JAMESTOWN COMMUNITY COLLEGE
State University of New York

MAXIENT SYSTEM – ACADEMIC INTEGRITY REPORT

Purpose
To report actions taken in cases of alleged academic dishonesty and/or disruptive classroom behavior and to assist in monitoring repeat offenses. This report is intended to capture outcomes of situations already addressed by the faculty member where sanctions are determined. Students have the right to appeal in accordance with the process outlined in the Student Rights, Responsibilities, and Regulations – Appendix II – Part 1 located in the Student Constitution. The introduction of the Maxient system should not significantly change what faculty are doing in these instances, but is a tool to assist in reporting and monitoring offenses.

Location
The Academic Integrity Report link is located in Banner Self –Service under Faculty Services. https://publicdocs.maxient.com/reportingform.php?SUNYJamestownCC&layout_id=3 (you must be securely logged in for link to work).

Process
The writer completes the form by filling out the designated areas. Once the form is completed and submitted, the designated Dean of the Academic Division will review the report and determine if additional steps should be taken. This centralized reporting process makes it possible for the Deans and Academic Affairs Office to monitor violations across divisions.

What should or should not be reported
Academic Integrity Issues – *should be reported*
- This category refers to cheating, plagiarism, etc.
    - Refer to the JCC website below to learn more about how to manage academic integrity issues: http://www.sunyjcc.edu/faculty-staff/academic-integrity
    - You may choose to officially report an academic integrity issue using the Maxient website. This doesn't preclude using our traditional hierarchy approach. The weblink to the Maxient reporting system is: https://publicdocs.maxient.com/reportingform.php?SUNYJamestownCC&layout_id=3
        - Maxient is simply a reporting system. Faculty still follow all of their syllabus policies to manage an integrity issue, and those efforts should occur before filing the report as the report will ask for that information as well as any sanctions which have been issued.

General Student Behavior Issues – *should be reported*
- This category generally refers to broad spectrum behaviors that cut across multiple arenas in and out of the classroom. It is the process BIT (Behavioral Intervention Team) referrals use.
    - Refer to the JCC website below to learn more about BIT: http://www.sunyjcc.edu/student-life/campus-safety/safety-initiatives/jcc-bit
    - You can report a general student behavior (BIT) issue using this form: https://publicdocs.maxient.com/reportingform.php?SUNYJamestownCC&layout_id=5
    - The report is sent to a BIT committee which decides on actions to take.

Classroom Management/Civility Issues – *should not be reported*
- This category refers to specific student behaviors that disrupt learning in a particular class such as arriving late, leaving early, falling asleep and snoring, talking, reading the paper, etc.
    - Refer to the JCC website below to learn more about how to manage classroom civility issues: http://www.sunyjcc.edu/faculty-staff/classroom-civility-faculty-guide
    - We do not have an official website for reporting classroom civility issues. Instead, it goes through our typical hierarchy of faculty, coordinator/director, etc.

General Notes

- Faculty are not required to file a Maxient report. Filing can be of benefit as it may help identify students who are having integrity issues across multiple courses.
- Faculty should communicate the concern to the student first and then determine whether it should be filed in Maxient. If a report is being filed, the faculty member should share the report with the student.
  - AAC recommends adding the following statement to each course syllabus. "***In the event there is a reportable incident of academic dishonesty and/or disruptive classroom behavior, a written report may be filed.***"
- Division Deans see these reports and may choose to add consequences if they see a larger problem.

Record Retention

The reports filed for minor code of conduct violations are kept for three (3) years and reports for major code of conduct violations are kept for (7) years after the end of the academic year during which the report is filed. Records are kept in accordance with the SUNY guidelines related to student academic records. For additional information, please refer to the following link.

Disclosure

Information in the Academic Integrity Report is confidential but can be disclosed with the written consent of the student. Those who have internal access to the report include the Vice President of Academic Affairs and Vice President of Student Development, Academic Deans, Dean of Student Affairs, Academic Affairs Office and Director of Human Resources.