

The Hunter College Senate, at its meeting on 11 May 2005, approved the following report and resolutions of its Select Committee on Academic Integrity:

Report of the Select Committee on Academic Integrity Resolutions

A. Establishment of Policy

RESOLVED, that the Hunter College Senate establish the following Hunter College Policy on Academic Integrity, and

FURTHER RESOLVED: That the policy and procedures described here be implemented Fall 2005.

B. Syllabus Statement

RESOLVED, that the Hunter College Senate requires that the following statement be included on all syllabi:

“Hunter College regards acts of academic dishonesty (e.g., plagiarism, cheating on examinations, obtaining unfair advantage, and falsification of records and official documents) as serious offenses against the values of intellectual honesty. The College is committed to enforcing the CUNY Policy on Academic Integrity and will pursue cases of academic dishonesty according to the Hunter College Academic Integrity Procedures.”

And,

FURTHER RESOLVED, that this statement also be included in all sample syllabi submitted as part of new course proposals.

C. Use of Commercial and Non-commercial Resources to Further Academic Integrity

RESOLVED, that faculty at Hunter College are encouraged to use commercial and non-commercial devices to prevent and detect some forms of plagiarism and to educate and promote student commitments to academic integrity.

Members of the Select Committee on Academic Integrity:

Linda Carlson (Student Services), Chair

Andrew Polsky (Political Science)

Evelyn Melamed (English)

Claudia Orenstein (Theatre)

Tony Doyle (Library)

Sue Neville (School of Nursing)

Mike Escott (Student Services)

Ex-Officio Members:

Jason Young, Chair, Undergraduate Academic Requirements Committee

Jane Matthews, Chair, Graduate Course of Study & Academic Requirements Committee

Kimberly Engber (School of Arts & Sciences)

Richard Pizer, Provost

Hunter College Policy on Academic Integrity: Procedures for Academic Dishonesty

Approved by the Hunter College Senate 5/4/05

To initiate the procedure for addressing an allegation of academic dishonesty, faculty members must first determine if they are seeking an academic sanction or a disciplinary sanction. An academic sanction involves a grade penalty only (i.e., a reduced grade); a disciplinary sanction involves various penalties, which may include a grade penalty.

I. Procedure for *Academic* Sanctions

- A. When the faculty member suspects academic dishonesty and wants only an academic sanction, the professor should first confer with the student. If the student admits to the violation, the instructor should inform the student of the grade penalty and report the action taken on the “Report Form: Academic Dishonesty—Academic Sanctions” to the Hunter College Academic Integrity Official, currently, Dean Michael Escott, in the Office of Student Services, room 1103 East.
- B. If the student admits to academic dishonesty but believes the grade penalty is too severe, the instructor should fill out the appropriate line on the “Report Form: Academic Dishonesty—Academic Sanctions” and submit it to the Hunter College Academic Integrity Official. The instructor shall submit the grade at the end of the semester. At that point, the student may contest the grade sanction by appealing the course grade through the College’s grade appeal procedure. Once the student has admitted the violation, s/he may contest only the severity of the grade sanction, not the dishonesty allegation itself. If the student appeals the grade, the departmental and Senate grade appeals committees should send copies of their findings to the Hunter College Academic Integrity Official.
- C. If the student denies the allegation of academic dishonesty, the faculty member will report that this is the student’s position on “Report Form: Academic Dishonesty—Academic Sanctions.” The matter will then be reviewed and a judgment rendered by the Academic Integrity Review Committee (described below).
- D. Students who either admit to an act of academic dishonesty or are found to have committed one by the Academic Integrity Review Committee will receive a letter from Hunter College Academic Integrity Official notifying them that this matter has been reported to the Office of Student Services. When an academic dishonesty accusation is resolved by the Academic Integrity Review Committee, the student and faculty member will be notified of the findings.

II. Procedure for *Disciplinary* Sanctions

- A. If the faculty member suspects academic dishonesty and seeks a disciplinary sanction (see “Report Form: Academic Dishonesty--Disciplinary Sanctions” for a list of options), which may also include an academic sanction, the faculty member should submit the attached “Report Form: Academic Dishonesty--Disciplinary Sanctions” to the Hunter College Academic Integrity Official. (Disciplinary sanctions are not issued when only academic sanctions are sought. The College always retains the right, however, to bring disciplinary charges against the student if there is a history of academic dishonesty.)
- B. The allegation against the student will then be adjudicated, as is currently done, through the CUNY Faculty Student Disciplinary Procedure. This procedure, in its entirety, can be found on page 248 of the Hunter College Undergraduate Catalog, 2004-2007, and on page 177 of the Hunter College Graduate Catalog, 2003-2006.

III. Academic Integrity Review Committee

The purpose of the Academic Integrity Review 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. 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 Hunter College Academic Integrity Official, who will initiate the fact-finding process to be conducted by the Academic Integrity Review Committee.
2. A panel of three Academic Integrity Review Committee members will be selected and convened by Hunter College Academic Integrity Official to review the evidence for each case.
3. The faculty member and student will be invited to present their case at a formal hearing, which will be conducted within 30 days of receipt of "The Report Form: Academic Dishonesty--Academic Sanctions."
4. The committee will deliberate in closed session (i.e., with neither student nor instructor present) and submit its findings, in writing, to the Hunter College Academic Integrity Official, who will then notify the faculty member and student. Although faculty members reserve the right to submit grades whenever they deem appropriate, they are encouraged not to submit grades for the disputed work or a final course grade until they have been notified of the committee's findings. Students may appeal the final course grade through the College's grade appeal process.

