

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, as provided herein.

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 take home 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 any 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 works 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 is it 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.

Adapted with permission from *Baruch College: A Faculty Guide to Student Academic Integrity*. The Baruch College document includes excerpts from University of California's web page entitled "The Academic Dishonesty Question: A Guide to an Answer through Education, Prevention, Adjudication and Obligation" by Prof. Harry Nelson.

II. METHODS FOR PROMOTING ACADEMIC INTEGRITY

- **Orientation sessions for all new faculty (full and part-time) and students** should incorporate a discussion of academic integrity. Packets containing information explaining the policy, the procedures that are in place, and examples of infractions should be distributed. These packets should be readily available, throughout the academic year, in the appropriate offices of the college and the locations of those offices should be widely publicized. Colleges using additional resources to detect plagiarism should publicize these resources widely.
- **All college catalogs, student handbooks, and college websites** should include the CUNY and college academic integrity policy and the consequences of not adhering to it. The Policy on Academic Integrity, as adopted by the Board, shall be distributed to all students. All syllabi and schedules of classes should make reference to the CUNY and college's academic integrity policy and where they are published in full.
- **A "Faculty Report" form** should be used throughout the University to report incidents of suspected academic dishonesty. It is strongly recommended that the faculty member should report all such incidents by initially completing and submitting the form to the Dean for Student Life. A follow-up form should be submitted to the student's academic integrity file by the adjudicating person or body once the suspected incident has been resolved pursuant to one of the methods described below. Although forms need not be uniform across the University, they need to be uniform within each college. The form should provide at least minimal information such as the name of the instructor and student, course name and number, date of incident, explanation of incident and the instructor's telephone/email contact information; it should be easy to use and process. Except as otherwise provided in The CUNY Procedures, the Dean for Student Life of each college should retain the forms for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies.
- **CUNY will develop a website on Academic Integrity.** This website will include suggestions for

faculty, students and administrators to reduce cheating or plagiarism, resources on academic integrity and links to relevant sites. Future plans also include the development of an online training program to raise awareness about academic integrity.

- Colleges should **adopt the 'PEN' (Pending) grade** to facilitate the implementation of the Procedures for imposition of Sanctions. This grade already exists in the University's Glossary of Grades.
- Colleges should consider subscribing to an **electronic plagiarism detection service**. Any college that does subscribe must notify every student each semester of the fact that such a service is available for use by the faculty.
- Colleges should consider establishing an **Academic Integrity Committee**, to serve in lieu of grade appeals committees in cases of academic dishonesty, which would hear and decide contested grade reductions that faculty members award because of students' violations of the Academic Integrity Policy and collect and maintain files of Faculty Report forms of suspected and adjudicated violations of the Academic Integrity Policy.
- Establish a mechanism for preventing students from dropping a class in order to avoid an investigation and/or imposition of a sanction for a violation of academic integrity.

III. PROCEDURES FOR IMPOSITION OF SANCTIONS FOR VIOLATIONS OF CUNY POLICY ON ACADEMIC INTEGRITY

A. Introduction

As a legal matter, in disciplining students for violations of policies of academic integrity, CUNY, as a public institution, must conform to the principles of due process mandated by the Fourteenth Amendment to the United States Constitution – generally speaking, to provide notice of the charges and some opportunity to be heard. In the context of court-litigated violations, questions as to how much and what kind of process was “due” turn on the courts’ judgment whether the decision on culpability was “disciplinary” (a question of fact) or “academic” (a question of the instructor’s expert judgment). This distinction has proved difficult to apply on campus. Accordingly, these procedures provide for alternative approaches depending on the severity of the sanction(s) being sought. If the instructor desires solely an “academic” sanction, that is, a grade reduction, less process is due than if a “disciplinary” sanction, such as suspension or expulsion, is sought.

A faculty member who suspects that a student has committed a violation of the CUNY or the college Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever possible. The decision whether to seek an academic sanction only, rather than a disciplinary sanction or both types of sanctions, will rest with the faculty member in the first instance, but the college retains the right to bring disciplinary charges against the student. Among the factors the college should consider in determining whether to seek a disciplinary sanction are whether the student has committed one or more prior violations of the Academic Integrity Policy and mitigating circumstances if any. It is strongly recommended that every instance of suspected violation should be reported to the Academic Integrity Official¹ on a form provided by the college as described in the third Recommendation for Promoting Academic Integrity, above. Among other things, this reporting will allow the college to determine whether it wishes to seek a disciplinary sanction even where the instructor may not wish to do so.

