The City University of New York
CUNY SCHOOL OF LAW
Law in the Service of Human Needs

2014

INFORMATION FOR APPLICANTS
ADMISSIONS POLICY

The mandate of CUNY School of Law—to serve human needs through law—derives from the New York State Legislature’s mandate that the City University of New York must be responsive to the needs of its urban setting and is of vital importance as a vehicle for the upward mobility of the disadvantaged in the City of New York. Service of human needs through law affects our admissions process as much as it affects our curriculum. We evaluate applicants according to four criteria:

1. We seek candidates with strong academic backgrounds.

The Law School’s program is intensive and intellectually demanding. Thus, we look for demonstration of strong academic ability, including skill in analysis, problem-solving, and research. To this end, we look at past academic performance, scores on the Law School Admission Test, and other demonstrations of academic promise. Demanding intellectual activities, extraordinary letters of recommendation, and anything else that candidates bring to our attention in the application are carefully taken into account.

2. We look for indications that the candidate has a special affinity for our particular program through past work.

We assess some of the less-tangible qualities that make an outstanding lawyer, including judgment, energy, initiative, and the ability to work both collaboratively and independently. The individual’s reasons for wanting to attend CUNY School of Law and experiences that demonstrate a commitment to public service or that suggest an openness to a practice that captures the spirit of the Law School’s mission are all factors that are considered.

3. We seek a diverse group of students.

We strive to have students who are genuinely representative of the remarkable diversity of the City of New York. We actively recruit, among others, students who are members of populations that have traditionally been underserved by the law and underrepresented in the profession.

4. We seek students who have some demonstrated connection to the State and the City, because we are an institution funded by the taxpayers of the State of New York.

A connection to New York may be manifested by residence, work experience, educational experience, other service to the State and City, or a demonstrated concern for solutions to urban problems.

We receive many more qualified applications than we can accept. The admissions process is, therefore, highly selective, and successful candidates are people who, in the opinion of the Admissions Committee, manifest unusual strength in these four areas.

The result is a remarkably rich and diverse group of students in the entering class. Of the fall 2013 entering class, 58% were women and 42% were men. 38% were members of identified minority groups, and 14 states and 15 foreign countries were represented. 75% were New York State residents.

ADMISSIONS PROCESS

CHECKLIST OF BASIC APPLICATION REQUIREMENTS

Applicants for first-year admission must submit the following, in accordance with our policies, to complete an application file for review by the Admissions Committee:

• a completed 2014 electronic application;
• a non-refundable $60 (U.S.) application fee payable through LSAC;
• a personal statement;
• an active and complete CAS subscription, including a recent LSAT score;
• two letters of recommendation submitted through LSAC; and
• a complete explanation, including dates, on a separate page, for any “yes” answers to character & fitness questions on the application form. Transfer applicants, visiting applicants, and re-applicants may have different or additional requirements, as described below.

All applicants are encouraged to carefully read and follow these instructions before completing and submitting an application. Please contact the Office of Admissions, if you have questions or do not understand any part of these instructions.

APPLICATION PROCESS

CUNY School of Law begins accepting applications on October 1. Members of the Admissions Committee review completed application files and then vote on a decision. Interviews are not part of the admissions process, and applicant requests for personal interviews cannot be acknowledged or granted.

The application deadline is May 15. Application decisions will be made on or before June 15; this timeline may be subject to change at the discretion of the Committee.

All decisions are final, and appeals will not be entertained.

APPLICATION FEE

An application fee of $60 (U.S.) paid electronically through LSAC is required of each applicant. This is the only method of payment. This fee is not refundable and will not be credited toward any other Law School or University charges.

LAW SCHOOL ADMISSION COUNCIL, THE LSAT AND CAS

All applicants are required to present a recent score from the Law School Admission Test (LSAT). The LSAT and Credential Assembly Service (CAS) are both services of the Law School Admission Council (LSAC).

Online information and registration are available at www.lsac.org.

