Student Disciplinary Process
Office of the Vice President for Student Affairs
101 Frese Hall, x7-5500, VPSA@qc.cuny.edu

Student is suspected of academic dishonesty or conduct violation

- Grading action taken by professor (i.e., reduced grade on exam/paper, reduced grade in course, “F” on exam/paper, “F” in course).

  - Student may appeal grading action with department chair (first), then divisional dean.

- Professor/reporter notifies the Office of the Vice President for Student Affairs, and provides supporting documentation (i.e., copy of student’s plagiarized paper and source, copy of exam and materials used to cheat, security report, etc.).

  - Student meets with a representative from the Office of the Vice President for Student Affairs (conciliation meeting).

    - Student admits responsibility.
    - Sanction levied (academic integrity class, apology, probation, censure, warning, community service, etc.).

    - Student denies responsibility.

      - Formal hearing with Faculty/Student Disciplinary Committee.

        - If student found responsible, sanctions levied (up to and including suspension or dismissal).

Please note that faculty may choose to take grading action only, or grading action and disciplinary procedures through the Office of the Vice President for Student Affairs.

Faculty should always inform the office of the Vice President for Student Affairs, so that an investigation into the possibility of other incidents of academic dishonesty regarding the students may be completed.