

Academic Integrity

Bergen Community College is committed to academic integrity – the honest, fair and continuing pursuit of knowledge, free from fraud or deception. Students are responsible for their own work. Faculty and academic support services staff will take appropriate measures to discourage academic dishonesty.

The College recognizes the following general categories of violations of academic integrity. Academic integrity is violated whenever a student does one or more of the following:

- A. Uses unauthorized assistance in any academic work**
 - copies from another student's exam
 - uses notes, books, electronic devices or other aids of any kind during an exam when doing so is prohibited
 - steals an exam or possesses a stolen copy of any exam

- B. Gives unauthorized assistance to another student**
 - completes a graded academic activity or takes an exam for someone else
 - gives answers to or shares answers with another student before or during an exam or other graded academic activity
 - shares answers during an exam by using a system of signals

- C. Fabricates data in support of an academic assignment**
 - cites sources that do not exist
 - cites sources that were not used
 - submits any academic assignment which contains falsified or fabricated data or results

- D. Inappropriately or unethically uses technological means to gain academic advantage**
 - inappropriately or unethically acquires material via the Internet or by any other means
 - uses any devices (electronic or hidden) for communication or unauthorized retrieval of information during an exam

- E. Commits plagiarism**

Plagiarism is a form of academic dishonesty and may be a violation of U. S. Copyright laws. Plagiarism is defined as the act of taking someone else's words, opinions, or ideas and claiming them as one's own.

Examples of plagiarism include instances in which a student:

- knowingly represents the work of others as his/her own
- represents previously completed academic work as current
- submits a paper or other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source
- uses another author's exact words without enclosing them in quotation marks and citing them appropriately
- paraphrases or summarizes another author's words without citing the source appropriately

<p>Note: An instructor may establish other guidelines regarding academic integrity consistent with the college policy.</p>

Consequences of Violations of Academic Integrity

A. Instructor's Sanctions for a Violation

The faculty member will determine the course of action to be followed. This may include:

- assigning a failing grade on the assignment
- assigning a lower final course grade
- failing the student in the course
- other penalties appropriate to the violation

In all cases, the instructor shall notify the Vice President of Student Services of the violation and the penalty imposed. The student has the right to appeal the decision of the instructor to the appropriate Department Head.

B. Institutional Sanctions for Violations

When a violation of academic integrity has been reported regarding a student, the Vice President of Student Services may impose disciplinary penalties beyond those imposed by the course instructor which may include suspension or dismissal from the College. The student shall have the right to a hearing before the Vice President of Student Services or a designated Student Judicial Affairs committee. Judicial procedures governing violations of academic integrity are contained in the Student Handbook on page ____.

Parts of this document were adapted with permission from Mercer Community College.