

Implementing the Academic Integrity Code

Instructions for Faculty: Reporting Cases of Academic Misconduct

This flyer provides brief instructions and guidelines for course instructors about their role in reporting cases of misconduct under the Academic Integrity Code. For more information about the policy and procedures, please consult the [Academic Integrity Code \(PDF\)](#).

1. Understand that a course instructor has an obligation to report

Course instructors who have knowledge of an act or acts, which they deem constitute academic misconduct, are obligated to follow the procedures set forth in the Academic Integrity Code and report the misconduct to the Chair of the Academic Conduct Committee. The Provost's Office encourages faculty to make full use of the new policy, to raise awareness about Academic Integrity in their courses, and to report infractions when they occur. The success of the policy depends on broad faculty support and full participation.

2. Become familiar with the policy and its procedures

The Academic Integrity Code provides two procedures for the resolution of cases of academic misconduct: direct resolution (between the course instructor and the student) and resolution by the Academic Conduct Committee. The procedures for handling all cases of academic misconduct begin with communicating with the student and the submission of the reporting form. Most cases of academic misconduct will be resolved through direct resolution. For the procedures that govern a hearing of the Academic Conduct Committee, please consult Section III.B of the Academic Integrity Code.

3. Communicate with the student

As soon as practicable, the course instructor should inform the student suspected of academic misconduct of their observations, conclusions, and the proposed sanctions to be imposed. The student should be given a reasonable time, but not less than twenty-four hours, to consider the accusations and proposed sanctions.

Course instructors are encouraged to meet with the student in person to discuss the violation, the sanctions, and to obtain the student's signature on the reporting form. An instructor may submit the form without the student's signature, but ideally, it is hoped that the student will acknowledge wrongdoing, agree to the sanctions, and sign the reporting form. One goal of this process is to discourage further misconduct. Furthermore, if the student is accused of a subsequent instance of academic misconduct, there will be no doubt about his or her responsibility in the earlier documented cases. If the student does not contest the charges but is not available to sign the form, there is a place on the reporting form for the instructor to explain the circumstances.

4. Fill out the reporting form

The course instructor¹ shall complete the reporting form entitled Academic Integrity Reporting Form and send it to the Chair of the Academic Conduct Committee. Currently, the reporting form is located on the last page of the [Academic Integrity Code policy \(PDF\)](#).

A link to the Academic Integrity Code can be found on the A to Z Index on the Pace website. The reporting form is also available from the Chairs of the Academic Conduct Committees. In the future, the reporting form will be located on the Provost's page of the Pace website. Upon receipt of the reporting form, the Academic Conduct Committee Chair will check to see if there has been a prior offence.

5. Submit the reporting form

Course instructors should send the reporting form to the Chair of the Academic Conduct Committee on the campus

where the misconduct took place.

Westchester: Prof. Maryellen Martirano, mmartirano@pace.edu

New York City: Prof. Erika Crispo, ecrispo@pace.edu

Course instructors are welcome to contact the Academic Conduct Committee Chairs for information about Code procedures and assistance in handling cases of academic misconduct.

6. *Keep good records*

When an instance of academic misconduct occurs, course instructors are encouraged to document the circumstances as much as possible, write a description of the incident, record the names and observations of witnesses, and keep records of all communications and e-mail with the student. Maintain copies of evidence and always include dates in your records.

7. *Work with the Academic Conduct Committee Chair*

If the case is a first offence and the matter has been resolved between the course instructor and the student through direct resolution, the Academic Conduct Committee Chair will acknowledge receipt of the reporting form and file the form with the Provost's Office.

If the case is a first offence but cannot be resolved between the student and the course instructor through direct resolution, the Committee Chair may attempt to resolve the matter through mediation. If this is successful, the Committee Chair may impose sanctions (in addition to those imposed by the course instructor) and submit a report to the Provost's Office.

If the matter cannot be resolved through direct resolution or through mediation with the Committee Chair (for example, if the student maintains his/her innocence and requests a hearing), the Committee Chair carries out the required steps outlined in the policy to convene a hearing of the Academic Conduct Committee.

8. *Be aware of the role of the course instructor at a hearing*

If a hearing is necessary, the Committee Chair will request that the course instructor supply additional information about the case, copies of evidence, correspondence, and any other relevant materials.

The course instructor will be contacted to appear at the hearing, which is confidential and closed to the public. The course instructor will be requested to make an oral affirmation that all testimony given at the hearing is truthful.

During the hearing, at the discretion of the Committee Chair, members of the Committee may directly question the course instructor. The student shall have the right to question the course instructor and any witnesses. The actions of the course instructor are not the focus of the hearing and the Committee Chair will maintain decorum. In accordance with the University's Indemnification Policy, course instructors are fully indemnified by the University for defense expenses and damages if they are made or threatened to be made a party in any legal proceedings, arising from the good faith performance of their duties for the University, including with respect to their enforcement of the Academic Integrity Code. Academic administrators and faculty members have access to legal advice from University Counsel to assist them in complying with University policies and procedures and legal requirements pertaining to those activities.

After the hearing, the Committee Chair will send a report to the Office of the Provost. The Office of the Provost notifies the student of the results of the hearing and the course instructor receives a copy of this letter. The student may appeal the Academic Conduct Committee's findings and/or the sanctions to the Provost. A copy of the Provost's decision shall be sent to the course instructor.

¹ Additional reporting methods:

- A student may self report (self-referral).
- If a person assisting a course instructor, for example, an examination proctor, is aware of an act or acts of academic misconduct, that person is obligated to report this information to the course instructor. The person assisting a course instructor or the instructor shall document and report such misconduct to the Chair of the Academic Conduct Committee.
- If a student or another member of the Pace community is aware of an act or acts of academic misconduct, he/she shall contact the course instructor and/or the Chair of the Academic Conduct Committee who shall thereafter consult with the course instructor.