

Essex County College College Regulation

REG 6-10 ACADEMIC INTEGRITY

Purpose:

To establish minimum standards of ethical conduct within the academic setting.

Definition:

Academic Integrity: The International Center for Academic Integrity (ICAI) defines academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.

Administrative Responsibility: The College administration is responsible for making academic integrity an institutional priority and for providing students and faculty with effective educational programs and support services to help them fully understand and address issues of academic integrity. The administration is also responsible for working with other members of the academic community to establish equitable and effective procedures to deal with violations of academic integrity.

1. The primary function of all administrators, faculty and staff will be to provide an environment conducive to learning.
2. Administrative Responsibilities: In accordance with the principles of academic integrity, College administrators will be required to:
 - (a) Use equitable standards in recruitment, hiring and admissions practices;
 - (b) Supervise faculty members' external employment to prevent conflicts of interest(s) or responsibility;
 - (c) Insist on accuracy and truthfulness in all materials and presentations describing the institution;
 - (d) Formulate and periodically disseminate an institutional code of academic ethics;
 - (e) Encourage adherence to the principles of the code of academic ethics by publication of penalties for violations and strictly enforce the code when infractions occur;
 - (f) Create a campus climate of ethical behavior through the exemplary conduct of

administrative functions in dealing with students, faculty, staff and the public;

Faculty Responsibility: The faculty shares the responsibility for educating students about the importance and principles of academic integrity. Individual faculty members are also responsible for informing students of the particular expectations regarding academic integrity within individual courses, including permissible limits of student collaboration and, where relevant, acceptable citation format. Finally, all members of the faculty should report all violations of academic integrity they encounter.

3. Faculty Responsibilities: In order to demonstrate responsible teaching practices, all faculty will:
 - (a) Faithfully attend all assigned classes and be accessible to students outside classes;
 - (b) Respect the personal dignity and worth of each individual student;
 - (c) Uphold rigorous curricular standards;
 - (d) Practice honesty in defining and impartiality in applying grading standards that reward excellence, and assure the integrity of academic credits;
 - (e) Willingness to undertake measures to prevent cheating and to impose penalties whenever cheating occurs; and
 - (f) Adhere to and encourage all students to adhere to the honest pursuit of research and scholarship by attribution of credit to all individuals who participated in the conduct or contributed to the completion of a project, paper, publication or experiment; by citation of the specific source of all information, and by respect for truth in reporting experimental findings or the results or scholarly inquiry.

Student Responsibility: Students are responsible for understanding the principles of academic integrity fully and abiding by them in all their work at the College. Students are also encouraged to report alleged violations of academic integrity to the faculty member teaching the course in which the violation is alleged to have occurred.

4. Student Responsibilities: In order to properly fulfill their academic requirement, students will:
 - (a) Present only such homework assignments, term papers, examination papers, or other evidences of effort as are the fruits of the student's own work;
 - (b) Practice fairness in competing with peers (a) through recognition of others' equal rights to gain access to information and materials, (b) through respect for common facilities and equipment and (c) through adherence to rules governing

their use;

(c) Adhere to the honest pursuit of research and scholarship by attribution of credit to all individuals who participated in the conduct or contributed to the completion of a project, paper, publication or experiment; by citation of the specific source of all information, and by respect of truth in reporting experimental findings of the results of scholarly inquiry;

5. Procedures: The appropriate Dean will notify the Chief Academic Officer in case of an infraction of this Regulation by faculty and staff. The Chief Academic Officer will convene a special Committee. This special Committee will make recommendations to the President as to a resolution. As soon as reasonably possible and prior to the special Committee being convened, the President shall be notified of the infraction.

In the case of students, the Division Chairperson will handle the matter and, if necessary, initiate formal charges to the Dean.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o)
Regulation History: 5/86 Rev. 12/10, 3/17	Attachment(s):