

# THE COLLEGE OF NEW JERSEY

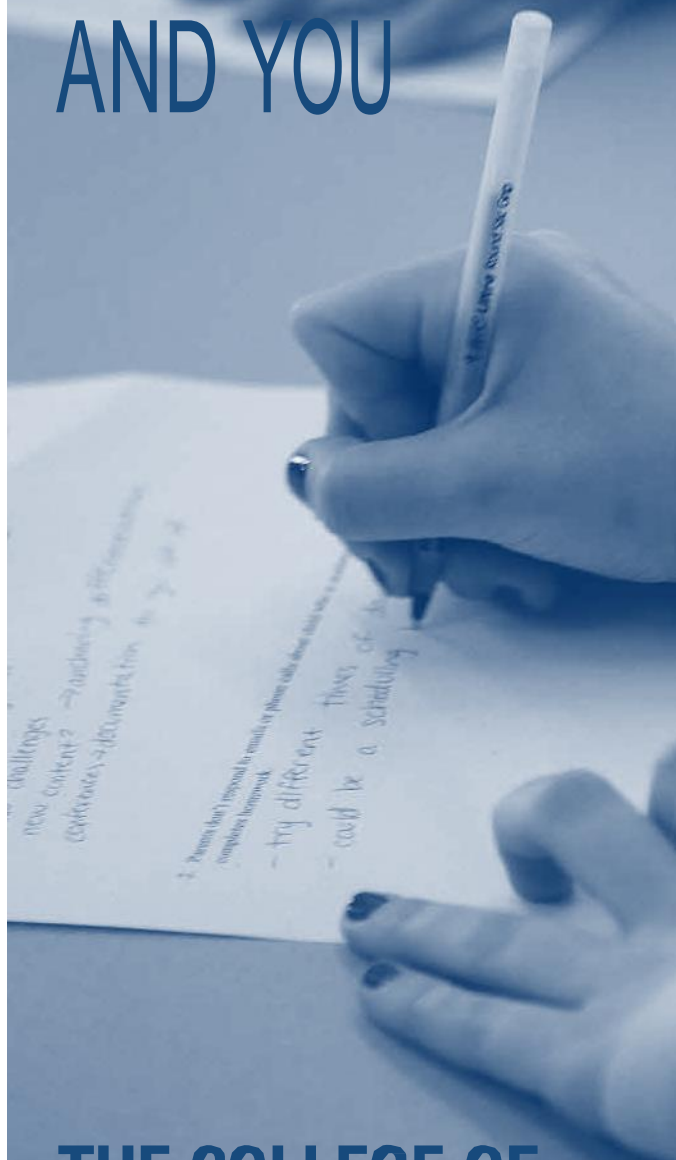
**Office of the Provost/**

**Vice President for Academic Affairs**

PO Box 7718

Ewing, NJ 08628-0718

# ACADEMIC INTEGRITY AND YOU



THE COLLEGE OF  
NEW JERSEY

# Introduction

The College of New Jersey has adopted an academic integrity policy that affirms the values of academic integrity for the campus community. The policy builds on the principles of academic integrity and institutes the sustaining procedures that support those principles. Every member of our TCNJ community is responsible for embracing five fundamental values that define academic integrity: *honesty, trust, fairness, respect, and responsibility*. From these values flow the principles that enable The College of New Jersey to build a strong sense of community—a community of learners and scholars built around high expectations.

The College invites faculty, staff, and students to engage in conversation on the values inherent in this policy.

This document outlines the sanctions and consequences of academic dishonesty including the appeals process. **Every new student is to review the policy and return the attached integrity statement found on the last page of this publication.**

## 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 dishonest academic behavior such as that described in this brochure.

*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 electronic or 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, electronics, or other aids of any kind during an exam when prohibited
- Stealing an exam or possessing a stolen copy of an exam
- 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 or paraphrasing them 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

## Consequences of Academic Dishonesty

If a student is found to have committed an academic integrity violation, the consequences may include having to redo an assignment, receiving a lower grade on the assignment or the entire course, failing the course, receiving a Disciplinary F (a grade that permanently contributes to the calculation of the GPA) for the course, or being suspended or dismissed from the College.

## Don't Risk It!

With consequences as harsh as these and the ease with which dishonesty can be uncovered, students should realize that *academic dishonesty is not tolerated*.

Academic integrity is the responsibility of each student. **If you are having difficulty with an assignment, speak to your instructor before the assignment is due. The instructor may consider granting an extension or will help you better**

**understand the assignment or help you identify what information or data must be attributed to a specific source.**

As described in the next pages, enforcement of the academic integrity policy will depend upon individual faculty members, upon an academic integrity officer for each school, upon a Chief Academic Integrity Officer, and upon an All-College Academic Integrity Board.

Records of academic integrity violations will be kept in the Office of the Provost/Vice President for Academic Affairs.

