

NEW YORK CITY COLLEGE OF TECHNOLOGY THE CITY UNIVERSITY OF NEW YORK

**FACULTY ACTION REPORT (FAR) FORM FOR VIOLATIONS OF CUNY POLICY ON ACADEMIC INTEGRITY**

Violations of the City Tech/CUNY Policy on Academic Integrity should be reported by emailing this form to the Academic Integrity Officer (AIO) Prof. K.A. Cuordileone ([kcuordileone@citytech.cuny.edu](mailto:kcuordileone@citytech.cuny.edu)). Attach any relevant information or evidence with the FAR form. *Please note: students receive a copy of this FAR form.*

I. Incident

Student's name: \_\_\_\_\_ Student EMPL ID#: \_\_\_\_\_

Instructor's name: \_\_\_\_\_ Department: \_\_\_\_\_

Course Title, Number & Section: \_\_\_\_\_ Semester: \_\_\_\_\_

Student's email address: \_\_\_\_\_

Date of Incident(s): \_\_\_\_\_ Type of Incident: Cheating \_\_\_\_\_ Plagiarism \_\_\_\_\_ Other \_\_\_\_\_

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

Indicate the outcome of any discussion you have had with the student about this incident:

II. Academic sanction imposed (if any):

A failing grade on the exam/paper \_\_\_\_\_ A failing final grade for the course \_\_\_\_\_

Did the student accept this sanction? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain:

If the course has concluded, indicate the final course grade you submitted for this student \_\_\_\_\_

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 further sanctions such as suspension or expulsion from the college. If so, please attach a statement 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 appeal allegations of academic dishonesty if they feel they have been wrongly accused. Students will receive a "Notification of Right to Appeal" which states the student's rights and responsibilities when appealing violations of academic integrity, as well as a copy of this FAR form.

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_