

## Academic Integrity Policy & Procedure

1. Purpose. In order to maintain academic integrity at the County College of Morris, the college community does not tolerate any forms of academic dishonesty. Examples of academic dishonesty include but are not limited to (i) cheating, (ii) fabrication of sources, (iii) plagiarism, (iv) unauthorized collaboration, (v) submitting someone else's work as one's own, (vi) preparing test answers or other academic papers, projects or submissions to be submitted as the work product of another student, (vii) permitting one's test answers, research or academic work to be copied, duplicated or submitted as the work product of another student, or (viii) dishonest academic use of technology such as unauthorized sharing of disks, files, or programs, or by unauthorized access to, modification of, or transfer of electronic data, system software or computing facilities. The intent of this policy is to maintain academic integrity, and to arrest all forms of academic dishonesty and misrepresentations as one's own submission, the work product and academic proficiency of another person.

1. Report of Academic Dishonesty. A faculty member intending to submit a Report of Academic Dishonesty (the "Report") shall submit the Report to the office of the Vice President of Student Development & Enrollment Management, which office shall date stamp receipt of the Report. The faculty member should file the Report prior to posting the student's course grade where the faculty member is aware of the incident of academic dishonesty at the time the course grade is posted. The Vice President of Student Development & Enrollment Management will refer the Report to the Academic Integrity Review Board ("AIR Board") and will simultaneously deliver to the accused student a copy of the Report and a copy of this Policy and Procedure. The Report shall identify the name and identification number of the student, the course in question, and the nature of the violation (e.g., test, research paper, lab assignment; plagiarizing, sharing of files, cheating, etc.) The instructor shall also indicate his/her recommendation of disciplinary action to be considered by the AIR Board. Copies of the work demonstrating alleged violations shall be attached to the Report.

2. Disciplinary Hold. Simultaneously with the delivery of the Report to the student, the Vice President of Student Development & Enrollment Management will place a disciplinary hold on the student's academic records and shall so advise the accused student. Pending disposition of the Report of Academic Dishonesty, the disciplinary hold will (a) preclude the issuance of a transcript of the student's academic record, (b) preclude changes to the student's course schedule, and (c) condition any registration upon the disposition of the academic dishonesty charge.

3. Academic Integrity Review Board. The Academic Integrity Review Board is the body on campus that reviews Reports filed against students alleging violation of the college's Academic Integrity Policy. The AIR Board determines whether or not academic dishonesty occurred, and if so what disciplinary sanctions are recommended for imposition by the Vice President of Student Development & Enrollment Management. The AIR Board is composed of six (6) members, including one faculty representative from each of the academic divisions, an Academic Dean appointed by the college President, the Vice President of Student Development & Enrollment Management, and the Assistant Dean of Student Development & Enrollment Management. The faculty members of the AIR Board, as well as three alternate faculty members of the AIR Board shall be appointed by the respective Academic Division Deans. Four (4)

members of the AIR Board shall constitute a quorum for purposes of reviewing Reports alleging violation of the college's Academic Integrity Policy, affording the student a hearing, and making findings and recommendations.

4. Academic Integrity Review Board Procedures.

a. When the Report is delivered to the accused student the Vice President of Student Development & Enrollment Management will inquire as to whether the accused student desires to appear before the AIR Board to respond to the Report. A waiver by the accused student of the right to appear before the AIR Board must be in writing except that the accused student shall be deemed to have waived the right of appearance if the accused student fails to appear before the AIR Board after receipt of notice of the date, time and place of the AIR Board meeting.

b. When the Report is received, the Vice President of Student Development & Enrollment Management will contact members of the AIR Board to schedule a date and time for a hearing. Written notice of the time, date and place of the hearing shall be given to the accused student at least five (5) week days in advance. If the accused student waives the right to a hearing in writing or by non-appearance, the AIR Board shall convene or conduct a conference call to determine whether or not academic dishonesty occurred, and if so what disciplinary sanctions are recommended for imposition by the Vice President of Student Development & Enrollment Management.

