



# Academic Integrity

Policy: AA007

Responsible Administrator: Vice President for Academic Affairs and the Dean of Students

Responsible Office: Academic Affairs and Enrollment Management and Student Success

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## Policy Statement

The Fashion Institute of Technology (FIT) prepares students for professional excellence in design, fashion, and business by providing a premier educational experience that fosters creativity, career focus, and a global perspective. Collaboration is an important part of an FIT education and academic integrity is at the foundation of the FIT community. Students must comply with the rules of collaboration and academic honesty established for each course as set forth in the course materials. Students who imitate or copy another person's idea or written work and claim it as their own original idea engage in academic dishonesty, which is not permitted.

Conduct that indicates any form of academic dishonesty or violates FIT policies will subject students to academic penalties and disciplinary sanctions.

## Reason for the Policy

To help students and faculty understand their responsibilities with respect to academic integrity, the policy establishes a clear framework of FIT's procedures for investigating, resolving, and appealing violations of academic integrity.

## Who is Responsible for this Policy

- Vice President for Academic Affairs
- Dean of Students
- Academic Integrity Committee
- Faculty
- Office of the Registrar
- Students

## Who is Affected by this Policy

- Students
- Faculty
- Deans

## Definitions

- **Academic Integrity** is essential to the integrity and credibility of FIT's academic community. Academic integrity requires students to be honest in their work and give credit where it is due, as well as acknowledge and respect the intellectual property of others.
- **Academic Dishonesty** includes any deliberate act that violates academic integrity including all forms of academic deception, fraud, falsification, plagiarism, cheating, misrepresentation, copyright infringement, or any other conduct that may reasonably be considered as wrongful use of another person's idea or work and claiming it as original.

## Principles

FIT expects all assignments, projects, lab reports, papers, examinations, or any other work submitted for academic credit will be the student's own. Students should always give focused attention to distinguish their own ideas and knowledge from information derived from other sources. Academic dishonesty in any form is strictly prohibited at FIT. Reports of academic dishonesty will be taken seriously and investigated according to the procedures set forth in this policy.

The following are considered instances of academic dishonesty and are strictly prohibited.

- **Academic Sabotage:** Deliberately impeding the academic progress of others. Examples of Academic Sabotage include, but are not limited to:
  - Intentionally destroying or obstructing another student's work;
  - Stealing or defacing books, journals, artwork, or other college materials; or
  - Altering, moving, or deleting electronic files belonging to another student.
- **Cheating:** Behavior that subverts the purpose of an academic assignment, whether one actively commits the act of dishonesty on one's own behalf or enables someone else to commit the act of dishonesty. Cheating includes but is not limited to deceiving a faculty member, or other individual(s) who assesses student performance, into believing that one's mastery of a subject or discipline is greater than it is by a range of dishonest methods including, but also not limited to:
  - Using unauthorized materials, notes, equipment, or software for an exam or to complete student work;
  - Submitting someone else's work as their own;
  - Intentionally providing or seeking questions to an exam that will be administered in a later section/class time or used as a make-up exam;
  - Communicating or sharing information during an exam;
  - Taking an exam, or submitting a project, on behalf of someone else;
  - Unauthorized collaboration on an assignment, project, or exam;
  - Submitting substantial portions of the same assignment, or project, to more than one course without consulting the instructor of each course; or
  - Fabricating or falsifying data, in part or in its entirety.
- **Unauthorized Collaboration:** Unless collaboration is expressly permitted by the instructor, students should work independently, and the work submitted should reflect an individual's own effort.

- **Fabrication:** the invention or falsification of sources, citations, data, or results, and recording or reporting them in any academic exercise. Examples of falsification include, but are not limited to:
  - Citing a source that does not exist;
  - Making up/engineering/inventing evidence or data, or other source materials;
  - Selectively omitting or altering data that does not support one's conclusions;
  - Altering college forms, documents, or records, or the signing of such forms or documents by someone other than the proper designee; or
  - Misrepresenting Artificial Intelligence-generated content, text, or images as one's own work.
  
- **Facilitation of Dishonesty:** allowing one's work to be used by others without prior approval, or otherwise aiding/supporting others in committing violations of academic integrity. This is considered academic dishonesty. A student who intentionally facilitates a violation of academic integrity can be considered as culpable as the student who receives the non-permissible assistance, even if the facilitator does not benefit personally from the violation. Some examples of Facilitation of Dishonesty include, but are not limited to:
  - Collaborating before an exam to develop methods for exchange of information;
  - Knowingly allowing others to copy answers to assignments, or assisting others in copying activities (activities of the same);
  - Distributing or selling work to other students; or
  - Completing an exam, assignment, or project for another student or on behalf of another student.