¹ At Brooklyn College, the form initially completed by the instructor goes to the Dean for Student Life. Depending on the facts of the incident, the case may go either to the Department Academic Integrity Committee and appealed to the College-wide Academic Integrity Committee or the case may go to the Faculty Student Disciplinary Committee.

B. Procedures In Cases Where The Instructor Seeks An Academic Sanction Only

1. Student Accepts Guilt And Does Not Contest The Academic Sanction

If the faculty member wishes to seek only an academic sanction (i.e., a reduced grade² only), and the student does not contest either his/her guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the college decides to seek a disciplinary sanction, see Section I above and IV below. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member's discretion. *

2. Student Denies Guilt And/Or Contests The Academic Sanction

If the student denies guilt or contests the particular grade awarded by the faculty member, then the matter shall be handled using the college's grade appeals process, including departmental grading committees where applicable, or the Academic Integrity Committee. In either case, the process must, at a minimum, provide the student with an opportunity to be heard and to present evidence.

C. Procedures In Cases Where A Disciplinary Sanction Is Sought

If a faculty member suspects a violation and seeks a disciplinary sanction, the faculty member shall refer the matter to the college's Academic Integrity Official using the Faculty Report form, as described in the third Recommendation for Promoting Academic Integrity above, to be adjudicated by the College's Faculty-Student Disciplinary Committee under Article 15 of the CUNY Bylaws. As provided for therein, the Faculty-Student Disciplinary Committee may, among other things, investigate, conciliate, or hear evidence on cases in which disciplinary charges are brought. Under certain circumstances, college officials other than the Academic Integrity Official may seek disciplinary sanctions following the procedures outlined above. For the reasons discussed in Item IV below, if a reduced grade is also at issue, then that grade should be held in abeyance, pending the Faculty-Student Disciplinary Committee's action.

² *A reduced grade can be an "F," a "D-," or another grade that is lower than the grade that would have been given but for the violation.

D. Procedures In Cases In Which Both A Disciplinary And An Academic Sanction Are Sought

If a faculty member or the college seeks to have both a disciplinary and an academic sanction imposed, it is not advisable to proceed on both fronts simultaneously lest inconsistent results ensue. Thus, it is best to begin with the disciplinary proceeding seeking imposition of a disciplinary sanction and await its outcome before addressing the academic sanction. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student's grade. If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed. The decision whether to pursue both types of sanctions will ordinarily rest with the faculty member.

E. Reporting Requirements

1. By The Faculty Member To The Academic Integrity Official

In cases where a violation of academic integrity has been found to have occurred (whether by admission or a fact-finding process), the faculty member should promptly file with the Academic Integrity Official a report of the adjudication in writing on a Faculty Report form provided by the college as described above. The Academic Integrity Official shall maintain a confidential file for each student about whom a suspected or adjudicated violation is reported. If either the grade appeals process or the Faculty-Student Disciplinary Committee finds that no violation occurred, the Dean for Student Life and the Academic Integrity Committees shall remove and destroy all material relating to that incident from the student's confidential academic integrity file. Before determining what sanction(s) to seek, the faculty member or the Dean for Student Life/Academic Integrity Committees may consult the student's confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of the Academic Integrity Policy, the nature of the infraction, and the sanction imposed or action taken.³

³ Typically, disciplinary sanctions would be sought in cases of the most egregious, or repeated, violations, for example: infraction in ways similar to criminal activity (such as forging a grade form; stealing an examination from a professor or a university office; or forging a transcript); having a substitute take an examination or taking an examination for someone else; sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment; dishonesty that affects a major or essential portion of work done to meet course requirements. [These examples have been taken from a list of violations compiled by Rutgers University.]

2. By The Dean For Student Life To The Faculty Member

Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Dean for Student Life shall promptly report its resolution to the faculty member and file a record of the resolution in the student's confidential academic integrity file, unless, as indicated above, the suspected violation was held to be unfounded, in which case all reporting forms concerning that suspected violation shall be destroyed.

