of academic dishonesty are in dispute. The Committee will proceed in the following manner:

1. A panel of faculty members will serve on the College's AIC. Only three members will be required to convene to hear a particular case.
2. If the charge of academic dishonesty is denied by the student, the faculty member will advise the student that the matter has been referred to the College's Academic Integrity Officer.
3. The AIO will initiate the fact-finding process to be conducted by the Academic Integrity Committee.
4. The faculty member and student will be invited to present their case at a formal hearing, which will be conducted within 30 days after receipt of the report form.
5. The committee will deliberate in closed session (i.e., with neither student nor instructor present) and submit its findings, in writing, to the York College Academic Integrity Officer, who will then notify the faculty member and student of the results. Although faculty members reserve the right to submit grades whenever they deem appropriate, they should not submit grades for the disputed work or a final course grade until they have been notified of the committee's findings. They should submit a PEN grade. Students may appeal the final course grade through the College's grade appeal process.
6. If either the AIC or the Student Affairs Dean and/or Disciplinary Committee finds that no violation occurred the AIO shall remove all materials relating to that incident from the student's confidential academic integrity file.

V. For Clarification of the Process

All questions regarding these procedures should be referred to the York College Academic Integrity Officer.

All questions regarding Article 15, Faculty - Student Disciplinary Procedure should be referred to the Student Affairs Dean.

All questions regarding CUNY policy should be referred to the College's legal counsel.