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 AIO/Professor Kyle Cuordileone, Social Science Department, Namm 610, kcuordileone@citytech.cuny.edu. Attach any relevant information or documentary evidence.

I. Information about the Incident:

Student’s name: _______________________________  EMPL ID#: __________________________

Instructor’s name: _______________________________  Department: __________________________

Course Title, Number & Section: ____________________  Semester: __________________________

Date of Incident(s): __________________________

Type of Incident: Cheating ______  Plagiarism ______  Other ______

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

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

II. Academic (Grade) Sanction:

Academic sanction imposed (if any):
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 AIO also seek disciplinary action against this student? A disciplinary action is typically reserved for particularly egregious violations of AI policy that call for harsher sanctions such as suspension or expulsion from the college. If so, please attach a letter explaining why a 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: ______________