ADOPTED BY THE BOARD OF TRUSTEES ON JUNE 28, 2004.

BROOKLYN COLLEGE PROCEDURES FOR IMPLEMENTING THE CUNY POLICY ON ACADEMIC INTEGRITY

On June 28, 2004, the Board of Trustees adopted the CUNY Policy on Academic Integrity (http://www1.cuny.edu/portal_ur/content/2004/policies/policies.html).

The policy prohibits and sets forth definitions and examples of academic dishonesty, and outlines sanctions for violations. Listed below are the five categories of academic dishonesty that are prohibited, followed by the College's procedures for implementing the University policy.

I. Types of Academic Dishonesty Explicitly Prohibited

- *Cheating* is the unauthorized use or attempted use of material, information, notes, study aides, devices or communication during an academic exercise.
- *Plagiarism* is the act of presenting another person's ideas, research or writings as your own.
- *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.
- *Falsification of records and official documents* includes, but is not limited to, forging signatures of authorization and falsifying information on an official academic record.

II. College Procedures

The procedures for imposition of sanctions are in conformity with principles of due process mandated by the Fourteenth Amendment to the U.S. Constitution, namely that an individual has a right to be notified of any charges and given an opportunity to be heard.

An instructor who suspects a student of committing a violation of the CUNY Policy on Academic Integrity should allow the student to complete the assignment in question. Afterwards the instructor should review with the student the facts and circumstances of the case whenever possible. If a faculty member, upon investigation,

confirms that a suspected violation has occurred and/or if the student admits to the violation, the faculty member must report the violation.

Before filing any report or seeking any sanction, the instructor should collect evidence to document his/her case. For example, if a paper has been copied from another student, the instructor should make copies of both students' papers; if a paper has been copied from the Internet, the instructor should print the relevant Web page (a case may take months to adjudicate and some Web pages change frequently).

The instructor may seek an academic sanction (*i.e.*, a reduced grade for an assignment or for the entire course) or a disciplinary sanction (*e.g.*, admonition, suspension, expulsion), or both.

Which sanctions are sought will be determined by, amongst other factors, the seriousness of the violation, the existence of mitigating circumstances and whether this is the first violation or part of a pattern of such violations.

In determining a sanction the instructor should consult with the Academic Integrity Official for the Undergraduate Division or the Graduate Division and his/her Department Chairperson. The Academic Integrity Official will request from the Office of the Dean of Student Affairs information on the student's history of previous violations. In cases where a disciplinary sanction is being considered, the Office of the Dean of Student Affairs should also be consulted. Although the choice of sanctions will rest with the faculty member in the first instance, the College retains the right to bring disciplinary charges against a student. After deciding upon the sanction to be levied, the instructor informs the student of his/her decision.

The following are the procedures required to impose the chosen sanctions:

1. Academic (Grade) Sanctions

- A. The instructor submits the reduced grade to the Office of the Registrar.*
- B. The instructor reports the incident and outcome by completing and submitting the *Faculty Action Report (FAR) Form* for Incidents of Academic Dishonesty to the Academic Integrity Official. The instructor should maintain a folder containing all the evidence that was collected to

* If the violation occurs prior to the final grading period, the instructor records the reduced grade for the academic activity and contacts the Academic Integrity Official.

support his or her case. (A faculty member who leaves the department should provide the Chairperson with the files for unresolved cases.)

- C. Within two weeks of receipt of the form, the Academic Integrity Official sends a copy to the student, via certified mail and regular mail, along with the Notification of the Right to Appeal statement[†], informing the student that he/she may appeal the grade reduction initially to the Departmental Committee on Academic Integrity (typically the department grade appeals committee) and, subsequently, to the College-wide Committee on Academic Integrity, whose decision is final.
- D. The student must complete and sign the *FAR Form* and then return the form to the Academic Integrity Official within two weeks of receipt. On the form, the student must indicate whether he/she agrees with or contests the allegation and/or the sanction. The student must also indicate whether or not he/she wishes to initiate an appeal.
- E. If the student **ACCEPTS THE CHARGE AND SANCTION**:
 - i. The Academic Integrity Official forwards a copy of the returned *FAR Form* to the Office of the Dean of Student Affairs.
 - ii. The Office of the Dean of Student Affairs, responsible for maintaining the official record of violations, places the form in the student's confidential academic integrity file.
- F. If the student **CONTESTS THE CHARGE AND/OR SANCTION AND REQUESTS AN APPEAL**:
 - i. Within two weeks of receipt of the *FAR Form*, the Academic Integrity Official forwards copies to the Office of the Dean of Student Affairs and to the Department Chairperson.
 - ii. Within one week the Department Chairperson contacts the Department Academic Integrity Committee.
 - iii. Within three weeks the Department Academic Integrity Committee requests information and supporting documentation from both the instructor and the student, deliberates and then notifies the student, via certified mail and regular mail, of its decision. The committee also informs the instructor, the Department Chairperson, the Academic Integrity Official and the Office of the Dean of Student Affairs of its decision.