c. At the appearance before the AIR Board the accused student will present his/her response to the Report and an explanation of the incident that is the subject of the Report. Proceedings before the AIR Board will not be conducted as a litigation proceeding with cross-examination or constrained by rules of evidence or compulsory production of evidence or witnesses. The hearing before the AIR Board shall not be recorded unless prior permission to do so is granted by the hearing panel chair.

d. The faculty member filing the Report shall not be required to attend the initial AIR Board hearing. If the accused student satisfies the AIR Board that determination of material facts in dispute requires the in person attendance of the faculty member, the AIR Board shall continue the hearing and the Vice President of Student Development & Enrollment Management will arrange for the appearance of the faculty member at the continued hearing before the AIR Board.

e. Individuals other than the accused student may not participate in the proceeding before the AIR Board except for persons the AIR Board is satisfied may have information relevant to material facts in dispute. The appearance of such persons shall be limited to presentation of a statement and responding to questions.

f. Attorneys shall not participate in proceedings before the AIR Board except that an accused student may have an attorney present if at the request of the AIR Board an attorney is present to advise the AIR Board or the AIR Board allows legal representation of any other party.

g. Prior to the date of the AIR Board hearing the accused student or his/her attorney may advise the Vice President of Student Development & Enrollment Management in writing that there are pending or anticipated criminal charges against the student that are related to the incident which is the subject of the Report of Academic

Dishonesty (“Notice of Related Criminal Charge”). In the Notice of Related Criminal Charge the accused student shall elect one of the following means of proceeding:

i. The accused student may elect not to appear at the AIR Board hearing. The election not to appear before the AIR Board shall be deemed a waiver of the right to a hearing. However, the AIR Board will consider any written response to the Report received prior to the date of the hearing. The AIR Board will convene or conduct a conference call to determine whether or not academic dishonesty occurred, and if so what disciplinary sanctions are recommended for imposition by the Vice President of Student Development & Enrollment Management.

ii. The accused student may elect to have legal counsel available for consultation outside the hearing room in a private room on the college campus to be designated by the Vice President of Student Development & Enrollment Management. When the accused student makes this election the Air Board, prior to questioning the accused student, shall hand the student written subjects it seeks to question the accused student about. Before responding the student will then be given an opportunity to consult with legal counsel outside of the hearing room for a period not to exceed twenty (20) minutes. On advice of counsel, the student may decline to respond to questions related to a particular subject matter. However, the AIR Board will proceed to determine whether or not academic dishonesty occurred, and if so what disciplinary sanctions are recommended for imposition by the Vice President of Student Development & Enrollment Management.

h. At the conclusion of the hearing the AIR Board will determine whether or not academic dishonesty occurred. If it is determined that academic dishonesty did not occur, the Report and disciplinary hold shall be removed from the student’s record.

i. When the AIR Board determines that academic dishonesty has occurred, within five (5) weekdays after the conclusion of the hearing the Vice President of Student Development & Enrollment Management shall deliver to the accused student the written findings and conclusions of the AIR Board and the disciplinary sanctions to be imposed (“Decision”). A copy of the Decision will be sent to the faculty member who filed the Report, and another copy will be maintained in the accused student’s file in the Office of Student Development & Enrollment Management.

j. At the conclusion of the AIR Board meeting, all members shall return their copies of the Report to the Vice President of Student Development & Enrollment Management to be shredded. Originals of these materials are maintained in the accused student’s file in the Office of Student Development & Enrollment Management.

5. Disciplinary Sanctions. Disciplinary sanctions imposed on a student who violates this policy may range from failing the unit of work, to failing the course, to suspension or expulsion from the college. In those instances in which the AIR Board recommends that the accused student receive a failing grade for the course, the Vice President of Student Development & Enrollment Management will confer with the faculty member who filed the Report to determine if the faculty member concurs with the posting of the failing grade. If so, the faculty member will enter the failing grade on the grade roster at the conclusion of the

semester. If not, the Vice President of Student Development & Enrollment Management will impose the initial recommendation of the faculty member as indicated on the Report of Academic Dishonesty as well as any other sanctions determined to be appropriate by the Vice President of Student Development & Enrollment Management. If disciplinary sanctions are imposed, the disciplinary hold will continue until the accused student satisfies all stated sanctions. Once the accused student satisfies all sanctions the Vice President of Student Development & Enrollment Management will terminate the disciplinary hold.