LSAT scores must be active within five years of the start of the term in which studies begin. Thus, LSAT scores from administrations prior to August 2009 will not be considered for fall 2014 admission. The LSAT must be taken no later than February 2014 to be considered for fall 2014 admission. The LSAT is required of all applicants to the Law School.

It is important that all transcripts be sent to LSAC and that your LSAC file is completed in the fall or early winter and no later than April 30th.

CUNY School of Law LSAC code is: 2585
REQUIRED LETTERS OF RECOMMENDATION

Two letters of recommendation submitted through LSAC are required to complete an application for admission. We seek letters from individuals who know your work and abilities in unusual depth and detail, and who are willing to take the time necessary to provide us with a deeper understanding of the activities, work, or events that demonstrate your strength in one or more of the areas of particular interest to our admissions process.

If you are currently enrolled in undergraduate school or the date your undergraduate degree was awarded is September 2012 or later, one of your required letters must be written by the professor of one of the undergraduate courses for which you received academic credit.

No faxes, emails, or photocopies will be accepted. Remember, no part of the application will be returned to you for any reason—including letters of recommendation.

APPLICANTS WITH FOREIGN DEGREES

Applicants whose first undergraduate degree was earned outside the U.S. or Canada must use LSAC.org online registration for the Credential Assembly Service. Additionally, foreign-educated applicants are required to participate in the LSAC Letter of Recommendation Service. Please contact LSAC for additional information.

In cases where the Admissions Committee has concerns about an applicant’s fluency in English, the applicant may be required to present a recent score from the Test of English as a Foreign Language (TOEFL). Many applicants choose to submit a TOEFL score without being asked to provide one.

CUNY School of Law TOEFL code is: 8483

For information on TOEFL, write to TOEFL Services, Educational Testing Service, Box 6151, Princeton, NJ  08541-6151, USA or www.ets.org/toefl.

CUNY School of Law offers a full-time, three-year J.D. degree program only. We do not offer the Master of Laws (LL.M.) degree, nor do we offer a foreign lawyer program.

VISITS TO THE LAW SCHOOL

The Office of Admissions arranges weekly Friday tours, group information sessions and class visits. Arrangements must be made in advance by calling (718) 340-4210 (M-F, 9am-5pm) or sending an email to admissions@law.cuny.edu.

Interviews are not part of the admissions process. Applicant requests for interviews will not be acknowledged or granted.

RE-APPLICATION

Persons who have previously applied for admission to the Law School and who wish to apply again are considered re-applicants. Re-applicants must follow all procedures and meet all deadlines established for first-time applicants. The following are required:

- a completed 2014 electronic application form;
- a non-refundable $60 (U.S.) application fee payable through LSAC;
- a new personal statement;
- a current LSAC subscription, even if you did not retake the LSAT or a current report provides identical information to that provided on a previous report;
- two letters of recommendation submitted through LSAC; and
- a complete explanation, including dates, on a separate page, for any “yes” to the character & fitness questions on the application form. Previous applications cannot be “reactivated.”

We strongly encourage you to strengthen your candidacy upon re-application. If you have previously provided an academic letter of recommendation, we will honor that letter as one of the two required letters when you are reapplying. It is unlikely that a decision on a re-application would be different from the decision on a previous application, without the submission of new information.

Decisions on re-applications are made in the same manner as decisions on first-time applications. No preference is given, nor are re-applications at any disadvantage.

TRANSFER APPLICATIONS

CUNY School of Law invites and welcomes applications from qualified transfer students. Individuals who have attended an ABA-approved law school and who are seeking to transfer must meet the same admissions criteria required of a first-year applicant, as well as the criteria established for transfer students. The Admissions Committee gives particular attention to the personal information provided in the application for transfer. A limited number of seats are available for transfer students.

A transfer applicant must be in good academic standing. Transfer students must have successfully completed a minimum of 26 credits, with grades of “C-” or better. The Law School will accept up to a maximum of 30 credits.

