

Academic Integrity Policy & Procedure

1. Purpose. To maintain academic integrity at County College of Morris (“College”), the College community does not tolerate any forms of academic dishonesty. Academic dishonesty includes but is not limited to:
 - **Using or obtaining unauthorized assistance in any academic work**
 - a. Cheating or using/possessing unauthorized materials or resources during an academic activity or assignment without the express permission of the instructor or other College-approved entity.
 - b. Unauthorized use may include, but is not limited to, electronic devices; course textbooks, articles, cheat sheets, generative AI engines, other print sources; looking at another individual's current or previous academic work; or submitting materials acquired from an external or commercial source (e.g., ghostwriting or pay-for-paper services).
 - c. Stealing an exam or possessing a stolen copy of an exam.
 - **Giving fraudulent assistance to another student**
 - a. Submitting someone else's work as one's own.
 - b. Giving answers to or sharing answers with another student before, during or after an exam or other graded academic activity.
 - c. Sharing answers during an exam by using a system of signals.
 - d. Permitting one's test answers, research, or academic work to be copied, duplicated, or submitted as the work of another student
 - **Knowingly representing the work of others as their own, or representing previously completed academic work as current**
 - a. Submitting a paper or other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source.
 - b. Using another author's words without enclosing them in quotation marks, without paraphrasing them or without citing the source appropriately.
 - c. Presenting another individual's work as one's own.
 - d. Submitting the same paper or academic assignment to another class without the permission of the instructor.
 - **Fabricating data in support of an academic assignment**
 - a. Falsification of sources or data.
 - **Inappropriately or unethically using technological means to gain academic advantage**
 - a. Dishonest academic use of technology, including unauthorized sharing of disks, files, or programs, or unauthorized access to, modification of, or transfer of electronic data, system software, artificial intelligence, or

computing facilities.

The intent of this Policy is to preserve academic integrity by preventing and addressing all forms of academic dishonesty, including misrepresentations of another's work, ideas or academic proficiency as one's own.

2. Initial Faculty Process

- When a faculty member believes a violation of the Academic Integrity Policy has occurred, they should meet with the student to discuss the concern.
- If the student admits to the violation, the faculty member will determine the sanction with guidance from their Department Chair or Academic Dean. It is recommended that each department establish a consistent process for handling academic integrity violations to ensure fairness across courses and programs.
- If the faculty member wishes to impose a sanction beyond their classroom (e.g., suspension, expulsion, or a permanent notation on the student's record), the matter must be referred to the Academic Integrity Review (AIR) Board. The faculty member must notify the Assistant Vice President of Student Affairs of any academic honesty violation so that it can be documented. If a student commits multiple violations, additional sanctions may be imposed by the Assistant Vice President of Student Affairs. Copies of the work demonstrating alleged violations shall be attached to the Report.
- Faculty are authorized to include their course-specific academic integrity expectations and sanctions in their syllabi, in coordination with this Policy.

3. Disagreement or Appeal

If the student disagrees that they violated this policy, or disputes the sanction imposed by the faculty member, the faculty member will notify the student that they may appeal through the following steps:

- Meet with the Department Chairperson.
- If unresolved, meet with the Academic Dean.
- If still unresolved, the matter may be referred to the Academic Integrity Review (AIR) Board for review and final determination.

4. Academic Integrity Review Board ("AIR Board")

The Academic Integrity Review Board is the body on campus responsible for reviewing Reports alleging violations of the College's Academic Integrity Policy. The AIR Board determines whether academic dishonesty has occurred, and if so, recommends appropriate disciplinary sanctions to the Assistant Vice President of Student Affairs. The AIR Board is composed of six (6) members: one (1) faculty representative from each academic division, an Academic Dean appointed by the College President, the Assistant Vice President of Student Affairs, and the Assistant Dean of Student Engagement and Success. The faculty members of the AIR Board, as well as three (3) alternate faculty

members, will be appointed by the respective Academic Division Deans. A quorum of four (4) members is required for the AIR Board to review Reports alleging violations of the College's Academic Integrity Policy, hold hearings and issue findings and recommendations.

5. Academic Integrity Review Board (AIR) Procedures.

- The faculty member should submit the Report prior to posting the student's final course grade. The Assistant Vice President of Student Affairs will refer the Report to the AIR Board.
- If a case is referred to the AIR Board, the Assistant Vice President of Student Affairs will contact members of the AIR Board to schedule a hearing and simultaneously provide the student with a copy of the Report and this Policy and Procedure.
- When the Report is delivered to the student, the Vice President of Student Affairs will ask the student whether they wish to appear before the AIR Board to respond to the Report. A student may waive the right to appear before the AIR Board by submitting a written statement. Failure to attend the scheduled AIR Board meeting, after receiving the date, time and location, will also be considered a waiver of this right.
- The Report must include the student's 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 provide a recommended disciplinary action to be considered by the AIR Board. Copies of the work demonstrating alleged violations should be attached to the Report. Written notice of the hearing date, time, and location will be provided to the student at least five (5) weekdays in advance.
- At the AIR Board hearing, the student alleged to have violated the policy will present their response to the Report and explain the circumstances of the incident in question. 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. Hearings before the AIR Board will not be recorded unless prior authorization has been granted by the hearing panel chair.
- Faculty members are not required to attend the initial AIR Board hearing unless the Board determines their attendance is necessary to resolve disputed facts, in which case, the Assistant Vice President of Student Affairs will arrange for the appearance of the faculty member at the continued hearing before the AIR Board.
- Individuals other than the student may not participate in the AIR Board proceedings unless the Board determines that they have information relevant to the facts in dispute. Such individuals may only present a statement and respond to questions.

