Academic Integrity FAQs for Students

# Initial Conference and Hearing Process:

## **Q: I received an Academic Integrity Notification form. What now?**

A: First, take a deep breath! Next, respond to the instructor/complainant and show up to the initial conference on the date and time indicated. Most academic integrity allegations are handled by the instructor and never end up going to an academic integrity hearing.

## **Q: It’s the end of the semester and neither I nor the instructor 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, the instructor may choose to address the allegations via email or phone. Make sure to respond by the deadline listed on the Notification form. If you do not respond, it would be considered the same as a “no show” at an in-person meeting.

**Q: What happens if I don’t show up to the initial conference or respond to the notification email?**A: If you are a “no show,” the allegations against you could be considered “true and accurate” and you waive your right to dispute the charges or request a hearing before the Academic Integrity Committee. Please contact your instructor right away if you have a scheduling conflict.  
 **Q: What are the possible outcomes of the meeting with the instructor?**A: At the initial conference, you will have a chance to explain your side of the story and discuss the allegations. You will both sign the Resolution form, indicating one of the following outcomes:

1. Student admits responsibility and agrees to the sanctions
2. Student denies responsibility; the case is referred to an Academic Integrity Committee hearing
3. Student admits responsibility but disputes the sanctions; the case is referred to an Academic Integrity Committee hearing
4. The instructor feels the evidence does not support the charges (drops the charges)

## **Q: If the charges are dropped, does it count as a first offense?**

A: No. The Academic Integrity Chair will retain the case file for record-keeping, but it is not considered a violation and does not count as a first offense.

## **Q: I admit that I plagiarized/cheated, but I feel the sanction is too harsh. Can I 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 you dispute either the charges or the sanctions. If the Committee reviews the case and finds you are responsible for plagiarism, they could decide to impose the original sanction suggested by the instructor/complainant, impose a lesser sanction, or impose a more severe sanction.

**Q: This is my second offense. What happens now?**A: All second offenses require a hearing before the Academic Integrity Committee because they could carry a sanction of suspension or expulsion. Even if the student admits responsibility, a hearing must still take place. The Committee may weigh the student’s admission of responsibility and the instructor’s recommended sanctions, but ultimately the Committee determines the outcome and sanction for a second offense.

## **Q: What if I don’t show up to an Academic Integrity Hearing?**

A: The Chair will tell you in writing when your hearing is scheduled. If you are a “no show,” the hearing will proceed without you. You waive your right to present your case before the Academic Integrity Committee. Please contact the Academic Integrity Chair right away if you have a scheduling conflict.

## **Q: Who is present at an Academic Integrity Hearing?**

A: The accused student, the instructor/complainant, witnesses (if any), and the Academic Integrity Committee members will be present. The Committee is comprised of at least 2 faculty members and 1 student, plus the non-voting Chair of Academic Integrity. The instructor/complainant will be present from the beginning of the hearing until their concluding statement. The student will make a concluding statement directly to the Committee after the instructor/complainant leaves the room.

## **Q: Can I bring witnesses or friends for moral support?**

A: Accused students may bring one support person, who may not speak during the hearing. Students may also bring witnesses (who have direct knowledge of the incident) or character witnesses (who can speak generally about the student’s character). Please alert the Academic Integrity Chair ahead of time if you intend to bring witnesses. For more about witnesses, see [Hearing Rights.](https://www.purchase.edu/offices/community-standards/hearing-information/hearing-rights/)

# Grades and Sanctions:

## **Q: Grades are due before the academic integrity process will be completed. What grade will appear on my transcript?**

A: You will have a grade of Incomplete (I) for any cases still pending at the end of a semester. Once the case is resolved, the Incomplete will change to an F, permanent F, or other grade you earned. In cases where an academic integrity hearing is required but cannot be completed until the next semester or academic year, you may be assigned an Extended Incomplete.

## **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: Can I retake a class if I earned a “permanent F”?**

A: Yes, you may retake the class, particularly if it is a graduation requirement of your major. However, the permanent F cannot be expunged. Both grades would count in your GPA.

## **Q: If I admit responsibility for academic dishonesty, will I automatically fail?** A: No, an F is not automatic. A permanent F in the course is the *recommended* sanction for a first offense. However, depending on the severity of the violation, instructors or the Academic Integrity Committee may assign other sanctions they deem appropriate.

## **Q: My instructor gave me a zero on an assignment for plagiarism. This brings down my overall grade in the course to an F. Is this considered a “permanent F”?**

A: No, that would be a regular F. You could retake the course, and the F would not remain on your record. Your case would, however, remain on file with the Academic Integrity Chair as a first offense.

# **Q: Does an academic integrity violation stay on my “permanent record” or my academic transcripts?** A: All academic integrity violations are kept on file by the Chair of Academic Integrity, who checks for second violations. The outcome of all cases that go to a hearing are reported to the Campus Conduct Officer as well. Academic integrity violations can be taken into consideration in conduct board hearings and dismissal decisions, should you commit future violations of the Code of Conduct. As for academic transcripts, if a permanent F in the course is assigned as the sanction, the F remains on your transcript and is factored into your GPA (see above). However, your official academic transcript does not explicitly state that an academic integrity violation occurred.

# Reporting Academic Dishonesty:

## **Q: I witnessed or am a victim of cheating/plagiarism. What should I do?**

## A: Any member of the college community should feel empowered to report a violation of the Code of Conduct. If you witnessed cheating, plagiarism, or other forms of academic dishonesty or you believe a classmate has copied your work without permission, please let your instructor know. You may also report it directly to the [Chair of Academic Integrity](https://www.purchase.edu/offices/provost/academic-integrity/#chair).

## **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](https://www.purchase.edu/offices/community-standards/student-code-of-conduct/section-a-academic-integrity/) can happen outside of a for-credit course. Please report these to the [Chair of Academic Integrity](https://www.purchase.edu/offices/provost/academic-integrity/#chair). The Chair will tell you how to proceed and if you need to fill out a Notification form. 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 Academic Integrity Chair.

## **Q: How can I avoid plagiarism/cheating?**

A: Educating yourself about academic honesty is the best defense!

* You can view the [Academic Integrity Tutorial in Moodle](http://purchase.libanswers.com/faq/36787)
* You can use the [Turn It In](https://moodle.purchase.edu/moodle2/course/view.php?id=4830) Self-Checker through Moodle to check your rough drafts for originality. This helps you spot problems early and fix your citations and paraphrasing, before the final version is due.
* Read assignment instructions carefully! Make sure you understand what type of collaboration is allowed on take-home exams and group assignments. If you’re unsure, always ask your instructor!
* Avoid working side-by-side with friends or leaving your work open for others to see without your permission
* Practice good time-management; break big writing projects into manageable chunks. Cramming and pulling all-nighters can leave you more vulnerable to plagiarism or cheating.
* You can seek help from [librarians](https://www.purchase.edu/library/contact/subject-liaisons/) on research, citation, paraphrasing, and academic integrity.
* [Learning Center](https://www.purchase.edu/offices/learning-center/index.php) tutors and Learning Assistants can also teach you how to cite in MLA and APA style and help you proof-read your work and catch writing, paraphrasing, and citation problems.