The following are required to apply for transfer admission:

- a completed 2014 electronic application;
- a non-refundable $60 (U.S.) application fee payable through LSAC;
- a personal statement;
- a statement indicating the reasons for requesting transfer;
- two letters of recommendation, submitted through LSAC, one of which must be from a law school professor who has taught you;
- a current LSAC CAS subscription;
- an official transcript of all law school work, which must be sent directly to the Office of Admissions by the registrar of your previous law school; and
- a letter confirming your academic standing and class rank, which must be sent directly to the Office of Admissions.

Transfer application deadline:
For spring 2014, on or before December 1, 2013
For fall 2014, on or before July 1, 2014

No credits or transfer consideration will be given for applicants from non-ABA-approved law schools.

Program and course of study at the ABA approved law school must be completed no earlier than 24 months and no later than 60 months after commencement of all law study.
VISITING APPLICATIONS

CUNY School of Law may admit a few special students who desire to study at the Law School for a semester or a year to experience learning in a public interest environment, but who will receive their degrees from their home law schools. Such students will be admitted only after completion of at least one year of satisfactory academic work at another ABA-approved law school, and must demonstrate persuasive reasons for attending CUNY School of Law. The following are required to apply for visiting admission:

- a completed 2014 electronic application;
- a non-refundable $60 (U.S.) application fee payable through LSAC;
- a personal statement;
- a statement indicating reasons for your request to attend as a visiting student and the term(s);
- two letters of recommendation, submitted through LSAC: one academic letter from a law school professor who has taught you and a character reference from someone with whom you have worked in the last three years;
- a current LSAC CAS subscription;
- an official law school transcript, which must be sent directly to the Office of Admissions by the registrar of your previous law school; and
- a letter from your dean confirming you are in good standing, granting you permission to visit and outlining the credits that the “home” law school will accept, which must be sent directly to the Office of Admissions.

Visiting application deadline:
For spring 2014, on or before December 1, 2013
For fall 2014, on or before July 1, 2014

APPLICANTS DISMISSED FROM ANOTHER LAW SCHOOL

Applicants seeking admission to CUNY School of Law who attended law school elsewhere must have left that law school in good academic standing. An official transcript and law school letter indicating student standing must be mailed directly from your previous law school to CUNY Law. Applicants who left their previous law school while on probation or as the result of academic dismissal must sit out of law school for at least two years from the date of dismissal before applying for admission. We require a letter from the dean of your prior law school stating you are capable of doing law school work, sometimes referred to as a 505 letter as it refers to ABA standard 505 regarding academic disqualification.

CHARACTER AND FITNESS REQUIREMENTS

Be advised that, in addition to your legal education, there are character, fitness, and other qualifications for admission to the Bar. Before you enroll in any law school, we encourage you to determine what those requirements are in the state or states in which you intend to practice.

In New York State, character and fitness requirements and screening are the jurisdiction of the Appellate Division of the Supreme Court in the Department of your residence at the time you apply for admissions. To learn more about New York State’s character and fitness requirements and process, visit visit the website of the New York State Board of Law Examiners at http://www.nybarexam.org

ACCRREDITATION

CUNY School of Law is approved by the Board of Regents of New York State to confer the Juris Doctor (J.D.) degree. The Law School is a member of the Association of American Law Schools (AALS). CUNY Law is fully accredited by the American Bar Association (ABA), allowing its graduates to sit for the Bar Examination in all states. Because the eligibility requirements vary from state to state and may change from time to time, applicants planning to practice in states other than New York are encouraged to contact the Office of Admissions for further information.

Basic consumer information about the Law School is also published in the ABA-LSAC Official Guide to ABA-Approved Law Schools.

WORKING DURING LAW SCHOOL

CUNY School of Law provides a full-time, academic program of instruction with classes, lawyering seminars, clinics, concentrations, and internships scheduled throughout the day. It requires students to devote substantially all of their time to their studies during the academic year. The American Bar Association Standards for Approval of Law Schools specify that “a student may not work in excess of 20 hours per week while attending a school on a full-time basis.”

