

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 Michael Kahn, Academic Integrity Officer & Open Resources Librarian, at michael.kahn@bcc.cuny.edu or 718-289-5220.

After completing this form, please email it to michael.kahn@bcc.cuny.edu and include any supporting documentation.

1. Date of Report Submission:

2. Complainant's Information:

- a. Name:
- b. Title:
- c. EMPLID:
- d. Email:
- e. Phone Number:
- f. 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. Please provide the student's first name, last name, and EMPLID#. If known, please also include the student's preferred name and pronouns.

6. Student's BCC and Preferred Email:

7. Student's Phone Number:

8. Date of Incident:

9. Type of Incident:

- Cheating
- Plagiarism
- Unfair Advantage
- Falsification of Records/Documents

10. Please describe incident/complaint and include additional information or documentation with this form.

11. Desired/recommended sanctions or outcomes:

(check all that apply)

Record of violation

Referral to tutoring or other support

Repeat assignment

Reduced Grade in assignment

Reduced grade in course

Fail course

Other:

12. Has the professor or reporter conferred with the student regarding the incident and/or penalty? (Please describe. Please include if a) the student admits to the violation and agrees with the desired sanction b) the student admits to the violation but contests the desired sanction or c) the student disputes the accusation and the sanction.)