



Vice President for Student Affairs

From Emanuel Avila, Academic Integrity Officer:

As the college continues to operate remotely for the Spring 2021 semester, the Office of Student Affairs would like to remind all faculty and staff about student expectations, especially in the distance learning environment. All registered students are expected to follow all QC and CUNY rules and regulations, in particular the Code of Conduct (<https://bit.ly/3ohClvn>), Academic Integrity Policy (<https://bit.ly/2HppPJo>), Sexual Misconduct Policy (<https://bit.ly/2IXuV08>), and CUNY's Policy on Acceptable Use of Computer Resources (<https://bit.ly/34iSsRp>). Any student found to be in violation of these policies will face disciplinary action.

If a faculty member suspects that a student has violated the Academic Integrity Policy, they can report the violation using QC's Academic Integrity Violation Form, found at <https://qc.cuny.edu/?id=EWRC>. Complaints about student conduct that do not fall under the Academic Integrity Policy may be reported to the Office of Public Safety at 718-997-5912 and the Office of Student Affairs at VPSA@qc.cuny.edu. Once a complaint has been received, the student judicial officer will review, investigate, and work to adjudicate the matter. Reports about students exhibiting disturbing behavior or who seem to be in distress can be addressed to the Queens College Behavioral Intervention Team at BIT@qc.cuny.edu.

We understand that there may be some challenges faced during this time when classrooms are virtual. To assist faculty, we have provided some recommendations to address issues of academic dishonesty and prevent disruptions in a virtual setting:

- Faculty should consider posting all related policies on their syllabus and Blackboard, especially the Academic Integrity policy.
- Faculty are encouraged to follow CUNY's guidelines related to the use of Zoom for their courses: <https://bit.ly/2HqxJCn>.
- Students should be made aware that certain websites, like Chegg.com, may not be used for class assignments, unless authorized by the professor. Students who use Chegg.com or similar websites may be able to obtain an unfair advantage over other classmates. Gaining an unfair advantage is a policy violation.
- Under the Academic Integrity Policy, professors are required to "review with the student the facts and circumstances of the suspected violation" when they suspect a violation has occurred. Speaking to a student can assist in resolving a possible violation, and professors and students may be able to come up with a resolution that addresses the infraction without the need for formal disciplinary action.
- Faculty should continue to use plagiarism detection software like SafeAssign and Turnitin.
- The QC Learning Commons (<https://sites.google.com/qc.cuny.edu/qcwritingcenter/home>) can provide help to students who need assistance with assignments.

- As during in-person instruction, students are expected to use proper language, wear appropriate attire, and be mindful of backgrounds that may or may not be distracting to others when using virtual tools like Skype, Zoom, and others.

If there are any questions or if additional assistance is needed, please email the Office of Student Affairs at VPSA@qc.cuny.edu.