[†] According to the CUNY Policy on Academic Integrity, students who avail themselves of their right to appeal should not be subject to punitive or retaliatory action such as threatening a disciplinary sanction.

- a. If the student's appeal is upheld, within two weeks the instructor or the Department Chairperson submits a change of grade form to the Office of the Registrar replacing the reduced grade with a grade without a penalty.
 - b. The Office of the Dean of Student Affairs within two weeks removes and destroys all material relating to the incident from the student's confidential academic integrity file.
 - c. Should the student's appeal be denied, the Departmental Committee informs the student of his/her right to appeal to the College-wide Committee on Academic Integrity. The Department Chairperson maintains the folder of evidence in case of an appeal to the College-wide Academic Integrity Committee.
- iv. The student may continue with the appeals process by contacting the Academic Integrity Official within two weeks of receiving notification that the appeal to the Departmental Academic Integrity Committee has been denied.
- v. The Academic Integrity Official within one week notifies the Chair of the College-wide Academic Integrity Committee that the student wishes to appeal the department's decision.
- vi. Within three weeks the Chair of the College-wide Academic Integrity Committee requests and obtains the folder of evidence from the Departmental Chairperson, and the committee deliberates and notifies the student, via certified mail and regular mail, of its decision. The committee also notifies the instructor, the Department Chairperson, the Academic Integrity Official and the Office of the Dean of Student Affairs.
 - a. If the appeal is upheld, within two weeks the instructor or the Department Chairperson submits a change of grade form to the Office of the Registrar replacing the reduced grade with a grade without a penalty.
 - b. The Office of the Dean of Student Affairs within two weeks removes and destroys all material relating to the incident from the student's confidential academic integrity file. The Chair of the College-wide Committee on Academic Integrity destroys the folder of evidence.
 - c. If the appeal is denied, no further action is possible by the student. The College-wide Committee's decision is final.

2. Disciplinary Sanctions

- A. The instructor, holding the letter grade in abeyance, submits a PEN (pending) grade to the Office of the Registrar. (If the suspected violation occurs prior to the final grading period, the instructor records the reduced grade for the academic activity and continues with the next steps in the process.)
- B. The instructor completes the *Faculty Action Report (FAR) Form*, noting that he/she is requesting academic *and* disciplinary sanctions, and submits the form to the Academic Integrity Official. The instructor maintains a folder containing all the evidence that was collected to support his/her case. (A faculty member who leaves the department should provide the Chairperson with the files for unresolved cases.)
- C. The instructor then completes and submits a *Disciplinary Complaint Form* along with all supporting documentation to the Office of the Dean of Student Affairs.
- D. The Academic Integrity Official forwards a copy of the *FAR Form* to the Office of the Dean of Student Affairs to be placed in the student's confidential academic integrity file.
- E. The Dean of Student Affairs, in consultation with the Director of Legal Services, determines if the filing of disciplinary charges is appropriate given the facts and circumstances of the case.
- F. If appropriate, the case continues in accordance with the Student Disciplinary Procedures set forth in Article 15 of the CUNY Bylaws. Following those procedures, an effort will be made to resolve the charges, and, where warranted, to agree on the disciplinary action to be taken. If no agreement is reached, the case will proceed to the faculty-student disciplinary committee.
 - i. If the Student Disciplinary Procedures find that the alleged violation did not occur, the instructor, the Department Chairperson and the Academic Integrity Official will be notified that no sanctions of any kind, including a reduced grade, may be imposed.
 - a. The instructor or Department Chairperson submits a change of grade form to the Office of the Registrar with the student's grade reflecting no penalty.
 - b. The Office of the Dean of Student Affairs removes and destroys all material relating to the incident from the student's confidential academic integrity file.