TUITION AND FEES

Tuition and fee schedules are subject to change without notice at any time upon action by the City University of New York Board of Trustees, regardless of the tuition and fee schedules in effect at the time of an offer of admission.

TUITION FOR 2013-2014

NEW YORK STATE RESIDENTS: $6,380.00 per semester
NON-RESIDENTS: $10,600.00 per semester

New York State residency is based on clear and convincing evidence that one has assumed the responsibility of residency in New York State for at least one full year prior to registration at the Law School and a commitment to maintain New York State residency after graduation. All students are required to submit proof of residency.

All students are required to pay a Materials Fee, which covers the cost of all required textbooks and other materials. The Materials Fee is currently $700.00 per semester. The Technology Fee is $100.00 per semester. A fee of $15.00 per semester is assessed for Consolidated Service. The (non-refundable) Student Activity Fee for 2013-2014 is $40.85 per semester. In addition, students will be required to pay such fees as may be assessed from time to time by student referendum.

Tuition and fees are due before the start of each semester as scheduled by the Bursar. Failure to meet tuition and fee obligations will result in cancellation of registration.
SEAT DEPOSIT

To reserve a seat in the entering class, all admitted students are required to submit a non-refundable deposit of $500. When you receive your bill, the Materials Fee charge for the first semester will have been reduced by the amount of your deposit. In no case will an applicant admitted for fall entry is required to pay a deposit before April 1st of that year. Information on deposit dates and schedules is included with the letter of admission and is determined by the date on which an offer of admission is made.

TUITION REFUND POLICY

Requests for withdrawal from CUNY School of Law should be submitted to the Registrar’s Office before or during the first three weeks of class. All requests will be effective on the date of written submission. Tuition refunds or payments for students who withdraw follow the schedules established by the City University of New York that is stated below:

<table>
<thead>
<tr>
<th>Withdrawal by last business day before the first day of classes</th>
<th>Amount of Tuition Refund</th>
<th>Amount of Tuition Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal within one week after the commencement of classes</td>
<td>100%</td>
<td>NONE</td>
</tr>
<tr>
<td>Withdrawal during the second week of classes</td>
<td>75%</td>
<td>25% + fees*</td>
</tr>
<tr>
<td>Withdrawal within the third week of classes</td>
<td>50%</td>
<td>50% + fees*</td>
</tr>
<tr>
<td>Withdrawal after the completion of the third week of classes</td>
<td>25%</td>
<td>75% + fees*</td>
</tr>
</tbody>
</table>

*Tuition activity fees are not refundable.

CHILDER CARE

CUNY Law School offers its students an on-site, Early Childhood Program, the first, and only one of the few, on-site child care centers in legal education in the nation. The Children’s Center provides reasonably priced, high-quality, nurturing care for children, with a great program of education and recreational activities, in a caring, multicultural environment. Our space is located on the first floor of the Law School, room 1/01, and is divided to create separate space for sleeping infants and very busy toddlers. In addition, the children will be able to either walk or ride in our buggy to nearby John F. Murray Park. While attending classes, parents will find comfort knowing their child is only a few steps away.

Enrollment spaces are limited, and the age range of children may vary from 3 months to 3 years. For more information or current fees, email the Office of Student Affairs at studentaffairsoffice@law.cuny.edu or contact Carol Wasserman at carol.wasserman@law.cuny.edu.

HOUSING

CUNY School of Law is located at 2 Court Square, Long Island City, New York. It is within walking distance of seven subway lines (two within one stop of Manhattan), the Long Island Railroad, and seven bus lines. We are across the street from the Citibank Tower and near the Long Island City Courthouse. Nearby neighborhoods include Astoria, Sunnyside, Jackson Heights, and Greenpoint.

