

ACADEMIC INTEGRITY AND STUDENT CONDUCT REPORTING PROTOCOL AND PROCEDURES

I. REPORTING ACADEMIC INTEGRITY MATTERS

BEHAVIORS WHICH CONSTITUTE POTENTIAL ACADEMIC INTEGRITY VIOLATIONSⁱ

1. “Cheating” via the unauthorized use or attempted use of material, information, notes, study aids, devises, or communication during an academic exercise
2. “Plagiarism” via the act of presenting another person’s ideas, research, or writings as one’s own
3. “Obtaining Unfair Advantage” via a student taking any action giving that student an unfair advantage in his or her academic work over another student, or via an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student
4. “Falsification of Records and Official Documents” via forging signatures of authorization, falsifying information on an official academic record, and/or falsifying information on an official document (e.g. a grade report, letter of permission, drop/add form, identification card, or other college document)

STEPS TO REPORT ACADEMIC INTEGRITY VIOLATIONSⁱⁱ

STEP ONE: If you believe that a student may have committed an academic integrity violation, or a violation has been reported to you, complete and submit the “Faculty Report Form” to the Bronx Community College Academic Integrity Officer (Michael Kahn). The Academic Integrity Officer serves as the initial contact person with faculty members when they report incidences of suspected academic dishonesty. That form is included at the end of this document.

Whenever feasible, the faculty member who suspects that a student has committed an academic integrity violation shall review with the student the facts and circumstances of the suspected violation. However, this should be done in conjunction with the Academic Integrity Officer, following the completion and submission of the Faculty Report Form. *Please do not attempt to informally resolve academic integrity violations without first speaking with the Academic Integrity Officer and making a formal written report of the incident, for the campus records.*

STEP TWO: The Academic Integrity Officer shall confirm receipt of the Faculty Report Form via email and conduct a preliminary investigation of the alleged incidence(s) of academic dishonesty with the student, applicable members of the faculty, and any person(s) who may have information about the incidence(s). Together with the faculty member who submitted the Faculty Report Form, the Academic Integrity Officer will determine the most appropriate resolution.

If a student has previously been found to have committed an academic integrity violation, or where the Academic Integrity Officer feels that the case at hand warrants disciplinary sanctions, the case will be reviewed by the Code of Conduct Officer for treatment as a student conduct matter with disciplinary ramifications, in addition to the review by the Academic Integrity Officer and potential academic sanctions. In such instances, the Academic Integrity Officer shall work with the Associate Director of Judicial Affairs (Ana Molenaar) to exchange information and proceed.

STEP THREE: The Academic Integrity Officer shall update the Faculty Report Form after a suspected incident has been resolved, such that the Form reflects the resolution. Unless the resolution exonerates the student, the Academic Integrity Officer of the college shall place the Form in a confidential academic integrity file created for

each student alleged to have violated the Academic Integrity Policy. These records shall be retained for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies. Unless the student is exonerated, written decisions on academic integrity matters after adjudication also shall be placed in the student's academic integrity file.

STEP FOUR: The Academic Integrity Officer shall notify the person who submitted the original Faculty Report Form of the disposition of the case in writing within sixty (60) days of the date on which that Faculty Report Form was submitted. In circumstances whereby the matter has not been fully resolved within sixty (60) days of the date on which the Faculty Report Form was submitted, the Academic Integrity Officer shall submit a status update in writing to the person who submitted the original Faculty Report Form prior to the end of the sixty (60) days.

II. REPORTING STUDENT CONDUCT MATTERS

BEHAVIORS WHICH CONSTITUTE POTENTIAL STUDENT CONDUCT VIOLATIONSⁱⁱⁱ

1. Possession of a rifle, shotgun, firearm, or any other weapon, dangerous instrument, or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University or College, absent a written authorization of the educational institution
2. Possession of any instrument or material which can be used and is intended to inflict bodily harm or damage upon a building or the grounds of the University or College
3. Sale, manufacture, use, dispensation, possession, or distribution of drugs or controlled substances, absent use as per a valid prescription (marijuana may not be used, regardless of the possession of a valid prescription)
4. Possession, distribution, use, or consumption of alcoholic beverages on campus, except for the lawful^{iv} consumption of beer and/or wine at special events sponsored by chartered student groups under the supervision of a faculty adviser with prior approval of the Vice President of Student Development
5. Hazing via any action or situation which recklessly or intentionally endangers mental or physical health or involves forced consumption of any item for the purpose of initiation into or affiliation with any organization
6. Disorderly or indecent conduct on University or College-owned or -controlled property
7. Gambling
8. Trespassing via failure to present a Bronx Community College identification card following a legitimate request; for being present on campus with no legitimate reason for presence
9. Intentionally obstructing and/or forcibly preventing others from exercising their rights (i.e. interference with the institution's educational process or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services)
10. Failure to comply with lawful directions issued by representatives of the University or College when those representatives are acting in an official capacity
11. Occupying University or College facilities or blocking access to or from such areas without authorization; permission from appropriate college authorities must be obtained for removal, relocation, and use of University or College equipment or supplies
12. Theft from or damage to University or College premises or property or the property of any person on the University or College premises
13. Physical, verbal, or other abuse of a member of the academic community or invited guest
14. Use of language or taking action reasonably likely to provoke or encourage physical violence by demonstrators, those being demonstrated against, or spectators of a demonstration

STEPS TO REPORT STUDENT CONDUCT VIOLATIONS^v

STEP ONE: If you believe that a student may have committed a student conduct violation, or a violation has been reported to you, complete and submit the “Faculty Report Form” to the Bronx Community College Associate Director of Judicial Affairs (Ana Molenaar). That form is included at the end of this document. *Please do not attempt to informally resolve student conduct violations without first speaking with the Interim Code of Conduct Officer and making a formal written report of the incident.*

STEP TWO: The Code of Conduct Officer shall confirm receipt of the Faculty Report Form via email and will conduct a preliminary investigation in order to determine whether disciplinary charges are preferred.

