



## NEW YORK CITY COLLEGE OF TECHNOLOGY THE CITY UNIVERSITY OF NEW YORK

### NOTIFICATION OF A STUDENT'S RIGHT TO APPEAL A VIOLATION

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A student accused of violating the CUNY Policy on Academic Integrity has the right to appeal the instructor's determination that a violation occurred as well as any sanction imposed. Upon appeal, the NYCCT Academic Integrity Committee will 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 the evidence, the Academic Integrity Committee will issue a decision, which is final.

Students who wish to appeal to the Academic Integrity Committee must fill out the Academic Integrity Student Appeal form and send it to the Academic Integrity Officer, Professor K.A. Cuordileone 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 appeal form, the Academic Integrity Officer shall consider the appeal, and forward it 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 appeal is submitted during a time when school is not in session (the winter or summer intercessions), an appeal hearing would not be scheduled until the start of the next semester.

Appeal forms should be emailed to:

Professor K.A. Cuordileone  
Academic Integrity Officer  
New York City College of Technology, CUNY 300 Jay Street Namm 610  
Brooklyn, NY 11201

KCuordileone@citytech.cuny.edu

# NEW YORK CITY COLLEGE OF TECHNOLOGY OF THE CITY UNIVERSITY OF NEW YORK

## ACADEMIC INTEGRITY STUDENT APPEAL FORM

Students who wish to contest a violation of CUNY and City Tech Academic Integrity policy must submit this Appeal form to the NYCCT Academic Integrity Officer no later than 30 business days from the date of the initial letter informing the student of the violation. Submit this appeal by email to the Academic Integrity Officer, Dr. K.A. Cuordileone: [Kcuordileone@citytech.cuny.edu](mailto:Kcuordileone@citytech.cuny.edu)

Your Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

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 respond to them in a timely fashion. Should the student fail to respond to any correspondence from the Academic Integrity Officer or Academic Integrity Committee Chair within 7 days (e.g. to confirm a hearing date/time, or to confirm that the appeal remains active, or any other matter), the appeal will proceed no further, and the student's violation will be sustained.*

**Explanation of Incident:**

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

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Signature \_\_\_\_\_

Date \_\_\_\_\_