



# Faculty Action Report for Incidents of Academic Dishonesty

If a faculty member finds compelling evidence that a suspected violation of the CUNY Policy on Academic Integrity has occurred and/or if the student admits to the violation, the faculty member must report the violation by completing and submitting a Faculty Action Report.

The form should be forwarded to the College's Academic Integrity Officer Mr. Patrick Kavanagh (Office of the Associate Provost for Academic Programs: 3208 Boylan Hall—718.951.5771 | fax: 718.951.4559).

## A. Information about the Incident

Student's Name: \_\_\_\_\_ CUNYfirst ID: \_\_\_\_\_

Email: \_\_\_\_\_ Semester of Incident: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Type of Incident: Cheating Plagiarism Other

Description of incident (please be specific): \_\_\_\_\_

\_\_\_\_\_

Indicate the outcome of your discussion of the violation with the student: \_\_\_\_\_

\_\_\_\_\_

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_ Section: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Instructor's Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Department: \_\_\_\_\_

**Note: Evidence must accompany allegations. For plagiarism, please attach the syllabus and the assignment sheet in addition to the documentation of plagiarism, such as the Safe Assign Report or copy of the paper with portions found to be plagiarized highlighted along with the original source.**

## B. Academic (Grade) Sanction

What academic sanction are you recommending? Failing Grade on Exam/Assignment Failing Grade for Course

Other (please explain): \_\_\_\_\_

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

\_\_\_\_\_

## C. Disciplinary Complaint Option

If you are considering filing a disciplinary complaint with the Office of the Vice President for Student Affairs for investigation and possible disciplinary charges please make an appointment with the Academic Integrity Officer.

No

Yes – Please be sure to enter an INC grade for the course and bring the *Student Behavior Form*\* and all supporting documentation to the meeting with the Academic Integrity Officer.

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\*The *Student Behavior Form* is available in the Office of the Vice President for Student Affairs. Please contact 718 951 5352 or search "Student Behavior Form" on the Brooklyn College website.