Any member of the College community, including students, may file a complaint against a student for a possible violation of academic integrity. If a faculty member believes that a student has violated the academic integrity policy, the faculty member is required to report the possible violation. Complaints must be prepared in writing and submitted to the Office of Academic Affairs, either electronically or in hard copy, as soon as possible after the incident takes place.

The Office of Academic Affairs will refer the complaint to the Academic Integrity Officer (AIO) of the appropriate School or Program. If a faculty member brought the complaint, then the AIO will discuss the complaint with the faculty member and ask that he or she notify the student of the suspected violation in person or via email. If a student or staff member brought the complaint, then the AIO will discuss the complaint with that individual and notify the student of the suspected violation directly.

The AIO will then conduct an investigation to determine if the information in the complaint merits charges. The student against whom a complaint has been made will meet with the assigned AIO for a conference to discuss the grounds for any charges, process, and sanctioning practices. Any charges of violation the Academic Integrity Policy will be presented to the student in writing at the conference meeting.

The AIO may conduct a hearing with the student or refer the student's case to the All College Academic Integrity Board (ACAIB) for a hearing. The AIO must refer the case to the ACAIB whenever suspension or expulsion are possible sanctions. The AIO may assign a case to an AIO in another school if any conflicts or extraordinary scheduling issues exist.

Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil courts, are not used in academic integrity proceedings. In a hearing conducted by an AIO, the AIO will determine whether the student is responsible for any violation of the Academic Integrity Policy. If the student is found not responsible for violating the Academic Integrity Policy, the process is concluded. If the student is found responsible, the AIO will then assign any appropriate sanctions.

## **Disciplinary Options for Academic Integrity Officers and Board**

An academic integrity officer or the All-College Academic Integrity Board shall choose among the following disciplinary options:

1. **Loss of privilege.** A student may be denied the privilege of access to College resources as a result of his or her actions. For example, a student found to have circumvented the normal registration process may be denied the ability to take a given course in a given semester.
2. **Resubmission.** Allow the student to redo all or part of the work, and give a full or diminished grade for the assignment.
3. **Failing grade on assignment.** Assign a grade of zero for the assignment.
4. **Failing grade for the course.** Record a grade of F for the course that will be calculated into the student's GPA and place a notation on the student's academic transcript stating that this F was given as a sanction for a violation of the College's academic integrity policy. As soon as the finding is made to assign this sanction the student will be required to separate from the course. One calendar year after the finding a student may petition for administrative deletion of the notation. If the petition is successful, the notation will be removed and the student's GPA will be recalculated if the student retakes the course.
5. **Pending suspension.** This status serves as the student disciplinary probation status assigned to a student for a specified period of time before he or she is suspended from the College. While on this status, any further violations of *Academic Integrity Policy* may result in suspension from the



College. In addition, this status constitutes a student disciplinary record that will remain on file with the Office of Academic Affairs for five years after a student separates from the College. This sanction will be assigned in combination with resubmission, failing grade on the assignment, failing grade in the course, or a student disciplinary failing grade for the course.

6. **Suspension.** Termination of course registration from the College after a specific date and for a specified time. Through the duration of the suspension, the student may be restricted from College property and may be required to provide prior notice and receive approval from the Provost for the purpose of conducting College business. Before a student may be readmitted to the College after the designated period of time, he or she must meet with the Provost to show satisfactory completion of any assigned directives or to discuss stipulated conditions for his or her return. In addition, this status constitutes a student disciplinary record that will remain on file with the Office of Academic Affairs indefinitely. Should a student wish to return to the College after the suspension period, he or she must comply with any academic standards and procedures then in effect.
7. **Expulsion.** Permanent dismissal from the College and restriction from College property. In addition, this status constitutes a disciplinary record that will remain on file with the Office of Academic Affairs indefinitely.

## **Appeals of Academic Integrity Decisions**

A student found in violation of the Academic Integrity Policy is afforded a single opportunity to appeal decisions and/or any sanctions issued within five business days of the date of the written decision. Appeals challenging decisions or sanctions issued by an AIO will be reviewed by the CAIO, except in cases where the CAIO was serving as an AIO. In those cases, the appeal will be reviewed by the Provost. Appeals challenging decisions or sanctions issued by the ACAIB, including all cases of suspension or expulsion, will be reviewed by the Provost. The decision of the individual reviewing the submitted appeal is final and conclusive.

# The College of New Jersey Academic Integrity Statement

*I have received The College of New Jersey brochure on academic integrity, and I understand and agree to abide by the policy on academic integrity and procedures for discipline of academic integrity violations.*

Your signature below indicates that you have received and reviewed the academic integrity policy.

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*Name Printed*

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*Name Signed*

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*Date*

**Signed statement should be returned to your  
First Seminar instructor.**