- Attorneys may not participate in AIR Board proceedings except when the AIR Board requests College counsel be present to advise the Board or when a student elects to have an attorney present, in which case the AIR Board may request the presence of the College's counsel.
- Prior to the date of the AIR Board hearing, the student or their attorney may notify the Vice President of Student Affairs in writing if there are pending or anticipated criminal charges related to the incident described in the Report of Academic Dishonesty ("Notice of Related Criminal Charge"). In the Notice of Related Criminal Charge the student shall elect one of the following means of proceeding:
 - a. The student may choose not to appear at the AIR Board hearing. Choosing not to appear before the AIR Board will be considered a waiver of the right to a hearing. However, the AIR Board will consider any written response before the hearing. The Board will meet or hold a conference call to determine whether academic dishonesty occurred, and if so, recommend appropriate sanctions to the Vice President of Student Affairs.
 - b. The student may choose to have legal counsel available for consultation inside a private room on the college campus, designated by the Vice President of Student Affairs. If the student elects this option, the Air Board will provide, 24 hours before questioning begins, a written list of the topics it intends to cover. Before responding to the Board, the student will be given an opportunity to consult with legal counsel outside of the hearing room for up to twenty (20) minutes. On advice of counsel, the student may decline to answer questions on specific topics. Regardless, the AIR Board will continue its proceedings to determine whether academic dishonesty occurred, and if so, recommend disciplinary sanctions to the Vice President of Student Affairs.
 - c. At the conclusion of the hearing, the AIR Board will determine whether academic dishonesty occurred, or if it has already been established that academic dishonesty occurred, recommend the appropriate sanction(s).
 - d. When the AIR Board determines that academic dishonesty has occurred, the Vice President of Student Affairs will provide the student with the written findings, conclusions and the disciplinary sanctions within five (5) weekdays after the hearing ("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 student's file in the Dean of Students Office.
 - e. At the conclusion of the AIR Board meeting, all members shall return their copies of the Report to the Vice President of Student Affairs to be shredded. Originals of these materials are maintained in the student's

file in the Dean of Students Office.

6. Sanctions. Sanctions may range from failing the assignment, to failing the course, to suspension or expulsion from the College. If the AIR Board determines that the student violated the Academic Integrity Policy, the Board will make the final decision regarding the sanction(s). The Vice President of Student Affairs may confer with the faculty member who filed the Report, but the Board's decision is final. In addition to the sanctions determined by the AIR Board, the Assistance Vice President of Student Affairs may impose additional sanctions if deemed appropriate.
7. Recordkeeping. In those cases, in which the AIR Board finds that the student violated the Academic Integrity Policy the Vice President of Student Affairs will place a disciplinary notation on the student's disciplinary/social record. The disciplinary notation is not included on the student's academic transcript. The Dean of Students Office 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 student related to the Report. This file will be available to the Vice President of Academic Affairs, Workforce Development, and Student Success in those cases in which the student decides to appeal the AIR Board Decision and/or the disciplinary sanctions imposed.
8. Academic Integrity Appeal Procedure.
 - A student found 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 Affairs ("AIR Appeal"). The appeal must be submitted in writing to the Vice President of Academic Affairs, Workforce Development, and Student Success within five (5) calendar days of receiving the AIR Board Decision and must clearly explain the reasoning for the appeal. A disciplinary hold will remain on the student's account during the appeal process, but the implementation of other disciplinary sanctions will be put on hold until the appeal is resolved.
 - The Vice President of Academic Affairs, Workforce Development, and Student Success will review the AIR Board Decision, all materials related to the Report, and the arguments presented in the AIR Appeal. Within ten (10) class days of receiving the AIR Appeal the Vice President will notify the student, in writing, of the outcome of the AIR Appeal.
 - The decision of the Vice President of Academic Affairs, Workforce Development, and Student Success will be final and will 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, Workforce Development, and Student Success upholds a suspension longer than ten (10) days or expulsion, the student may appeal to the College President by submitting a written appeal within five (5) calendar days of receiving the Vice President's decision ("Suspension/Expulsion Appeal").
 - Within ten (10) class days from receipt of the Suspension/Expulsion Appeal, the President or their 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, Workforce Development, and Student Success, a member of the AIR Board, or the faculty member who filed the Report.

- The student appellant will receive written notice of the time, date and location of the Suspension/Expulsion hearing at least five (5) calendar days before the scheduled hearing.
- The Suspension/Expulsion Appeal proceedings before the College President or their designee will be private and informal. It will not be conducted as a court proceeding and will not involve cross-examination or be constrained by rules of evidence or compulsory production of evidence or witnesses.
- The student appellant will present the grounds for their appeal. If the President or their designee finds that determination of facts material to the Suspension/Expulsion Appeal requires questioning other individuals, the President or designee will arrange for their appearance at a continued hearing. The hearing participation and attendance of another individual will be limited to the conduct of the questioning of such individual.
- At the Suspension/Expulsion Appeal hearing, the student appellant may have the assistance of privately retained legal counsel, provided the attorney's identity and planned attendance are submitted in writing to the President at least five (5) calendar days before the hearing. If legal counsel will be assisting the student appellant at the hearing, the President may arrange for the College's counsel to be present to question the student appellant or other individuals appearing at the hearing under subsection (g) above.
 - a. 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 their designee may dismiss the appeal or otherwise determine the appeal. The student appellant's failure to attend the Suspension/Expulsion Appeal hearing will constitute a waiver of their right to a hearing.

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