If you are a witness to an act of academic dishonesty such as falsification, you may report the event to the course instructor. The instructor will notify the Office of Academic Affairs to assist with an investigation.

- **Plagiarism:** the act of presenting another person's ideas, research, writings, or project as their own. Examples of plagiarism include, but are not limited to:
  - Copying another person's actual words without the use of quotation marks or footnotes and without attributing the words to their source;
  - Presenting another person's ideas or theories in their own words without acknowledging/attributing the source;
  - Failing to acknowledge collaborators on assignments or projects;
  - The use of ideas, sound recordings, video, computer data, images, or materials created by others as though they were one's own;
  - Internet plagiarism, including but not limited to, submitting downloaded assignments or copying information from the internet without proper attribution; or
  - Submitting work, in part or in its entirety, that was prepared by another person.

### **Student Rights**

FIT is committed to student academic and creative excellence and seeks to foster a culture of honesty and integrity in the learning environment. Each student is entitled to be treated fairly and equitably through due process as set forth in this policy.

Students have the right to:

- Receive this Academic Integrity policy;
- Be apprised of alleged academic dishonesty;
- Appeal an academic dishonesty allegation and/or academic sanction;
- Select a Student Advisor who is a current member of the FIT community (a student, faculty member, or a staff member) to act in a confidential, supportive role during the academic misconduct meeting.

### **The Academic Integrity Committee**

When an allegation of academic dishonesty is received via the procedures outlined below (see Procedures), the Academic Integrity Committee oversees the procedures and appeals associated with this policy. In each case, all members participating in the procedure and appeal process are expected to maintain the highest level of discretion and confidentiality regarding all proceedings and findings.

The Academic Integrity Committee shall consist of five voting members, but not less than three, and must have a student voter present. The Committee is established ad hoc by the School Dean in which the alleged academic misconduct occurs, or their designee.

- One teaching faculty member from each school (School of Art and Design, Baker School of Business and Technology, School of Liberal Arts and Sciences, and School of Graduate Studies). If a faculty member has accused a student of misconduct under this policy, the faculty member serving on the Academic Integrity Committee may not be in the same department as the accusing instructor's department.
- A student, selected by the Dean of Students, who is currently enrolled in the college and otherwise in good academic standing. The student may not be in the same department as the alleged student who committed academic dishonesty.
- A non-voting record keeper from the Office of the Vice President for Academic Affairs who will maintain clear and complete records of the proceedings.
- A non-voting member from the Office of the Registrar to facilitate academic record keeping and grade assignment.

Any member of the Academic Integrity Committee who has a conflict of interest with a case in question must recuse themselves from the case, as determined by a reasonable-person standard. An example of conflict of interest may be a student currently enrolled in the faculty member's course, or students' participating in the same student club or organization.

### **Confidentiality:**

All parties involved in the Academic Dishonesty process shall exercise discretion in communications and adhere to confidentiality regarding student records and information.

## **Procedures**

### **Reporting Academic Dishonesty**

If an instructor believes that a student has committed a violation of academic integrity, the instructor will:

- Alert the department chair immediately upon suspicion. If the instructor is the department chair, the instructor will notify the School Dean.

- The instructor will schedule a misconduct meeting with the student within five business days of discovery of the academic misconduct. In the notification to the student, the instructor will describe the alleged academic dishonesty action.
- The misconduct meeting is a discussion between the instructor and student to review the alleged academic violation.
- The misconduct meeting will include the instructor, the student, the Student Advisor (if applicable), and any witness to alleged academic misconduct (if applicable).
- Following the misconduct meeting, the instructor will determine an academic penalty and formally charge the student with academic misconduct by written notification.
- The instructor will not enter a course grade until the final ruling.
- The matter will escalate for further review to the School Dean and Dean of Students if the instructor recommends a disciplinary sanction (i.e., probation, suspension, expulsion).

If the student is found responsible for an academic integrity violation, additional sanctions may be levied by the School Dean and the Dean of Students in the event of a Category Two violation (see Category One and Two Violation definitions on page 8). The student will be provided written notification of the penalty, and if applicable, a disciplinary sanction from the School Dean and Dean of Students within five business days of the misconduct meeting.

Upon receipt of the notification letter, the student may elect either to accept or appeal the outcome and penalty imposed by the course instructor, and the disciplinary sanction, if applicable, imposed by the School Dean.