- ii. If the Student Disciplinary Procedures find that the alleged violation occurred, the instructor, the Department Chairperson and the Academic Integrity Official are so notified.
 - a. The instructor or Department Chairperson submits a change of grade form to the Office of the Registrar reflecting the academic sanction.
- iii. The sanction resulting from the Student Disciplinary Procedures is imposed.

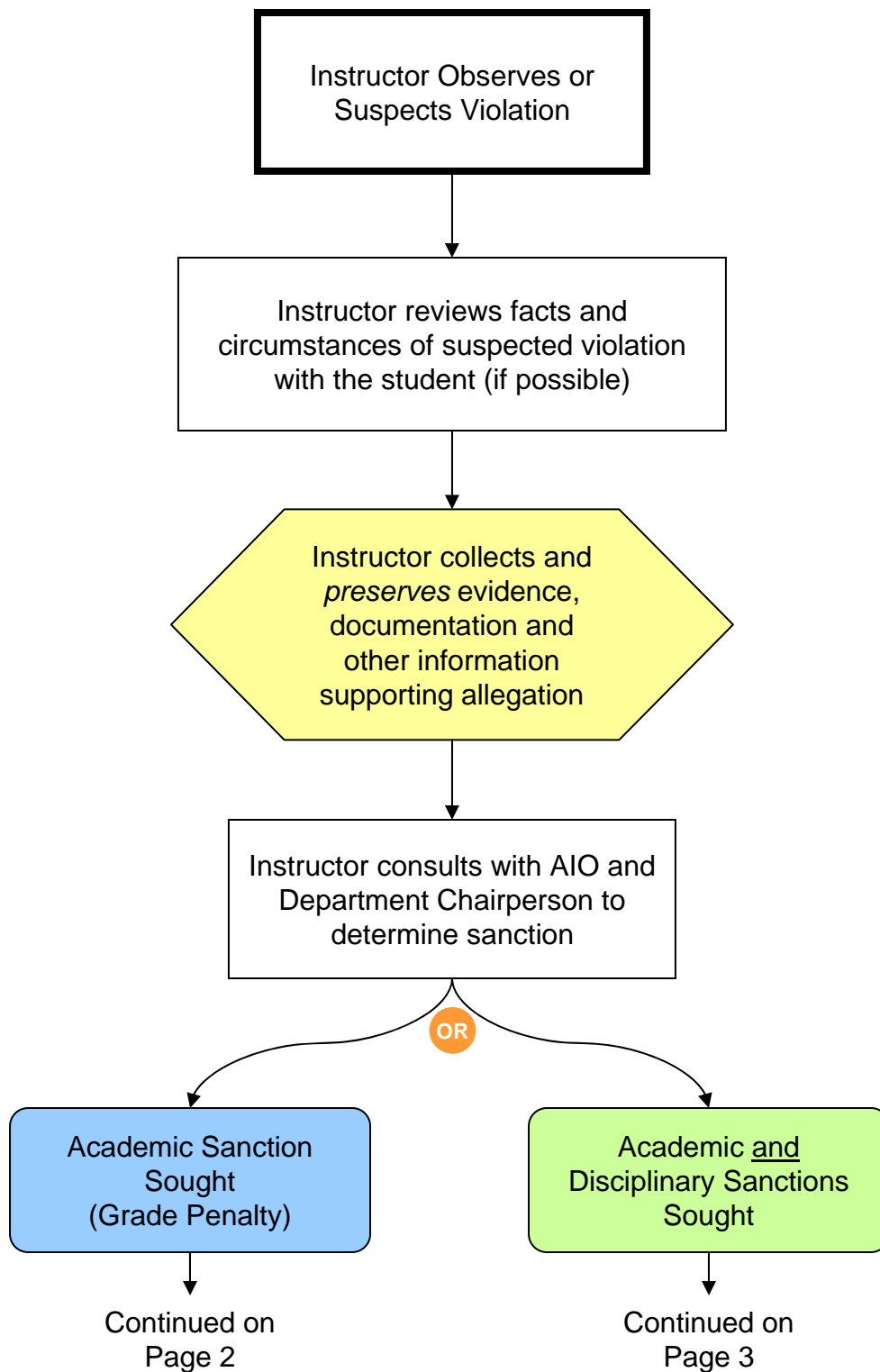
III. Due Process Procedures for Hearing Cases of Academic Dishonesty