Committee Structure:

The Academic Integrity Review Committee will be appointed by the Vice President for Student Affairs. The Hunter College Senate will nominate four faculty members and eight students to serve on this committee. The Faculty Delegate Assembly will also nominate four faculty members.

A panel of three, consisting of two faculty members and one student selected from the sixteen committee members, will be convened by the Hunter College Academic Integrity Official for each review or hearing. Faculty members and graduate students affiliated with the department, and undergraduate students majoring in the department's programs, will not be selected to serve on that particular panel.

IV. Clarifications of the Process

All questions regarding these procedures or the College's disciplinary process should be referred to the Hunter College Academic Integrity Official, currently, Dean Michael Escott (Room 1103 East, phone #212-772-4876 or email at michael.escott@hunter.cuny.edu).

Report Form: Academic Dishonesty – Academic Sanctions

Please complete this form to **report** any instance of suspected academic dishonesty. This form must be submitted within 30 days of the faculty member's discovery of the suspected academic dishonesty. Make a copy for your records, a copy for the student and a copy for your department chair, and forward the original to Dean Michael Escott, Office of Student Services, Room 1103 East.

Instructor Name: _____

Department: _____

Phone: _____ E-mail: _____

Student Name: _____

Date of Discovery of Suspected Academic Dishonesty: _____ Course Title, Number & Section: _____

Type of Incident: Cheating _____ Plagiarism _____ Other _____

Explanation of Incident/Please Be Specific: _____

Please answer only 1, 2, or 3:

1. If the student admits to the charge of cheating, plagiarism, academic dishonesty, or falsification of records and agrees with the sanction imposed by you, please indicate the sanction (reduced grade in course or assignment, "F" in course or on assignment, etc.):

Sanction: _____

or

2. If the student admits to the charge of cheating, plagiarism, academic dishonesty, or falsification of records, but does not accept your sanction, please indicate below the sanction imposed.

Sanction: _____

or

3. If the student denies the charge of cheating, plagiarism, academic dishonesty, or falsification of records, no sanction should be imposed until the process is complete. Please advise the student that the matter has been referred to Hunter College Academic Integrity Official, who will initiate the fact-finding process to be conducted by the Academic Integrity Committee (see attached). The faculty member and student will be notified of the findings.

Proposed Sanction: _____

(Please note that faculty members are encouraged not to issue a grade for the disputed work or a final course grade until receiving the findings of the Academic Integrity Review Committee. Faculty reserve the right to grade the assignment and submit the final course grade they deem appropriate. Students retain the right to appeal the final course grade through the College's grade appeal process.)

Please attach: (a) any documents, such as papers, tests, notes, turnitin.com report, etc., that support the allegation you have made in this report, and (b) supporting documents, such as the syllabus, that show your policy on academic integrity.

Signature below indicates that the faculty member and student agree on the information indicated in item **1, 2, or 3** above:

Signature of Faculty Member: _____ Date: _____

Signature of Student: _____ Date: _____

Please note that you are not requesting any disciplinary sanctions, including warnings, when submitting this form.

Report Form: Academic Dishonesty – *Disciplinary Sanctions*

Please complete this form to **request** disciplinary action for suspected academic dishonesty. The form must be submitted within 30 days after discovery of the suspected academic dishonesty. Make a copy for your records and forward the original to Dean Michael Escott, Office of Student Services, Room 1103 East. Please attach all supporting documentation.

Instructor Name: _____

Department: _____

Phone: _____ E-mail: _____

Student Name: _____

Date of Discovery of Suspected Academic Dishonesty: _____ Course Title, Number & Section: _____

Type of Incident: Cheating _____ Plagiarism _____ Other _____

Explanation of Incident/Please Be Specific: _____

What sanctions are appropriate? (Please check all that apply):

- 1. Grade should be _____.
- 2. Student must participate in a plagiarism on-line tutorial.
- 3. Official institutional written warning/censure that a recurrence of academic dishonesty will result in a more serious sanction, including possible suspension. This letter will be sent to the student and retained in his/her file.
- 4. Official notation on the student's record (transcript) that would indicate that a lowered grade or "F" was given because of academic dishonesty. Please indicate the length of time you would like the notation on the record:
One Year _____ Two Years _____ Until Graduation _____ Permanently _____ Other _____
- 5. Suspension/Expulsion: exclusion from classes for the period of time indicated below:
One Semester _____ One Year _____ Two Years _____ Permanently _____ Other _____
- 6. Other (Please be specific.) _____

Please do not submit a final course grade when requesting disciplinary action. Grades are to be issued by the faculty member, who will be asked to do so only when the matter is concluded.

Please attach: (a) any documents, such as papers, tests, notes, turnitin.com report, etc., that support the allegation you have made in this report, and (b) supporting documents, such as the syllabus, that show your policy on academic integrity.

Signature of Faculty Member: _____ Date: _____