New York City College of Technology, CUNY
Faculty Action Report (FAR) Form for Violations of the CUNY Policy on Academic Integrity

All violations of the CUNY Policy on Academic Integrity must be reported by submitting this form to the college Academic Integrity Officer (AIO): Professor Kyle Cuordileone, Social Science Department, Namm 610 kcuordileone@citytech.cuny.edu Ext. 5452

I. Information about the Incident:

Instructor’s name: ______________________________

Department: ______________________ Phone: __________ Email: ______________________

Course Title, Number & Section: ______________________________

Semester: ______________________

Student’s name: __________________________ Student’s ID#: __________________

Date of Incident: ______________________

Type of Incident: Cheating ______ Plagiarism ______ Other ______

Description of Incident (please be specific and attach any and all documentation/evidence to this report):

____________________________________________________________________________

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____________________________________________________________________________
Indicate the outcome of your discussion of the violation with the student:

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

II. Academic (Grade) Sanction:

What academic sanction are you imposing?:

A failing grade on the exam/paper ________  A failing final grade for the course ________

Other (please explain):
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Did the student accept this sanction? Yes _____ No _____

If no, please explain: _________________________________________________________________
__________________________________________________________________________________

III. Disciplinary Complaint Option:

Do you recommend that the Academic Integrity Officer (AIO) also seek disciplinary action against this student? A disciplinary sanction is typically reserved for particularly egregious violations of AI policy that call for harsher sanctions such as expulsion from the college. If so, please attach a letter explaining why an added disciplinary sanction should be sought in addition to an academic penalty.

YES _____ NO _____

IV. Right to Appeal:

Students have the right to contest and appeal allegations of academic dishonesty should they feel they have been wrongly accused of an AI violation. All students who receive a copy of this form by certified mail will also receive a “Notification of Right to Appeal” which states the student’s rights and responsibilities when appealing violations of academic integrity.

Instructor’s signature: _______________________________ Date: __________________