Our new central location allows for an easy commute from all five boroughs and from around the region, allowing students access to a larger number of neighborhoods and housing types. If you would like information on finding housing, including sharing rentals with other CUNY Law students, contact the Student Affairs Office at (718) 340-4207 or studentaffairsoffice@law.cuny.edu.

FINANCIAL AID INFORMATION

The Financial Aid Office administers various federal and state financial aid programs and offers an extensive network of services to assist students in meeting the costs related to their education. Individual financial counseling, assistance with the completion of the financial aid application, debt management counseling, scholarship postings, and information about on-campus and off-campus job opportunities are offered to students as part of a comprehensive approach to assisting them in financing their law school education.

Although the basic responsibilities for financing law school rest with you and your family, the Financial Aid Office utilizes the maximum available federal and state aid resources to assemble a financial aid package, consisting of grants, loans, scholarships, and student employment for eligible students.

Financial aid at CUNY School of Law is administered without discrimination on the basis of age, sex, sexual orientation, gender identity, alienage, citizenship, religion, race, color, national or ethnic origin, disability, or veteran or marital status. An applicant may be excluded from all programs if in default of a previous student loan.

Complete information on student costs, resources, and eligibility criteria for financial aid is available at www.law.cuny.edu. To arrange an appointment, please call (718) 340-4284 or email angela.joseph@law.cuny.edu.

COST OF ATTENDANCE AND STUDENT BUDGET

The estimated cost of attendance for the 2013-2014 academic year (nine months) is:

- $36,360 New York State resident
- $41,800 Out-of-State resident

Personal expenses represent discretionary, personal living expenses, such as entertainment, health insurance, and clothing. The student expense budget governs the total amount of aid (loans or a combination of grants and loans) that is available to any student in any given year.

Students who have federal loans in their financial aid package may not borrow in excess of the approved budget, even if they seek private loans, unless there are exceptional circumstances. Living on less allows a student to borrow less and save money in the long run. We realize that students come to the Law School from varied backgrounds, experiences and lifestyles; however, the student expense budget allows only for the simple lifestyle of a graduate student. Federal regulations direct the budget construction process, and schools are limited as to the types of budgets and the items contained in the budgets. Consumer debt and Bar preparation courses are not considered budget items. You must discharge as much consumer debt as possible (such as credit cards) before entering law school.

If you or your family experience a change in financial circumstances, we recommend that you contact the Financial Aid Office. You may ask the Financial Aid Director to adjust your package, if your circumstances justify additional consideration. The Financial Aid Office reserves the right to make adjustments in a student’s aid package, up or down, when institutional resources change, the student’s support from all sources exceeds need, or circumstances change, such as number of family members in college or a substantial alteration in reported income.
APPLYING FOR FINANCIAL AID

Student financial aid is money from educational loans, grants, or scholarships, or earnings from the Federal Work Study Program. The amount of financial assistance is determined by a student’s need and is limited by the approved budget. The first step in establishing your need requires you to complete and submit the Free Application for Federal Student Aid (FAFSA) and the CUNY Supplement. These forms are available for the 2013-2014 academic year shortly after January 1, 2014 on the CUNY Law website at www.law.cuny.edu.

DEADLINES

All paperwork for an academic year is due in the Financial Aid Office by May 1 or 30 days from the date of the offer of admission, whichever is later.

STATEMENT OF NONDISCRIMINATION

It is the policy of the City University of New York and the constituent colleges and units of the University to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students, without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, or status as victim of domestic violence. For more information, please see the complete policy on our website.

STUDENT RECORDS

The Law School abides by the provisions of the Federal Family Education Rights and Privacy Act of 1974 (FERPA). Students have the right to be advised of what student records and information are maintained by the Law School, who has access to them and for what purpose, policies for reviewing and correcting them, procedures for granting students access and for challenging the records, cost charged for copies, and other rights and requirements under the Act. This information is available from the Records Office, appears in the Student Handbook and on the University’s website at http://www.cuny.edu/about/administration/offices/la/advisories/ferpa.pdf

A student whose request for access to education records is denied or not responded to within forty-five days of receipt may appeal in writing to the General Counsel and Senior Vice Chancellor for Legal Affairs of the City University within 30 days of the decision of the college’s FERPA Appeals Officer.