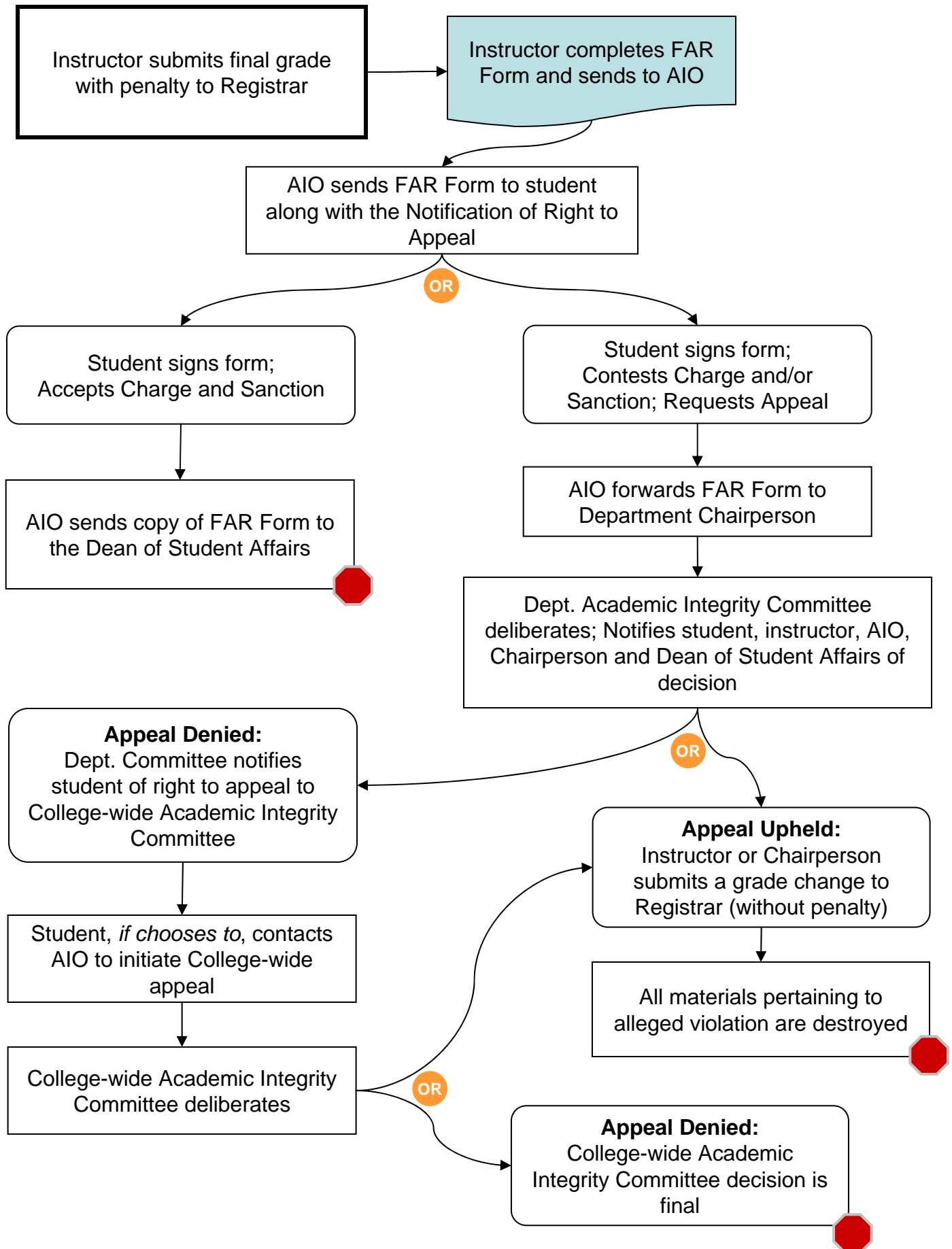
To assure that Departmental and College-wide Committees on Academic Integrity are in conformity with the principles of due process, the following procedures are recommended:

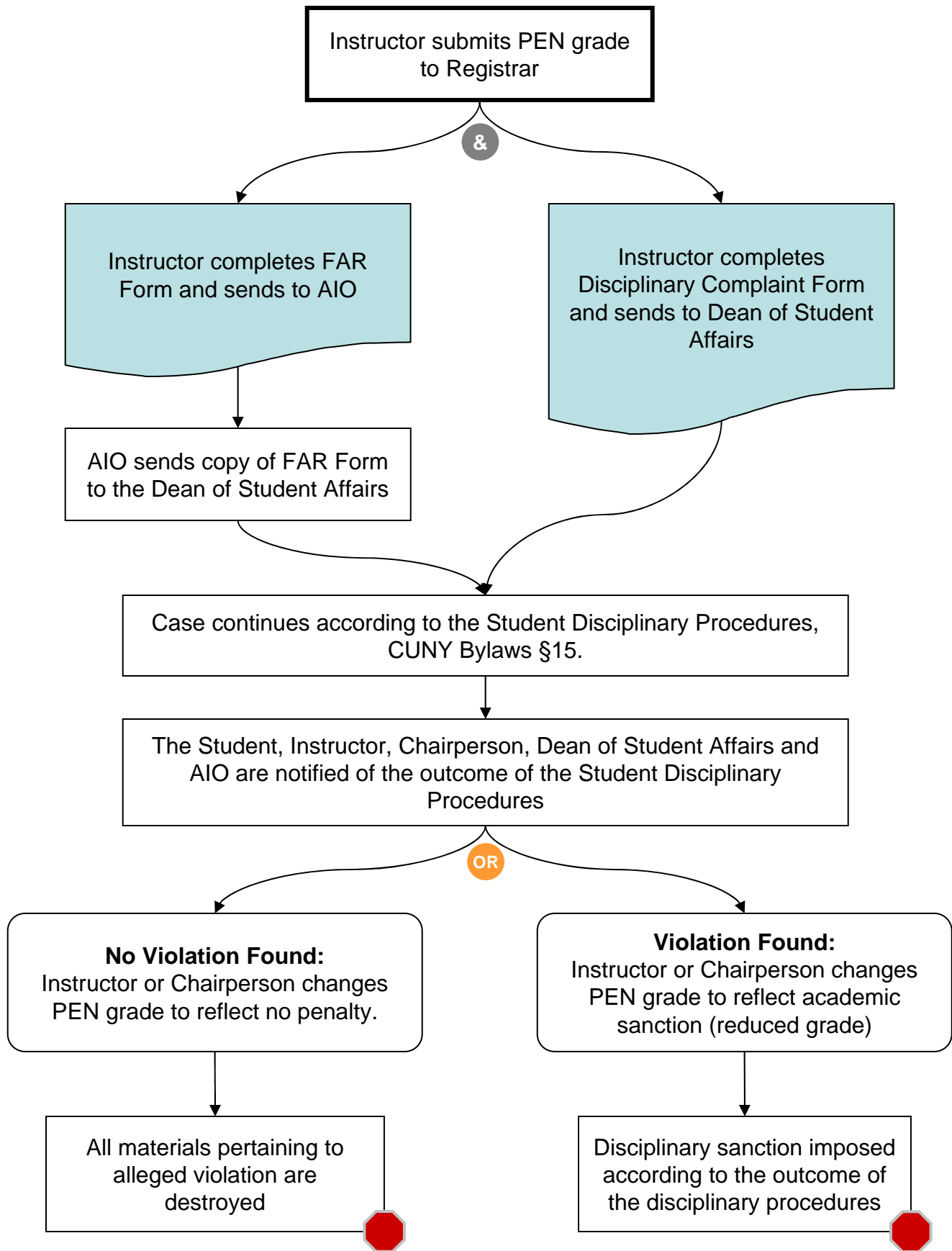
- Notify the student, in writing, of the time, date, and subject matter of the meeting.
- Allow the student to present his/her side of the story and to submit relevant documentation.
- Permit the student to bring an advisor or legal counsel; the role of the advisor or attorney, however, is limited to advising the student. The advisor or counsel may not address the committee members, make objections, or question witnesses.
- Provide the instructor with the opportunity to submit any evidence to support the allegations. The instructor does not have to be present when the student appears before either committee.
- Notify the student of the decision, and if the decision is made by the departmental committee, that committee should notify the student of his/her right to appeal a negative decision to the College-wide Committee on Academic Integrity.

