



NEW YORK CITY COLLEGE OF TECHNOLOGY

The City University of New York
300 Jay Street
Brooklyn, NY 11201-2983

The Right To Contest a Violation

A student accused of violating the CUNY Policy on Academic Integrity has the right to contest the instructor's allegation that a violation occurred. When the student contests a violation, the Academic Integrity Committee will then convene a hearing, and both the student and the faculty member may testify, as well as any witnesses summoned by the student, the instructor, or the Academic Integrity Committee chair. After considering all of the testimony and evidence, the Academic Integrity Committee will issue a decision on the case, which is final.

Students who wish to contest their violations must fill out this form and send it to the Academic Integrity Officer within 30 business days from the date of the letter from the Academic Integrity officer informing the student of the violation. Upon receipt of a completed form, the Academic Integrity Officer shall review it and forward to the Chair of the Academic Integrity Committee, who shall notify the student of the date and time of the hearing before the Academic Integrity Committee. If the form is submitted when classes are not in session (the winter or summer intercessions), the hearing would not be scheduled until the start of the next semester. Email the form to Professor Thiel, Academic Integrity Officer: jthiel@citytech.cuny.edu.

Student Name: _____

Student EMPLD: _____

Name of Professor: _____

Student Still enrolled at City Tech (y/n) _____

Course Title/Section: _____

Date(s) of Incident: _____

Primary student Contact Email: _____

Second Back-Up Contact Email: _____

Please note: future contact on this matter will occur via the primary email address you provide here. It is the student's obligation to check for emails pertaining to this matter and to respond in a timely fashion. Should the student fail to respond to any correspondence from the Academic Integrity Officer or the Academic Integrity Chair within 7 days (e.g. to confirm their hearing date or time, or to confirm that they still wish to contest the violation), the process will proceed no further and the student's case will be closed.

Explanation of Incident:

Please write as clearly as possible, explaining the incident and the reasons you believe you did not violate City Tech and CUNY's Academic Integrity policy. Attach an extra sheet of paper if necessary. You may include any relevant information, e.g. term paper or exam, course syllabus, etc. Sign and date the form on the next page.

Student Signature _____ Date _____