

## **Policy 7.01 Admission Application Fraud**

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 and may be punishable by a bar on applying for admission, suspension, and/or expulsion. The term "applications for admission" includes transfer applications. (BTM,2006,09-25,006,\_A)

Materially incomplete applications include applications that fail to include all prior post-high school college level courses, regardless of whether (BTM,2006,09-25,006,\_A):

- a) The courses were taken at a post-secondary institution in the United States or outside the United States
- b) The applicant received a degree at the post-secondary institution
- c) The applicant is seeking credit for such courses
- d) The applicant is changing majors/careers

## **2 Sanctions**

### **2.1 Pre-Enrollment**

Whenever an applicant for admission to any college of the University 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 the University 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 the University. In the event of the submission of fraudulent documents, the University 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. (BTM,2006,09-25,006,\_A)

### **2.2 Post-Enrollment**

If, after a student has completed registration or begun classes in a University 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 the University for five years. A second offense shall result in expulsion. The suspension or expulsion shall apply to all colleges of the University. 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 the University 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 a 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 of Trustees committee pursuant to the University Bylaws. (BTM,2006,09-25,006,\_A)

### 2.3            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 the University 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 the University 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 of Trustees committee pursuant to 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. (BTM,2006,09-25,006,\_A)

### **3**            **Notification of the Vice Chancellor for Student Development**

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. (BTM,2006,09-25,006,\_A)

### **4**            **Dissemination**

University officials shall publicize this policy and its penalties. Where appropriate, University officials shall share the decisions, findings and supporting evidence on specific cases with civil and criminal authorities. (BTM,2006,09-25,006,\_A)