STEP THREE: During the preliminary investigation of an alleged student conduct violation, the Code of Conduct Officer will advise the student of the allegation against him or her, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. This preliminary investigation shall be concluded within thirty (30) calendar days of the filing of the complaint.

STEP FOUR: The Code of Conduct Officer shall present his findings to the Vice President of Student Affairs (Dr. Irene R. Delgado). The Vice President of Student Affairs shall take one of the following three actions:

- (i) Dismiss the matter (where there is no basis for the allegation or the allegation does not warrant disciplinary actions) and notify the individuals involved that the complaint has been dismissed;
- (ii) Refer the matter to mediation; or
- (iii) Prefer formal disciplinary charges.

NOTE: In the event that a student withdraws from the college after a charge, accusation, or allegation against the student has been made, and the college prefers formal disciplinary charges, the withdrawn student is required to participate in the disciplinary hearing or otherwise to resolve the pending charges and will be barred from attending any other unit within CUNY until a decision on the charges is made or the charges are otherwise resolved. If the withdrawn student fails to so participate in the disciplinary process without good cause, the college may proceed with the disciplinary hearing in absentia and any decision and sanction will be binding.

STEP FIVE: The Code of Conduct Officer shall notify the person who submitted the original Faculty Report Form of the disposition of the case in writing within sixty (60) days of the date on which that Faculty Report Form was submitted. In circumstances whereby the matter has not been fully resolved within sixty (60) days of the date on which the Faculty Report Form was submitted, the Code of Conduct Officer shall submit a status update in writing to the person who submitted the original Faculty Report Form prior to the end of the sixty (60) days.

III. RELEVANT CONTACT INFORMATION

PROFESSOR MICHAEL KAHN
Academic Integrity Officer & Open Resources
Librarian
Email: michael.kahn@bcc.cuny.edu
Phone: (718) 289-5220
Office: North Hall and Library, Room 259

Dr. Luis Montenegro
Provost and VP for Academic Affairs
Email: luis.montenegro@bcc.cuny.edu
Phone: (718) 289-5939
Office: Language Hall, Suite 11

Ana S. Molenaar
Associate Director of Judicial Affairs
Email: ana.molenaar@bcc.cuny.edu
Phone: (718) 289-5630
Office: Loew Hall, Room 416

Susan Fiore, Esq.
Executive Legal Counsel and Deputy to the President
Email: susan.fiore@bcc.cuny.edu
Phone: (718) 289-7809 or (718) 289-5809
Office: Language Hall, Suite 37



FACULTY REPORT FORM

It is necessary to complete this form to report an incident of suspected and/or alleged academic dishonesty or student conduct violations. Please make a copy for your records and forward the original, along with copies of all available supporting documentation, to one of the following:

For incidences of academic dishonesty: **Prof. Michael Kahn, Academic Integrity Officer**
For incidences of student conduct violations **Ana Molenaar, Associate Director of Judicial Affairs**

BRONX COMMUNITY COLLEGE

Instructor Name: _____
 Department: _____
 Telephone Number: _____
 Email Address: _____
 Course Involved: _____ If Not Applicable, Check Here
 Course Section: _____ If Not Applicable, Check Here
 Semester of Incident: _____
 Student Name: _____
 Student ID#: _____
 Date of Incident: _____
 Type of Incident: Academic Dishonest, Specifically _____
 Student Conduct Violation, Specifically _____

Description of Incident: _____

Did the student admit to the offense alleged or reported? (Explain) _____

Explanation of Recommended Sanction: _____

Reporting Faculty Member (Print Name)	Reporting Faculty Member (Signature)	Date
_____	_____	_____

For Officer to Complete:

Resolution of Case

After Disposition: _____
 Academic Sanction: _____ If Not Applicable, Check Here
 Disciplinary Sanction: _____ If Not Applicable, Check Here

Officer Signature _____ Date _____

ⁱ Academic Integrity descriptions are based upon the City University of New York (CUNY) Manual of General Policy, Article I, “Academic Affairs”, Policy 1.3, “Academic Integrity”, Section 1.

ⁱⁱ The reporting of academic integrity violations for the purposes of pursuing either academic sanctions or disciplinary remedies is governed by The City University of New York (CUNY) Manual of General Policy, Article I, “Academic Affairs”, Policy 1.3, “Academic Integrity”, Section 3.

ⁱⁱⁱ Student Conduct descriptions are based upon the Bronx Community College Campus Behavior Code. Some actions are subject to referral to outside law enforcement authorities, where they constitute a violation of local, state, or federal laws and regulations.

^{iv} The legal age for consumption of alcoholic beverages is 21.

^v The reporting of student conduct violations for the purposes of pursuing disciplinary procedures is governed by The City University of New York (CUNY) Bylaws, Section 15.3, “Student Disciplinary Procedures.” This includes the provisions for complaints, mediation conferences, notice of hearings and charges, and faculty-student disciplinary committee procedures. The City University of New York (CUNY) Bylaws, Section 15.4, governs the appeals process. The City University of New York (CUNY) Bylaws, Section 15.5, sets for the structure for the faculty-student disciplinary committee. The remainder of Section 15 provides for suspension or dismissal, the University Student Senate, and College Governance Plans.