July 2009

CUNY Policy on Academic Integrity: Chart of Procedures for Imposition of Sanctions for Violations







A Very Short Guide for Instructors to Handling Violations of Academic Integrity according to CUNY Policy and BC Implementation Procedures

If you suspect a violation has occurred, here's the basic routine to follow:

1) Bring together the evidence. Collect and preserve all supporting documentation. (Do not send it to the Academic Integrity Official.)

2) Meet with the student to discuss the alleged violation, if possible.

3) Contact your Department Chair and an Academic Integrity Official for important advice before filling out the FAR form: for an undergraduate student violation, contact Mr. Patrick Kavanagh in 3208 Boylan (Kavanagh@Brooklyn.cuny.edu or X5771); for a graduate student infraction, contact Professor Philip Gallagher in 3227 Boylan (PhilipG@brooklyn.cuny.edu) or X5252). The Academic Integrity Official will discuss CUNY policy and BC procedures with you as well as the case and the appropriateness of an academic penalty by itself or together with a disciplinary sanction. He will also confirm any prior sustained academic integrity violations by the student.

4) Fill out the FAR Form; decide on the appropriate penalty. You may download the FAR form from http://www.brooklyn.cuny.edu/pub/documents/faculty_action_report.pdf, fill it out, and submit it via email or hard copy to either Mr. Kavanagh or Professor Gallagher. Alternately, you may pick up the form in hard copy from either one of them.

On the FAR Form, you will be asked to indicate whether you are pursuing an academic penalty or an academic *and* disciplinary penalty. If you decide that an academic penalty alone is appropriate, at the semester's end submit a final course grade reflecting that penalty, but do not wait until the term's end to submit the FAR form; submit it as soon as possible after the violation. If, however, the case warrants an academic *and* disciplinary penalty, at the term's end you must assign a PEN (pending) grade. The student has the right to appeal (and will be so informed in writing by Mr. Kavanagh or Professor Gallagher), but you should *not* withhold a final course grade on the possibility of an appeal.

5) Student notification. By regular and registered mail Mr. Kavanagh or Professor Gallagher will send the student your signed copy (p. 1) of the FAR Form, along with p. 2 of the form to which the student must respond within two weeks, either accepting the allegation and penalty or not. If the latter, the student may choose to appeal.

6) If the student chooses to appeal the allegation, you will be notified of this decision by your departmental Academic Integrity Committee, so preserve all documentation relating to the allegation. You will be asked to submit this to the committee.

Note: Full texts of the *CUNY Policy on Academic Integrity* and *BC Procedures for Implementing the CUNY Policy on Academic Integrity* are also available at <http://www.brooklyn.cuny.edu/pub/documents/academicintegritypolicy.pdf>.

revised April 1, 2011

NOTIFICATION OF THE RIGHT TO APPEAL

A student suspected of committing a violation of the CUNY Policy on Academic Integrity and against whom an academic sanction has been imposed (e.g., a grade reduction for an exam, paper or for the overall course) has the right to appeal the charge and sanction, initially to a Departmental Committee on Academic Integrity and subsequently to the College-wide Committee on Academic Integrity, whose decision is final.

Students will be officially notified of the violation and sanction by being sent, through certified and regular mail, a copy of the Faculty Action Report (FAR) Form.

To initiate an appeal to the Departmental Committee on Academic Integrity, the student selects in Section D of the FAR Form the option indicating that he/she wishes to file an appeal and, within two weeks of receiving the form, mails the form back to the appropriate Academic Integrity official. This official (Mr. Patrick Kavanagh for undergraduate courses or Professor Philip Gallagher for graduate courses) will forward the appeal to the Department Chairperson.

To initiate an appeal to the College-wide Academic Integrity Committee, within two weeks of receiving notice that the appeal on the department level has been denied, the student notifies the appropriate Academic Integrity Official who will forward the appeal to the Chair of the College-wide Committee on Academic Integrity, Professor Nicola Masciandaro of the English Department.

September 24, 2010