Under the circumstances that the alleged misconduct occurs on a final assignment or final exam, the Academic Integrity process will begin on the first day of the following academic 15-week semester. If the final assignment or final exam occurs in the spring semester, the alleged misconduct must commence on the first day of summer session one. The Office of the Registrar will enter a Z grade to represent that no grade has been entered until the misconduct meeting has occurred and the final outcome has been determined. The Z grade does not affect the student's GPA.

### **Appeal Process**

- Students have the right to appeal the academic dishonesty finding and/or
- the academic penalty imposed by the instructor and/or disciplinary sanction imposed by the School Dean and Dean of Students.

To begin the appeal process, the student must, within five business days of notice of the instructor's findings, send a written statement addressing why a finding of misconduct and/or the sanction imposed by the instructor is inappropriate to the School Dean. The student must provide compelling reasons and support for the appeal. Once the appeal has been received by the School Dean, the Academic Integrity Committee will convene.

During the appeal process, the Office of the Registrar will place a Z grade on the student's academic record to represent that no grade has been entered. The Z grade does not affect the student's GPA.

The Academic Integrity Committee will convene, deliberate, and make a final decision as to the issues appealed by the student only.

### **Appeal of a Charge of Academic Dishonesty or Academic Disciplinary Sanction**

- The Academic Integrity Committee will convene a hearing to deliberate and make a formal decision as to the issues raised by the student in their appeal. At the Committee's hearing, the voting members of the Committee will vote on an outcome to the issues raised in the appeal and the results will be recorded by the Committee designee taking minutes.
- The Chair of the Academic Integrity Committee will complete a hearing report that addresses each charge and will deliver copies to the department chair in whose department the charge originated, as well as the instructor, student, the School Dean, Dean of Students, and the Vice President for Academic Affairs.
- The final report shall include the following:
  - Determination of a violation in which the student has been found responsible for the charge based on evidence submitted or no violation found; and
  - If the student appeals the imposed sanction, in whole or in part, the final report of the Academic Integrity Committee will include a determination of whether the academic disciplinary sanction stands or whether the Academic Integrity Committee votes to impose an alternative sanction or no sanction.
  - If the student is found in violation, the penalty must also be identified in the report. Sanctions imposed should be commensurate with the academic dishonesty offense and any previous academic dishonesty offenses will be considered.

### **Assignment of Grade**

Upon the outcome of an appeal process, if it is determined that a grade change is required, the Office of Academic Affairs, on behalf of the faculty member, will submit a change of grade form to the Office of the Registrar.

### **Course Withdrawal**

If the student completes a course withdrawal upon suspicion of academic dishonesty, the student is not excused from the academic integrity procedural process. If a student withdraws from a course and is unsuccessful in their defense of an appeal, a penalty may still be assigned. The following scenarios may be applicable:

- If it is determined that the penalty is a grade of F in the course, the course withdrawal will be changed from a WD to a grade of F.
- If the student is placed on academic disciplinary probation and the terms imposed are a revision of work or resubmission, an award of a lower or failing grade for that assignment, the course withdrawal (WD) will remain, and the student will be responsible for complying with the terms of academic disciplinary probation.

## **Responsibilities**

### **• Vice President for Academic Affairs and the Dean of Students**

These administrators are responsible for:

- Working with faculty and students to foster a strong institutional culture of academic integrity;
- Providing effective educational programs that create an understanding of, and commitment to, academic integrity; and
- Establishing equitable and effective procedures to manage allegations of violations of academic integrity.

- **Academic Integrity Committee**

Academic Integrity Committee is responsible for:

- Reviewing each appeal by holding a hearing to consider the evidence and deliberate on the case; and
- Providing reports of academic integrity violations and final sanctions to the Dean of Students.
- The Academic Integrity Committee will keep, [within the Office of the Dean of Students], for its records and analysis all reports and actions taken by the Committee. These records are education records and subject to federal rules and regulations outlined in FERPA (Family Educational Rights and Privacy Act). Records kept for the purpose of analysis and program evaluation by the Academic Integrity Committee will have all personal identifying information removed.

- **Faculty**

Faculty are responsible for:

- Educating students about the importance and principles of academic integrity within their specific courses including, but not limited to, providing a clear and complete syllabus which describes course expectations, guidelines, and standards of performance, as well as relevant college policies;
- Fostering an environment where academic integrity is expected and holding students accountable to these expectations;
- Making reasonable efforts to minimize Academic Dishonesty; and
- Detecting and handling breaches of academic integrity and responding in a timely manner.