6. Maintenance of Disciplinary Record. In those cases in which the AIR Board finds that the accused student violated the Academic Integrity Policy the disciplinary notation will remain on the accused student's disciplinary/social record. The disciplinary notation is not included on the student's academic transcript. The Office of Student Development & Enrollment Management will maintain a file that includes the Report, copies of all materials related to or responsive to the Report, the AIR Board decision, and written correspondence to or from the accused student related to the Report. This file will be available to the Vice President of Academic Affairs in those cases in which the accused student decides to appeal the AIR Board Decision and/or the disciplinary sanctions imposed.

7. Academic Integrity Appeal Procedure.

a. A student determined to have violated the college's Academic Integrity Policy may appeal the AIR Board Decision and/or the disciplinary sanctions imposed by the Vice President of Student Development & Enrollment Management ("AIR Appeal"). The appeal shall be submitted in writing to the Vice President of Academic Affairs within five (5) calendar days of receipt of the AIR Board Decision. The AIR Appeal shall set forth the grounds of the appeal. The disciplinary hold shall be continued pending determination of the AIR Appeal. However, implementation of other disciplinary sanctions shall be stayed during the AIR Appeal.

b. The Vice President of Academic Affairs shall review the Decision, all materials associated with the Report, and the arguments presented in the AIR Appeal. Within ten (10) class days from receipt of the AIR Appeal the Vice President of Academic Affairs shall transmit to the student, his/her written determination of the AIR Appeal.

c. The decision of the Vice President of Academic Affairs shall be final and shall not be subject to further appeal unless suspension from the college for more than ten (10) class days or expulsion from the college is imposed. If the Vice President of Academic Affairs affirms a suspension of more than ten (10) days or expulsion, the student may appeal such determination to the President of the college by submitting to the President a written appeal within five (5) calendar days from the student's receipt of the appeal determination of the Vice President of Academic Affairs ("Suspension/Expulsion Appeal").

d. Within ten (10) class days from receipt of the Suspension/Expulsion Appeal, the President or his/her designee shall conduct a hearing to consider the grounds of the appeal and arguments presented by the student appellant. The President's hearing designee shall not be the Vice President of Academic Affairs, a member of the AIR Board, or the faculty member who filed the Report.

e. Not less than five (5) calendar days before the hearing date, the student appellant shall be given written notice of the time, date and place of the hearing of the Suspension/Expulsion Appeal.

f. The Suspension/Expulsion Appeal proceedings before the college President or his/her designee will be private and will not be conducted as a litigation proceeding with cross-examination or constrained by rules of evidence or compulsory production of evidence or witnesses.

g. The student appellant will present the grounds for his/her appeal. If the President or his/her designee finds that determination of facts material to the Suspension/Expulsion Appeal requires the questioning of one or more other individuals, the President or his/her designee shall arrange for the appearance of such other individuals on the continued hearing date. The hearing participation and attendance of another individual shall be limited to the conduct of the questioning of such individual.

h. At the Suspension/Expulsion Appeal hearing, the student appellant may have the assistance of privately retained legal counsel, provided the identity and planned attendance of the attorney is communicated in writing to the President not less than five (5) calendar days before the hearing. When the President is advised that legal counsel will be assisting the student appellant at the hearing, the President may arrange for the college attorney to be present to question the student appellant or other individuals appearing at the hearing under subsection (g) above.

i. If, having been properly notified of the time and place of the Suspension/Expulsion Appeal hearing, the student appellant fails to appear, the President or his/her designee may dismiss the appeal or otherwise determine the appeal.

j. Within twenty (20) calendar days from the conclusion of the Suspension/Expulsion Appeal hearing the President or his/her designee shall deliver a written decision on the appeal to the student appellant. The decision of the President shall be final.