



State University of New York Maritime College
ACADEMIC INTEGRITY FORM

When completed, attach appropriate documentation and send to the Dean of Students.

Student Information (please print):

Name _____
 ID Number _____
 Email _____
 Phone Number _____

Faculty Information (please print):

Name _____
 Course _____
 Email _____
 Phone Number _____

Description of allegation (please include incident date):

TO THE FACULTY: Please review the allegation with the student as well as the sanction you wish to assign. If you are recommending a disciplinary sanction in addition to an academic sanction, this case will need to be managed by the Maritime Campus Judicial Board. Student is permitted to remain in the course pending adjudication. Please sign below indicating that you have shared both the allegation and sanction with the student

Academic Sanction: *(if issuing an "F" please indicate for the course, exam, paper, etc.,etc.)* _____

Faculty Signature

Date

TO THE STUDENT: You have been accused of violating Article IV, the Maritime College Academic Integrity Policy (Academic Dishonesty). The specific behavior is outlined above. You have the right to explain your side of the incident to the faculty member and the department chair. If there is still reasonable cause to believe that an academic integrity violation has occurred, an academic sanction will be assigned. You may then choose to accept responsibility for the violation or contest the allegation and request that the Maritime Campus Judicial Board review your case. If you choose to contest, a hearing/review will be held AND if it is determined that you are responsible for the violation, the hearing outcome may: a) not change; b) increase; or c) decrease the sanctions assigned by the faculty member. At the completion of this process, files will be sent to the Dean of Students and the Provost Office for recordkeeping. In cases where a second infraction has occurred or where disciplinary action is recommended, the information will be referred to the Campus Judicial Board for a hearing/review and a decision will be rendered. **You may not drop or withdraw from this course to avoid a sanction for violation of academic integrity. Any such drop action of the course will be reversed. If after notification of a violation of academic integrity, you fail to sign this form, the academic integrity adjudication process will go forward as defined by college or campus procedures.**

POLICIES, RULES, SANCTIONS AND PROCEDURES REGARDING ACADEMIC INTEGRITY CAN BE FOUND AT:

<http://www.sunymaritime.edu/Academics/AcademicIntegrity.aspx>

I DO NOT CONTEST the allegations and academic sanction(s) assigned.

I understand that this case may be re-opened and a new sanction assigned if I have a prior academic integrity violation.

Student Signature

Date

I DO CONTEST the allegations and wish to refer my case to the Campus Judicial Board. *I understand that I must submit a written request for the review/hearing which will include an explanation of my side of the incident and supporting documentation within ten (10) business days to the Dean of Students.*

Student Signature

Date