

**BURLINGTON COUNTY COLLEGE**

**BOARD POLICY**

**No. 903-C**

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Title: Academic Integrity Policy

Date Adopted: June 17, 2014  
Effective Date:

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**Purpose:** Burlington County College is committed to maintaining a culture of academic integrity where members are expected to adhere to fundamental values in both academic and non-academic endeavors. For the purposes of this code, academic integrity is defined as a commitment, even in the face of adversity, to these fundamental values: honesty, trust, fairness, respect and responsibility. It is the belief of Burlington County College that these values form principles of behavior that enable academic communities to translate ideals to action.

**Definitions of Academic Dishonesty:** Any one of the following acts constitutes academic dishonesty:

- **Cheating:** The term “cheating” refers to using or attempting to use unauthorized technology, materials, information or study aids in any academic exercise, whether intentional or not. Cheating also includes the submission of the same written work in more than one course without prior written approval from both instructors.
- **Fabrication or other misconduct in research:** The term “fabrication” refers to unauthorized falsification or invention of any information (including research data) or any citation in any academic exercise. Fabrication also includes the manipulation or altering of research data to achieve a desired result and selective reporting, including the deliberate suppression of conflicting or unwanted data. “Misconduct in research” refers to any violation of ethical guidelines for attributing credit and authorship in research endeavors, non-compliance with established research policies or other violations of ethical research practice.

- **Plagiarism:** The term “plagiarism” includes, but is not limited to, the use by paraphrase or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement, whether intentional or not. This includes any material copied directly or paraphrased from the Internet. Plagiarism also constitutes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet.
- **Facilitating academic dishonesty:** Assisting or attempting to assist another person to violate any provision of the Academic Integrity Policy, whether or not that action is associated with any particular course, is considered academic dishonesty.

**Sanctions:** If a student is found guilty of more than two offenses, he or she will receive one of the following sanctions, listed in order of increasing severity.

1. **Disciplinary Probation:** an action that places conditions on the student’s continued attendance at the college, including the statement that further violation of College policies will likely result in dismissal. An Academic Integrity Committee will fix the term and conditions of academic probation.
2. **Suspension:** a written statement notifying a student that his or her enrollment has been suspended for a specific period of time for violating College policy. The statement includes the terms and length of the suspension, as well as the conditions for re-admittance.
3. **Dismissal:** a written statement notifying a student that his or her attendance at the College has been terminated for violating College policy. Unlike suspension, dismissal is considered to be a permanent action, although the institution has the option of providing conditions for re-admittance.

**Appeals:**

Any student receiving a sanction for prohibited conduct outlined above may appeal the sanction to the Chief Academic Officer of the College, or his/her appointed designee, within five College working days. A written decision will be provided to the student within fifteen College working days. Said decision shall be final.

**Summary:**

This policy enables a process whereby the faculty member communicates an instance of prohibited academic conduct to the student as well as the divisional Dean. This policy also provides for the scheduling of a meeting of the Academic Integrity Committee to consider persistent violations.