

Academic Integrity Violation Faculty Report Form

It is necessary to complete this form to report a suspected student academic integrity violation. Please refer to the [CUNY Academic Integrity Policy](#) for details on what is considered a violation and the procedures we follow in reviewing an alleged academic integrity violation.

If you have questions about this form or the policy, please consult Professor Julia Miele Rodas, Academic Integrity Officer, at julia.rodas@bcc.cuny.edu.

After completing this form, please email it to julia.rodas@bcc.cuny.edu and include any supporting documentation. The Department Chair must be copied on this report.

- 1. Date of Report Submission:**

- 2. Complainant's Information:**
 - a. First & last name:
 - b. Preferred name, if applicable:
 - c. Pronouns:
 - d. Title:
 - e. EMPLID:
 - f. Email:
 - g. Phone Number:
 - h. Department:

- 3. Are you the instructor?**
 - a. YES
 - b. NO
 - c. If not, please provide instructor's name and email address:
 - d. N/A

- 4. If complaint is applicable to a class:**
 - a. Course Name and Number:
 - b. Course Section:

- 5. Student's Information:**
 - a. First and last name:
 - b. Preferred name, if applicable:
 - c. Pronouns:
 - d. EMPLID#:
 - e. Email:
 - f. Alternate email, if applicable:
 - g. Phone Number:

6. Date of Incident:

7. Type of Incident:

Cheating

Plagiarism

Unfair Advantage

Falsification of Records/Documents

8. Please describe incident/complaint and include additional information or documentation with this form. (Attach additional page if necessary.)

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

a. YES

b. NO

10. Desired/recommended sanctions or outcomes:

(check all that apply)

Record of violation

Referral to tutoring or other support

Repeat assignment

Reduced Grade on assignment

Reduced grade in course

Fail course

Other:

11. Has the professor or reporting party conferred with the student regarding the incident and/or sanction?

a. YES

b. NO

12. Does the student agree to the desired sanction?

- a. YES
- b. NO

Complainant

Signature & Date: _____

FOR USE BY RECORDING OFFICER(S) ONLY:

Received by Academic Integrity Officer

Signature & Date: _____

Case number assigned:

Referred as follows:

no further action taken—complaint filed with V.P. of Academic Affairs (explanation attached)

successful mediation between reporting party & student—complaint filed with V.P. of Academic Affairs (explanation attached)

case referred to Bronx Community College Office of Judicial Affairs—complaint filed with V.P. of Academic Affairs

Explanation of resolution and/or recommended sanction after mediation or consultation, in accordance with Article XV of the CUNY Bylaws:

Resolution of the Case after Adjudication by the college's Faculty-Student Disciplinary Committee, in accordance with Article XV of the CUNY Bylaws (check either or both):

Academic sanction

Disciplinary sanction

Explanation of resolution after Adjudication by the college's Faculty-Student Disciplinary Committee, in accordance with Article XV of the CUNY Bylaws:

Final resolution recorded by Academic Integrity Officer

Signature & Date: _____