**Academic Integrity**

The College of New Jersey is a community of scholars and learners who respect and believe in  academic integrity. This integrity is violated when someone engages in any of the dishonest behavior described below.

*Academic dishonesty* is any attempt by the student to gain academic advantage through dishonest means, to submit, as his/her own, work which has not been done by him/her or to give improper aid to another student in the completion of an assignment. Such dishonesty would include, but is not limited to: submitting as his/her own a project, paper, report, test, or speech copied from, partially copied, or paraphrased from the work of another (whether the source is printed, under copyright, or in manuscript form). Credit must be given for words quoted or paraphrased. The rules apply to any academic dishonesty, whether the work is graded or ungraded, group or individual, written or oral.

**Academic dishonesty is not tolerated at The College of New Jersey.** Each student must do his or her own work and behave in an ethically responsible manner. Academic dishonesty includes, but is not limited to, the following behaviors:

* Copying from another student’s exam
* Completing an academic activity or taking an exam for someone else
* Giving answers to or sharing answers with another student during an exam
* Using notes, books, or other aids of any kind during an exam when prohibited
* Stealing an exam or possessing a stolen copy of an exam
* Sharing answers during an exam by using a system of signals
* Disrupting or delaying the administration of an exam or academic activity.
* Submitting a work for credit that includes words, ideas, data, or creative work  of others without acknowledging the source
* Using another author's words without enclosing them in quotation marks, without paraphrasing them, or without citing the source appropriately
* Concealing, destroying, or stealing research or library materials with the purpose of depriving others of their use
* Falsifying bibliographic entries
* Submitting any academic assignment which contains falsified or fabricated data or results
* Submitting the same term paper or academic assignment to another class without the permission of the instructor
* Feigning illness or personal circumstances to avoid a required academic activity
* Sabotaging someone else's work
* Collaborating on homework or take-home exams when instructions have called for independent work
* Attempting intimidation for academic advantage
* Inappropriate or unethical use of technologies to gain academic advantage
* Submitting a falsified document

**Academic Integrity Policy**

**A. Policy and Procedures for Disciplinary Action**

As described below, enforcement of the Academic Integrity will depend upon individual faculty members, upon an Academic Integrity Officer for each school (designated by the Dean), and upon an All-College Academic Integrity Board. The board will include three students and three faculty members (with three student and three faculty alternates), as well as one staff member from the Office of the Vice President of Academic Affairs, who will vote only in case of a tie and who will be responsible for all documentation relevant to integrity matters. Responsibilities of faculty members, Academic Integrity Officers, and the All-College Academic Integrity Board are specified below.  Records of academic integrity violations will be kept in academic files in the Office of the Vice President of Academic Affairs.

If a faculty member believes that a student has violated the Academic Integrity  Policy, the faculty member will first discuss the matter with the student.  Also, the  faculty member may choose to discuss the matter with the department chairperson.

**B. Unintentional Violations**

If the faculty member is convinced that the lapse was *not intentional*, then he/she need not refer the matter to the Academic Integrity Officer (although that remains an option). The faculty member will decide what consequence(s) seem(s) appropriate and educational. Consequences may include:

1. Allowing the student to redo all or part of the work, if doing this would

give him/her beneficial experience, and

a) giving a full grade for the assignment, or

b) giving a diminished grade for the work. or

2. Assigning a grade of zero or failing to the work.

After the matter has been resolved, the faculty member may choose to send a report to the School's Academic Integrity Officer, although this is not required· for  unintentional violations.  If a report is sent, the student will be given an  opportunity to read and sign it.

