Article II. Academic integrity (CUNY Policy 1.03)

All members of the Guttman community are responsible for academic integrity. Penalties for academic dishonesty – cheating on exams, plagiarism, falsifying documents, fabricating excuses for missed tests and so forth – may include academic sanctions such as course failure or grade reduction and/or disciplinary measures such as suspension or expulsion.

1. Examples of academic dishonesty

Academic dishonesty includes any act that involves fraudulently obtaining, for oneself or others, academic grades, credit or other recognition that is not properly earned. Examples include, but are not limited to, the following:

- Cheating on exams or assignments by copying from another student or using books, electronic devices, notes or other aids when not permitted
- Stealing, concealing, destroying or inappropriately modifying tests, classroom or other instructional materials, including posted exams, laboratory supplies or computer programs
- Helping other students on exams or assignments when not permitted
- Taking an exam or online course for someone else, or permitting someone else to take one’s exam or course
- Fabricating or falsifying data or references, furnishing false information or tampering with the work of others
- Submitting substantial portions of the same paper in more than one course without permission of the instructors
- Plagiarizing: copying another’s writing or paraphrasing it too closely without proper citation (even if only a part of your assignment, the instructor notes or e-presentation). This includes copying or ‘cutting and pasting’ material from websites without proper citation; presenting another’s ideas as your own without appropriate acknowledgements, or failing to credit collaborators on assignments.
- Falsifying documents or records related to credit, grades, status (add/drops, grading, transcripts, permissions) or other academic matters
- Depriving others of access to essential materials by stealing, destroying, defacing or hiding them
- Altering an exam or paper after it has been graded to obtain a grade change
- Using commercial term paper or research services to do assigned projects or papers
- Fabricating excuses for missed assignments, tests or extensions of time
- Preventing relevant material from being academically evaluated
- Receiving unauthorized access to an exam prior to the test
- Coercing or offering favors to another for answers

See CUNY’s Manual of General Policy, Article I Sections 1.03.1.1 – 1.03.1.4 (describing academic dishonesty). [http://policy.cuny.edu/manual_of_general_policy/article_i/policy_1.03/text/#Navigation_Location](http://policy.cuny.edu/manual_of_general_policy/article_i/policy_1.03/text/#Navigation_Location)

2. Responsibility of faculty

Guttman faculty are responsible for teaching courses, maintaining standards of academic achievement and providing direction to the student population. This section is designed to support maintenance of the spirit of integrity and academic honesty in the accomplishment of these goals.
(A) Faculty members should provide information about course expectations, including participation, grading requirements and academic integrity in their syllabi, as well as details about what constitutes plagiarism or unacceptable levels of collaboration among students in the course. Faculty are encouraged to explain to students what cheating is, and to discourage such activity by requiring, for example, alternate seating during exams; shutting off and storage of all electronic communication devices in closed containers before a test starts; the announced use of online programs (SafeAssign, Turnitin) to deter plagiarism, or handing out exams with questions organized in several different ways.

(B) Proctors should be available to answer questions and help students follow Guttman’s code of academic integrity. Proctors who see potential violations should advise the student to stop, record the name of those involved and report the incident to the course instructor or Academic Integrity Officer. Students may not be prevented from finishing an exam simply because cheating is suspected.

(C) The Guttman Academic Integrity Officer serves as the initial contact person for faculty members who suspect an incident of academic dishonesty. The Academic Integrity Officer maintains and updates faculty Report Forms after each suspected incident is resolved. Report Forms are to be kept in confidential files specific to each student alleged to have violated Guttman’s code of academic integrity, and shall be retained for the purpose of identifying repeat offenders, gathering data and assessing relevant policies. Unless the student is exonerated, decisions issued after adjudication by the Academic Integrity or Faculty-Student Disciplinary Committees also shall be placed in the student’s confidential file.

(D) A faculty member who suspects or learns of a potential violation of Guttman’s standards of academic integrity shall inform the student(s) and investigate the matter, in consultation with the Academic Integrity Officer if appropriate. If the faculty member concludes that the circumstances warrant a sanction, the incident must be reported to the Academic Integrity Officer using the attached Report Form. Academic sanctions may range from an essay assignment on integrity code compliance, citation training or other assignment, to grade penalties, course grade reduction or failure.

(i) If the student admits to academic dishonesty, the faculty member’s recommendation shall be final and noted as such by the Academic Integrity Officer on the Report Form.

(ii) If the student admits to academic dishonesty but contests the recommended academic sanction, the student may appeal the sanction through the Grade Dispute appeal process. (See Article I).

