

ACADEMIC INTEGRITY STANDARDS

CUNY Policy on Academic Integrity

Academic Dishonesty is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension and expulsion.

I. Definitions and Examples of Academic Dishonesty

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise. The following are some examples of cheating, but by no means is it an exhaustive list:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a takehome assignment or examination.
- Using notes during a closed-book examination.
- Taking an examination for another student, or asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination. Allowing others to research and write assigned papers or do assigned projects, including use of commercial term paper services.
- Giving assistance to acts of academic misconduct/dishonesty.
- Fabricating data (all or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of electronic devices such as cell phones, palm pilots, computers or other technologies to retrieve or send information.

Plagiarism is the act of presenting another person's ideas, research or writings as your own.

The following are some examples of plagiarism, but by no means is it an exhaustive list:

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.

Internet Plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and "cutting & pasting" from various sources without proper attribution.

Obtaining Unfair Advantage is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student. The following are some examples of obtaining an unfair advantage, but by no means it is an exhaustive list:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.

Falsification of Records and Official Documents The following are some examples of falsification, but by no means is it an exhaustive list:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

NYCCT Also Prohibits:

Bribery

Promising favors, bribing or attempting to bribe, exhibiting threatening or menacing behavior or making threats for the purpose of affecting a grade or deriving other benefits not legitimately earned.

Abuse of Copyright Law or Academic Material/Sabotage

Knowingly or intentionally abusing the copyright law; destroying, stealing or making academic materials (materials needed in academic work) inaccessible. (For further information on the Copyright Law, see Title 17, United States Code, in particular, sections 106, 107, 110, 201.) (Examples include: possession or use of another student's work or materials without permission; altering another student's examination, term paper, laboratory work or other assignments; stealing or destroying library or other reference materials needed for a common academic exercise; unauthorized use, misuse, damage or destruction of computer or library files or materials needed for academic work; unauthorized use of another person's computer code, password, account; or interfering in any way with the operation of College and/or University academic computer systems and its facilities.)

Unethical behavior or conduct inappropriate to a professional setting, violations of NYCCT or internship rules at internship or clinical sites.

Sanctions for Academic Integrity Violations

- A) The faculty member shall review with the student the facts and circumstances of the suspected violation whenever possible. Sanctions for violations of the Academic Integrity Policy may be an academic sanction (reduced grade), a disciplinary sanction (e.g., suspension or expulsion), or both.
- B) In cases where the instructor seeks an academic sanction only, and the student does not contest either his/her guilt or the particular reduced grade, no further action is required.

- C) In cases where the instructor seeks an academic sanction only, and the student denies guilt or the particular reduced grade, the case will be handled using the college's grade appeals process, including the Grade Appeals Committee or the Academic Integrity Committee. In either case, the student will have an opportunity to present evidence and to refute evidence presented against him/her.
- D) In cases where a disciplinary sanction is sought, the faculty member will submit a Faculty Report Form to the Office of Student Affairs, which will then forward the matter to the college's Faculty Student Disciplinary Committee (FSDC) for adjudication.
- E) In cases where both academic and disciplinary sanctions are sought, the Faculty Student Disciplinary Committee's disciplinary actions should proceed first. If the FSDC finds no violation, no sanction of any kind may be imposed.

224-a Students Unable Because of Religious Beliefs to Attend Classes on Certain Days

- No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he/she is unable, because of religious beliefs, to attend classes or to participate in any examination, study or requirements on a particular day or days.
- Any student in an institution of higher education who is unable, because of his/her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
- It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his/her religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he/she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to said student such equivalent opportunity.
- If classes, examinations, study or work requirements are held on Friday after 4:00 pm or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.
- In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his/her availing himself/herself of the provisions of this section.
- Any student who is aggrieved by the alleged failure of any faculty or administrative official(s) to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his/her rights under this section.
- (a) A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the list of available courses.
- As used in this section, the term institution of higher education shall mean schools under the control of the board of trustees of the State University of New York or of the board of trustees of The City University of New York or any community college.