**C. Intentional Violations**

If the violation seems intentional, then the faculty member must report the case to the Academic Integrity Officer of the school by which the course is offered. The Academic Integrity Officer will talk with the student and with the faculty member, and will gather any other information relevant to the case. The Academic Integrity Officer will also check whether there is a prior record of academic integrity violation(s) by the student. The Academic Integrity Officer will then use the gathered information to decide whether to refer the case to the All-College Academic Integrity Board. An Academic Integrity Board hearing will be mandatory if there is a prior record of intentional integrity violation(s). However, any case may be referred to the All-College Academic Integrity Board. Thus, there are two possible courses of action when an intentional violation has been reported:

1. The Academic Integrity Officer considers the evidence and decides on the appropriate consequence(s). If the Academic Integrity Policy was violated, the Academic Integrity Officer, after consultation with the faculty member, will determine the appropriate sanction(s) from the list of options below. The Academic Integrity Officer will give the student an opportunity to read the report to be filed in his/her academic folder; the report will describe the violation and the penalty. By signing at the end of the report, the student will indicate either: "I accept this decision," or, alternatively, "I wish to appeal to the All-College Academic Integrity Board." If the student accepts the decision, then the matter will not be forwarded to the Academic Integrity Board for a hearing. The student may attach a personal statement to the report. If the Academic Integrity Officer decides that no violation occurred, then no report will be filed. **OR** (Note:  An All-College Academic Integrity Board hearing is mandatory if student has a prior record of integrity violation(s).

2. The Academic Integrity Officer refers the case to the All-College Academic Integrity  Board for a hearing. The Board (with attendance of 5 members required for a quorum) will meet as soon as possible with the student in question.  The faculty member who reported the violation will be required to attend the hearing.

If the Board decides that there has been a violation, Board members, after  consultation with the faculty member, will determine the appropriate sanction(s) from the list of options below, with severity determined by the nature of the violation and by whether a prior record exists.  The Board will prepare a report, describing the violation and the penalty for the student's academic folder. The student will be given a opportunity to read and sign the report, and may attach a personal statement to the report.

If the Board decides that no violation occurred, then no report will be filed.

**D. Disciplinary Options for Academic Integrity Officers and Board.**

An Academic Integrity Officer or Academic Integrity Board shall choose among the following disciplinary options:

For an unintentional violation:

1. Allow the student to redo all or part of the work, if doing this would give him/her  beneficial experience, and

a) give a full grade for the assignment, or

b) give a diminished grade for the assignment. or

2. Assign a grade of zero or failing to the work.

For an intentional violation:

1. Allow the student to redo all or part of the work, if doing this would give him/her  a beneficial experience, and

a) give a full grade for the assignment, or

b) give a diminished grade for the assignment. or

2. Assign a grade of zero or failing to the work. or

3. Record a grade of F for the course. Furthermore, the student may not withdraw from registration in the class. or

4. Record a disciplinary F for the course; this F shall permanently contribute to calculation of the grade point average (although not explicitly labeled disciplinary on the transcript). or

5. Suspend the student for the rest of the semester. or

6. Suspend the student for the rest of the semester and for the following semester. The Board will determine whether credits earned at another institution during these semesters may be transferred for TCNJ credit. or

7. Dismiss the student from the college.

**E. Appeals of Academic Integrity Decisions.**

Appeals may be directed as follows:

Any decision by a faculty member may be appealed to the Academic Integrity   Officer,   who will hear the case.

Any decision by the Academic Integrity Officer may be appealed to the All-College  Academic Integrity Board, which will hear the case.

Any decision by the All-College Academic Integrity Board may be appealed to the All- College Disciplinary Board.  Appeals of All-College Integrity Board decisions are heard by the All-College Disciplinary Board at its discretion.  All decisions of the All-College Disciplinary Board are final.

**F. Integrity Statement**

When a student is accepted and prior to enrollment at The College of New Jersey, he/she will receive a brochure explaining the College's commitment to academic integrity and the current   policy and procedures for dealing with academic integrity violations.  Prior to enrollment in   courses, he/she will sign a copy of the following integrity statement and return it to the Office of Records and Registration: I have received The College of New Jersey brochure on academic integrity, and I understand  and agree to abide by the complete policy on academic integrity and procedures for discipline  of academic integrity violation as stated in their entirety in the student handbook.

All faculty will also receive the brochure on academic integrity and a copy of the integrity statement.

Passed by CUPPS:  October 24, 1997

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