

Section:	II.1.1	
Title:	Academic Integrity	
Effective Date:	July 7, 2015	
Approved By:	Board of Trustees	
Responsible Unit:	Academic Affairs (609)-771-3080; academic@tcnj.edu	
Related Documents:	Academic Integrity Procedural Standards Academic Integrity Process Flow Chart Violations of Academic Integrity	
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	July 7, 2015	Revised
1.0	October, 1998	New policy; Initial Release

I. INTRODUCTION

This policy establishes that academic honesty is expected of students, and it describes how charges of student academic dishonesty are addressed at the College.

II. DEFINITIONS

- A. “Academic Integrity Administrator” is a staff member in the Office of Academic Affairs appointed by the Provost as the first contact for academic integrity complaints, coordinator of academic integrity hearings, and record keeper for academic integrity documents.
- B. “Academic Integrity Officer” is a full-time, tenured faculty member appointed by the Dean of his or her school to serve as a resource for faculty members in the school regarding matters of academic integrity and adjudicate academic integrity complaints in the school.
- C. “All-College Academic Integrity Board” is a group of five individuals: the Chief Academic Integrity Officer, three members drawn from among the pool of Academic Integrity Officers, and one student member. The student member will be nominated by Student Government and vetted by the Academic Integrity Administrator. The members of the All-College Academic Integrity Board will receive training from the Chief Academic Integrity Officer before participating in any hearings.
- D. “Chief Academic Integrity Officer” is a full-time, tenured faculty member appointed by the Provost to serve as a campus-wide leader and resource for matters of academic integrity. The Chief Academic Integrity Officer may or may not serve simultaneously as the Academic Integrity Officer for the school in which he or she is a faculty member.
- E. “Advisor” is a person chosen by either an accused student or a student presenting information in support of a complaint to assist him or her with any hearing preparations. The advisor may not attend or participate in any hearing proceedings. Any cost associated with the participation of an advisor is the responsibility of the student.
- F. “College” means The College of New Jersey.

- G. “Day” is defined as the normal business day and does not include Saturdays, Sundays, designated breaks, legal holidays, or College-designated administrative holidays. Timelines set forth in Academic Integrity documents may be extended in unusual circumstances as determined by the Academic Integrity Administrator.
- H. “Policy” means the written regulations, standards, and policies of the College as found in, but not limited to, this policy and an official TCNJ policy website.
- I. “Student” or “students” includes all persons who accept an offer of admission to the College, registered for courses or maintaining matriculation in a degree program at the College, either full time or part time, degree seeking or non-degree seeking, on campus or off campus, and have an academic record with the College’s records and registration system. The status of other individuals who participate in College-sponsored or recognized programs will be determined solely at the discretion of the Academic Integrity Administrator.

III. POLICY

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 academic dishonesty. Complaints of student academic misconduct will be addressed and adjudicated according to the *Academic Integrity Procedural Standards*.

A. Authority

The Academic Integrity Policy concerns the academic behavior expected of all students. Non-academic integrity standards are not covered by this policy, but rather fall within the authority of Student Affairs and the Office of Student Conduct as outlined in the *Undergraduate Student Conduct Code* and the *Graduate Student Conduct Code*.

Authority for academic integrity ultimately rests with the President of the College and the Board of Trustees, who delegate authority for academic conduct to the Provost. The Provost may delegate this authority to the Chief Academic Integrity Officer and to the Academic Integrity Administrator. Under their direction, the Academic Integrity Officers and All-College Academic Integrity Board and other appropriate staff are responsible for implementing the academic integrity process. The Provost has authority to appoint hearing boards or administrators. Any reference in the *Academic Integrity Policy* to the role or responsibilities of a specific College official may be delegated by him or her to an appropriate designee.

The *Academic Integrity Policy* shall apply to all academic student conduct that occurs in or outside the classroom. The Academic Integrity Administrator has discretion to determine what conduct will be addressed by the academic integrity process.

B. Interpretation, Amendments, and Companion Documents

Any questions of interpretation or application of the Academic Integrity Policy from faculty, staff, or students shall be referred to the Chief Academic Integrity Officer for final determination.

Any substantive changes will be reviewed in accordance with applicable governance policy and procedures.

The *Academic Integrity Policy* has two companion documents: *Academic Integrity Procedural Standards and Violations of Academic Integrity*. The *Academic Integrity Procedural Standards* document describes the procedural standards for addressing and adjudicating complaints of academic misconduct. The *Violations of Academic Integrity* document summarizes the most common forms of academic dishonesty. Violations of *Academic Integrity* is not exhaustive. Responsibility for the maintenance of *Violations of Academic Integrity* falls to the Chief Academic Integrity Officer.