If a faculty member determines that a student has violated the College’s Policy on Academic Integrity, he/she must report the violation by submitting this form to the College’s Academic Integrity Officer (AIO), Professor Peter Parides, Social Science Dept., Namm 611, Extension 5816, pparides@citytech.cuny.edu.

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):
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

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) seek disciplinary action against this student? 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 allegations of academic dishonesty. 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: _________________