(E) If the student does not admit a violation or, according to Academic Integrity Office records, has a prior finding of academic dishonesty on file, the faculty member shall recommend an appropriate academic sanction and refer the matter to the Academic Integrity Officer, who shall review the recommendation and arrange for adjudication by an academic integrity committee.

(F) The Academic Integrity Officer may recommend disciplinary sanction in addition to academic sanction if:

(i) the violation is significant in nature,
(ii) the student previously violated the integrity code or
(iii) the student has withdrawn from the applicable course.
Significant violations include, by way of example only, forging a grade form or a transcript; stealing an exam from a professor or office; having a substitute take an exam or taking an exam for someone else; having someone else complete one’s assignment or completing an assignment for another student; sabotaging another’s work or willfully impeding a student from successfully completing an assignment.

(G) Once a report is initiated, the review process will be completed, whether or not the instructor or student remains with the school. Students who challenge an accusation in a course that is in progress must continue to attend class and complete all assignments; students found not guilty will receive their earned grade in the course.

3. **Procedure in cases involving only academic sanction**

To ensure consistency in treatment and freedom from inadvertent bias in the review process, any disputed accusation of dishonesty shall be heard by members of Guttman’s Academic Integrity Committee. Each academic integrity hearing shall consist of two faculty and one student, drawn by lot from the membership of a standing Academic Integrity Committee of four faculty and two students, elected by majority of their voting respective constituencies on an annual basis. Faculty shall be elected for staggered two year terms; students for one year terms. The initial student members may be voted to the standing committee by the Student Government Association to serve until the next all-college student election is held. The Academic Integrity Officer may not serve on the Academic Integrity Committee. Any elected individual with a direct interest in the outcome of a particular hearing shall disqualify him/herself from service.

(A) **Notice of charges**

(i) The student shall be given written notice of the charges and the time and place of the hearing by hand, certified or overnight mail; by regular mail and by electronic mail sent to all known email addresses at least five days before the scheduled hearing.

(ii) The notice shall set forth:

(a) a description of the incident  
(b) the rules, regulation or bylaw the student is charged with violating  
(c) possible penalties  
(d) the student’s right to appear before the Committee  
(e) the student’s right to present witness statements or call witnesses  
(f) the faculty/staff member’s right to appear before the Committee

(B) **Hearing procedure**

The role of the hearing committee ("Committee") is to listen to the testimony, ask questions of the participants and witnesses, review the documentary and testimonial evidence and written submissions if any, and promptly render a decision on guilt or innocence. A faculty member shall serve as Chair. If the student is found to have committed the conduct charged, the Committee shall then determine the penalty to be imposed.
(i) Hearings should proceed as follows: the person reporting the act of academic dishonesty summarizes the facts; witnesses and evidence may be presented. Respondent then responds; witnesses and evidence may be presented.

(ii) Committee members may ask questions of any person present at any time, and may call additional witnesses with knowledge pertinent to the case to clarify any point of concern. Witnesses normally are present only for the duration of their own testimony. The Committee may permit any witness to be questioned by the student or faculty member involved or may require all questions be directed to the Chair for his/her subsequent inquiry, and may dismiss any participant who engages in disruptive behavior.

(iii) The Committee shall issue its written findings of fact and determination within fifteen (15) days to the Academic Integrity Officer, who shall forward copies of the decision to the student, faculty member and Provost. Committee findings may be based on testimony, documentary evidence, circumstantial evidence or a combination thereof, including witness credibility, observed communications or behaviors, changes in writing style, possession of accessible notes, devices or other prohibited material during an exam, unusual similarities in student work and so forth.

(iv) If the Committee finds that no violation occurred, the Academic Integrity Officer shall remove all material relating to the incident from the student’s confidential academic integrity file and destroy the material.

(v) The Committee’s decision shall be final.

4. **Procedure in cases involving disciplinary sanctions**

If both disciplinary and academic sanctions are recommended, the college shall proceed first with the disciplinary proceeding and await its outcome before addressing the academic sanction. The student's grade shall be held in abeyance by using the PEN grade established for this purpose, pending the outcome of the action.

If a Faculty-Student Disciplinary Committee finds that a disciplinary violation occurred, the faculty member may reflect that finding in the student’s grade. The student may appeal the finding in accordance with the appeals procedures set forth in Article III, or may appeal the grade imposed by the faculty member in accordance with the Article I Grade Dispute process.

When a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Officer shall promptly report its resolution to the faculty member and file a record of the resolution in the student’s confidential academic integrity file, unless the suspected violation is held to be unfounded. If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed and all materials related thereto shall be destroyed.