REQUIRED DOCUMENTS FOR FINANCIAL AID

The required documents and additional information regarding the financial aid process are available on the CUNY Law website at www.law.cuny.edu.

AVAILABLE FINANCIAL AID PROGRAMS

The following is a partial listing of financial aid programs available to CUNY School of Law students:

Federal Programs:
- Federal Perkins Loan
- Federal Direct Student Loans (Subsidized, Unsubsidized, and Graduate PLUS Loan)
- Federal Work Study
- Veterans Administration Educational Benefits

NOTE: All funds borrowed from the government will be prorated, if the student withdraws from school.

FELLOWSHIP OPPORTUNITIES

Each year, up to 10 entering students may be awarded a Graduate Fellowship equal to the full cost of in-state tuition and a stipend of $10,000, in return for work as faculty research assistants and peer tutors. These Fellowships are funded by the City University of New York.
Access to Law School records under the Freedom of Information Law may be secured by writing to the Associate Dean for Administration and Finance at CUNY School of Law, 2 Court Square, Long Island City, NY 11101. A person whose request for access is denied or not responded to within five days of receipt may appeal in writing to Frederick P. Schaffer, Senior Vice Chancellor for Legal Affairs, the City University of New York, 535 East 80th Street, New York, NY 10075.

ACADEMIC STANDING POLICY

Courses at CUNY School of Law are graded using the following scale: A, A-, B+, B, B-, C+, C, C-, D, and F. A few courses are graded Credit/Fail. First-semester letter grades are not reflected as letter grades but as Credit/No Credit on the transcript. Additionally, the GPA is not reflected on the transcript but is used for academic standing purposes.

Any student who fails to achieve a GPA of 2.3 at the end of the first semester and wishes to continue in the program will be required to restart the program.

In order to remain in good standing, a student must achieve a 2.5 grade point average in each semester. Any student who fails to do so in any two semesters will be dismissed.

RIGHTS OF PERSONS WITH DISABILITIES

The Law School complies with Section 504 of the Rehabilitation Act of 1973, which protects persons from discrimination on the basis of physical or mental impairments for all educational and employment purposes, including admissions, evaluation and placement programs, activities and courses, counseling, financial aid, scholarships, athletics, and employment. The Associate Dean for Administration and Finance coordinates implementation of the regulations contained in Section 504. Those seeking information regarding Section 504 regulations or wishing to file a grievance may do so with the Associate Dean’s Office.

The Law School’s strong commitment to the rights of the physically challenged is reflected in its building facility. Telephones, elevators, bathrooms, water fountains, and other necessary facilities are accessible, and the building itself complies with applicable regulations in the New York City Building Code related to the disabled, and Section 504 of the Rehabilitation Act of 1973. For further information, please contact Meredith Gibbs, Associate Dean for Administration and Finance at 718-340-4583 or meredith.gibbs@law.cuny.edu.

STUDENT INTEGRITY

CUNY Law students are subject to the City University of New York Policy on Academic Integrity and may be disciplined by suspension or dismissal from the Law School, if found guilty of any form of academic dishonesty, such as plagiarism or cheating on an examination. Disciplinary Rules and Regulations are stated in the Student Handbook, available upon request at the Office of Student Affairs.

Any student who has been admitted on the basis of forged or altered transcripts, or by supplying false or misleading information in the admissions process, will be subject to dismissal. Adopted by the CUNY Board of Trustees, October 1, 2006, the City University of New York—Policy on the Submission of Fraudulent Documents and on the Omission of Information in Support of an Application for Admission (Exhibit A) is located on the last page of this booklet.

