

## **Key Information about Academic Integrity for Faculty & Instructors**

1. **ACADEMIC INTEGRITY OVERSIGHT:** The [Center for Learning and Student Success](#) (CLASS) collaborates with schools and colleges to oversee [Academic Integrity Policy](#) and procedures in consultation with the Senate Committee on Instruction.
2. **PROCEDURAL FAIRNESS:** No student may be penalized for any suspected violation until the case is [reported, reviewed, and upheld](#). Instructors may not require students to revise and resubmit work or reduce grades for submitted work without reporting a suspected violation and awaiting its outcome. Students may not withdraw from a course to avoid a suspected violation, and faculty may not offer students the option to withdraw in lieu of reporting a suspected violation.
3. **REPORTING:** Reporting of suspected violations is strongly encouraged – and the only way to ensure students do not violate academic integrity expectations in multiple courses. Instructors can [report suspected violations](#) by clicking “Academic Integrity – New Case” in MySlice under “Faculty Services.”
4. **SUPPORT FOR REPORTING INSTRUCTORS:** Faculty seeking advice regarding a suspected violation may consult the [Academic Integrity Coordinator](#) for their school/college or CLASS staff at [aio@syr.edu](mailto:aio@syr.edu) or 315-443-5412. *Suspected violations should be reported within two weeks of discovery, preferably after discussing the circumstances with the student.*
5. **SUPPORT FOR STUDENTS:** Every student with a suspected violation is assigned an academic integrity advisor in their home school/college. Advisor consultations do not become part of the case record, and advisors do not participate in deciding any suspected violations.
6. **COURSE FAILURE FOR LEVEL 1 VIOLATIONS:** Instructors who wish to levy a grade sanction of course failure for violations classified as Level 1 must specify that intention in their academic integrity syllabus statement. [Suggested syllabus language](#) is available on the CLASS website.
7. **TURNITIN:** Instructors who wish to use Turnitin must obtain prior consent from students or have students submit assignments through Turnitin in Blackboard and allow students to see resulting Turnitin reports. This requirement reflects state and federal law as well as University policy. [Suggested syllabus language for Turnitin](#) is available on the CLASS website.
8. **SANCTIONS & CASE PROCESSES:** The reporting instructor selects the grade penalty that will be applied if a suspected violation is upheld. Faculty, students and administrators appointed by their schools and colleges and trained by CLASS determine whether sufficient evidence exists to uphold a suspected violation. If so, these panel members also determine the applicable violation level and related non-grade sanction using the [Violation and Sanction Classification Rubric](#).
9. **PROMOTING ACADEMIC INTEGRITY:** CLASS and the Center for Teaching and Learning Excellence (CTLE) collaborate to support instructors in [promoting academic integrity](#) and designing exams and assignments that reduce the risk of cheating.
10. **More information is available on the CLASS website at <https://class.syr.edu/>.**