How to Handle Alleged Violations of Academic Integrity
- A Guide for Purchase College Faculty & Staff -

For official policies, procedures, and forms see: https://www.purchase.edu/offices/provost/academic-integrity/

The faculty member or complainant:
1. Notifies the student of the alleged violation and schedules an Initial Conference with the student, using the Academic Integrity Notification Form.
2. Conducts an Initial Conference with the student following due process guidelines.
3. Imposes academic sanction(s):
   First Offense:
   - Minimum: Failing grade on the assignment
   - Recommended: Failing grade for the course.

Second Offense: **Automatically referred to the Academic Integrity Committee**
   - Minimum: Suspension
   - Recommended: Expulsion

*The instructor/complainant may assign sanctions other than those listed above, as they see fit. The Resolution form is flexible and lists additional possible sanctions as well as a write-in option.

4. Completes an Academic Integrity Resolution Form documenting the results of the Initial Conference and the student’s response, signs and sends it, with supporting documentation, to the Campus Judicial Officer and the Chair of the Academic Integrity Committee, where it is permanently retained.

The student has the right to:
1. Meet with the faculty member to discuss the alleged violation
2. Appeal the faculty member’s decision to the Academic Integrity Committee
3. Appeal the Academic Integrity Committee’s decision to the Provost

The Academic Integrity Committee considers student appeals, referrals from faculty members, and all cases involving second offenses. The Committee:
1. Conducts a hearing following specified due process guidelines
2. Makes a finding of fact as to whether academic dishonesty occurred
3. If the Committee concludes that no violation occurred, the academic sanction is revoked
4. If the Committee concludes that a violation did occur, it can affirm the academic sanction imposed by the faculty member or reduce the sanction if it considers the punishment inappropriate
5. In cases referred by the faculty member for possible additional sanctions, the Committee can suspend or expel the student, if the violation is sufficiently serious, or affirm the academic sanctions and add additional penalties, or conclude that no further punishment is warranted
6. For second offenses, the Academic Integrity Committee recommends either expulsion or suspension

If a student appeals the decision of the Academic Integrity Committee, the provost:
1. Reviews the case file
2. May choose to appoint an ad hoc advisory panel consisting of two faculty members and one student to conduct a hearing and submit recommendations
3. Affirms the Committee’s decision, or reduces the penalties, or overturns the decision, if there is evidence that the student did not receive a fair hearing.

For questions, please contact the Academic Integrity Chair:
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