- **Students**

Students are responsible for:

- Understanding the principles of academic integrity and abiding by them in all aspects of their work at FIT;
- Asking instructors for clarification regarding rules and processes related to academic integrity;
- Helping educate fellow students about academic integrity;
- Bringing alleged violations of academic integrity to the attention of the appropriate authorities per the procedures for reporting outlined in this policy;
- Reviewing and responding to all FIT communications within a timely manner; and
- Reading this Academic Integrity Policy.

- **Student Advisors**

Student Advisors are responsible for:

- Being a current member of the FIT community;
- Exercising discretion and adhering to confidentiality with regard to the appeal process;
- Acting as a support role to the student during the academic misconduct meeting; and
- Communicating solely with the student subject to the alleged academic dishonesty.

## Violations

If a student is found in violation of any of the Academic Dishonesty principles outlined in the policy, the student will incur a violation in one of two categories and will be subject to the appropriate academic penalty and disciplinary sanction.

Violations are divided into two categories -- less serious offenses (Category 1) and egregious violations (Category 2). Ignorance of this policy is not considered a defense to any charges that may result in a policy violation.

- **Category 1**

Category 1 violation examples include, but are not limited to:

- Plagiarism on a limited portion of coursework; or
- Submitting portions of the same assignment, or project, to more than one course without consulting each instructor.

- **Category 2**

Category 2 violation examples include, but are not limited to:

- A second violation
- Academic sabotage
- Unauthorized Collaboration
- Fabricating/ Falsifying information
- Facilitation of Dishonesty
- Egregious/extensive plagiarism
- Submitting someone else's work as their own (Cheating)
- Communicating or sharing information before, during or after the administration of an exam (Cheating)

## Penalties

Any finding of academic misconduct is subject to the appropriate penalty and sanction:

### Academic Penalties

- Revision of work and resubmission
- A grade reduction for assignment or course
- A failing grade for the assignment
- A grade of F in the course

### Disciplinary Sanctions

- **Disciplinary warning**

A written warning is issued to the student with a copy included in the student's academic record. The written warning is maintained in the Dean of Students Office and the School Dean's Office of the student's major, but no notation is made to the student's transcript.

- **Academic Disciplinary Probation**

The student will be placed on academic disciplinary probation for one academic semester. A hold preventing registration will be placed on the student's record for the next registration period until the following obligations are completed. During the probationary period, the student must attend an educational session with each Student Academic Support and Student Success Units listed below:



- Dean of Students
  - Academic Advisement Center
  - Academic Skills Tutoring Center
  - Counseling Center
  - Writing and Speaking Studio
- **Suspension**

The student is placed on suspension, a period of time in which a student cannot enroll in FIT courses that can range from one academic semester to an academic year. During the time of suspension, reimbursement of tuition and fees will not be permitted (refer to the Tuition and Fee Refund policy).

If the student elects to return to FIT after suspension, the student must apply for readmission. Application for readmission does not guarantee the student can return to FIT. Once readmitted, the student is placed on Academic Disciplinary Probation during the first semester of their return.

- **Expulsion**

The student is permanently separated from the institution and is not eligible for readmission and cannot enroll in FIT courses. This includes non-return to campus residence and/or the college and the student's loss of all rights and privileges associated with membership in the college community. The expulsion will be included on the student's academic record with a permanent notation. Reimbursement of tuition and fees will not be permitted (refer to the Tuition and Fee Refund policy).

### **Grievances**

FIT is committed to treating all students fairly, regardless of race, religion, etc. If a student believes they may have been treated in a discriminatory manner, or has experienced possible harassment, they should contact the Affirmative Action Officer. Complaints will be investigated in accordance with the procedure contained in the college's Nondiscrimination and Anti-harassment policy. An individual who files a complaint or participates in an investigation will be protected against retaliation. Complaints will be kept confidential to the extent possible.

### **Related Policies**

- [FERPA](#)
- [Grading](#)
- [Nondiscrimination and Anti-Harassment](#)
- [Student Code of Conduct](#)
- [Syllabi, Textbooks, and Required Course Materials](#)
- [Tuition and Fee Refund](#)

### **Related Documents**

- N/A

## Contacts

- **Office of Academic Affairs**  
Feldman Center, C913  
212-217-4040  
[academicaffairs@fitnyc.edu](mailto:academicaffairs@fitnyc.edu)
- **Title IX Coordinator/Affirmative Action Officer**  
333 7th Ave. 14th Floor  
(212) 217-3360