You can find us at: www.law.cuny.edu
THE CITY UNIVERSITY OF NEW YORK
POLICY ON THE SUBMISSION OF FRAUDULENT DOCUMENTS AND ON THE
OMISSION OF INFORMATION
IN SUPPORT OF AN APPLICATION FOR ADMISSION

The submission of documents in support of applications for admission, such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses, or otherwise deceptive (collectively referred to as fraudulent documents) is prohibited by The City University of New York (CUNY) and may be punishable by: a bar on applying for admission, suspension, and/or expulsion. The term “applications for admission” includes transfer applications.

Materially incomplete applications include applications that fail to include all prior post-high school college level courses, regardless of whether (i) the courses were taken at a post-secondary institution in the United States or outside the United States, (ii) the applicant received a degree at the post-secondary institution, (iii) the applicant is seeking credit for such courses, or (iv) the applicant is changing majors/careers.

PROCEDURES FOR IMPOSITION OF SANCTIONS

I. Pre-Enrollment

Whenever an applicant for admission to any college of CUNY submits, as part of an admission application, a document that is found to be fraudulent before an admission decision is made or before the applicant has enrolled, the applicant shall be barred from enrolling in any college of CUNY the year of the application and for a period of five years after the year of the application that contained the fraudulent material. If done a second time, there shall be a lifetime ban on admission to any college of CUNY. In the event of the submission of fraudulent documents, CUNY will notify the applicant in writing of this prohibited act and the penalty, and advise the applicant of the opportunity to appeal the decision in writing to the Vice Chancellor for Student Development. The applicant may then submit a written statement and evidence demonstrating that the document is not fraudulent or advancing some other defense. The Vice Chancellor may reduce or withdraw the penalty, if he or she finds the document to be authentic, that the submission of the document was not the fault of the applicant, or otherwise deems it appropriate.

II. Post-Enrollment

If, after a student has completed registration or begun classes in a CUNY college, it is found that the student had submitted a fraudulent document in support of an application for admission, the student shall be suspended from CUNY for five years. A second offense shall result in expulsion. The suspension or expulsion shall apply to all colleges of CUNY. The accused student shall be notified of such suspension or expulsion in writing and shall be entitled to appeal within 30 days of receiving notification and request a hearing pursuant to Article XV of the CUNY Bylaws, at which the college faculty-student disciplinary committee shall determine the facts, based upon which the disciplinary committee may, if persuaded that the document is authentic or that another defense is demonstrated, withdraw or reduce the penalty. The penalty shall not take effect until after the period to appeal has expired or upon the completion of the hearing. An adverse decision of the disciplinary committee shall be appealable by the accused student to the college president and a Board committee pursuant to Article XV of the CUNY Bylaws.

III. Post-Graduation

If, after a student has graduated, it is found that the graduate submitted a fraudulent document in support of an application for admission, then he or she shall be notified in writing. The accused graduate shall be entitled to a hearing pursuant to Article XV of the CUNY Bylaws, at which the college faculty-student disciplinary committee shall determine the facts, based upon which the disciplinary committee may make a decision to impose a penalty of suspension from CUNY for five years, and may also recommend the revocation of the degree or certificate that had been awarded to the student. A second offense shall result in expulsion. The suspension or expulsion shall apply to all colleges of CUNY. An adverse decision of the disciplinary committee imposing a suspension or expulsion shall be appealable to the college president and a Board committee pursuant to Article XV of the Bylaws. In the event the disciplinary committee recommends the revocation of a degree or certificate, the degree or certificate shall be revoked upon approval by the Board of Trustees after considering the recommendation of the faculty of the college.

NOTIFICATION TO THE VICE CHANCELLOR

The Vice Chancellor for Student Development shall be notified of all bars from applying for admission, suspensions, and expulsions under this policy and shall implement them on a University-wide basis.

DISSEMINATION

CUNY officials shall publicize this policy and its penalties. Where appropriate, CUNY officials shall share the decisions, findings, and supporting evidence on specific cases with civil and criminal authorities.

Effective Date
October 1, 2006