

## **Frequently Asked Questions about Academic Integrity from Faculty/Instructors/Complainants:**

Q: It's the end of the academic year/semester and neither I nor the student are on campus. Do we still need to have an in-person conference?

A: In-person is ideal. However, if extenuating circumstances prevent a face-to-face meeting, you may choose to address the academic integrity allegation via email or phone. Please indicate that you're handling this via email or phone on the Notification and Resolution forms. Make sure to include a deadline for the student to respond. If they do not respond, it would be considered the same as a "no show" at an in-person meeting.

Q: Grades are due before the academic integrity process will be completed. What grade should I assign while a case is pending?

A: Assign a grade of Incomplete (I) for any cases still pending at the end of a semester. Once the case is resolved, you may change the Incomplete to an F, permanent F, or other grade earned by the student, as normal. In cases where a hearing before the Academic Integrity Committee is required but cannot be completed until the next semester or academic year, you will need to ask the Registrar to assign an Extended Incomplete.

Q: If I report an incident, does that mean the student will automatically fail the class or have a permanent F on their record?

A: No. This process and sanctions are driven by the faculty/complainant. While the Academic Integrity Policy suggests minimum and maximum sanctions, you can implement sanctions you deem appropriate to the violation, particularly for a first offense. The Resolution form lists other possible sanctions as well as a write-in option. These may include (and are not limited to): rewriting the assignment, failing the assignment, withdrawal from a course, training from a librarian/writing tutor on proper paraphrasing/citation techniques, taking the academic integrity tutorial in Moodle, etc. You may assign these or other sanctions, alone or in combination, as you see fit.

Q: The quality of the student's work would likely lead to an F on the assignment anyway. Do I still need to report the academic integrity violation?

A: Yes. Each time an academic integrity violation is reported, a file is created for that student. A second violation requires an automatic referral to the Academic Integrity Committee for a hearing and could trigger suspension or expulsion, so it is important for the Academic Integrity Committee

Chair to keep track of past violations. Failure to notify the Academic Integrity Committee Chair can lead to repeat offenses in future classes.

Q: What is a "permanent F"?

A: A "permanent F" occurs when an F in the course is assigned as a sanction for an academic integrity violation. In most cases, the student would not otherwise have failed the course based on the quality of their prior work, absent the violation. In other words, the student is receiving an F in the course because they plagiarized or cheated. A permanent F remains on a student's transcript forever and is calculated into their GPA. It cannot be removed, even if the student retakes the course and earns a higher grade. For required courses that a student must retake to graduate, both grades would be listed on their transcript.

Q: I wish to give a student a zero on an assignment that they plagiarized. This brings down their overall grade in the course to an F. Is this considered a "permanent F"?

A: No. If a student is assigned an F (zero) on an individual assignment or exam due to an academic integrity violation, and this happens to bring down their average grade so that they fail the entire course, that would be a regular F. The student could retake the course, and the F would not remain on their permanent record. Their case would, however, remain on file with the Academic Integrity Committee Chair as a first offense.

Q: The student admits that they plagiarized but claims my sanction is too harsh. Can they appeal to the Academic Integrity Committee?

A: Yes. It is the student's right to ask for a hearing from the Academic Integrity Committee if they dispute either the charges or the sanctions, or both. If the Committee reviews the case and finds the student is responsible for plagiarism, they could decide to impose the original sanction suggested by the faculty member/complainant, impose a lesser sanction, or impose a more severe sanction.

Q: What kind of documentation or evidence should the faculty member provide?

A: Documentation is very helpful, particularly if the case comes before an Academic Integrity Committee Hearing. On the Notification form, please describe the violation in detail in the section provided. Attach any "proof" or helpful documentation. This may include: TurnItIn originality reports from Moodle; copies of the assignment and the source that was plagiarized with the copied passages highlighted; photos or copies of unapproved notes or electronic devices used on a quiz or exam; screenshots of posts to social media, Moodle, or online forums; written testimony of witnesses; timelines clarifying events; statements of impact from witnesses/victims; audio testimony of witnesses.

Q: What if I detect an academic integrity violation outside a traditional classroom setting, such as in a student organization, extracurricular activity, on-campus performance, or on social media?

A: Purchase College's ethic of academic honesty does not end in the classroom. Plagiarism, cheating, buying and selling papers, copying another's artistic or creative work, and other violations of the [Standards of Academic Integrity](#) can happen outside of a for-credit course. If you would like to report an incident occurring in a student club, online forum, artistic performance, or other extracurricular activity connected to Purchase College in some way, please use the same Notification & Resolution forms and procedures. Instead of "instructor," the person reporting the alleged violation would be listed as the "complainant." Instead of the course name and number, you would describe the context in which the violation occurred. For incidents occurring outside a traditional course, failing grades cannot be issued; however, other types of academic and disciplinary sanctions can be imposed. Depending on the nature of the violation, the Academic Integrity Committee may need to hear the case (original jurisdiction), even for a first offense. If you have any questions about whether something might constitute an academic integrity violation, consult the Chair of the Academic Integrity Committee.

Q: How can I help prevent plagiarism/cheating in my classes?

A: There's so much that can be done in the classroom to lessen incidents of academic dishonesty!

- You can assign the [Academic Integrity Tutorial in Moodle](#) to your classes.
- Many professors use [Turnitin](#) through Moodle to check students' rough drafts for originality so they can spot problems early, before the final is due. Turnitin also acts as a deterrent for some students.
- You can make your expectations crystal clear. Make sure students understand what type of collaboration you allow on take-home exams and group assignments.
- Scaffolding assignments (i.e. having students hand in bibliographies, proposals, outlines, annotations, or rough drafts over a period of time) can help you catch issues with sources early while helping students break a project into manageable chunks, making it less likely they will become overwhelmed and resort to last-minute plagiarism/cheating.
- You can seek help from [librarians](#) who can lead instruction sessions in your classes on library research, citation, paraphrasing, and academic integrity.
- Librarians can also work with you to design assignments that are more difficult to plagiarize.