

CAP's Final Recommendation on Academic Integrity Policy

TO: Steering Committee
FROM: Committee on Academic Programs
RE: Final Recommendation on Academic Integrity Policy
DATE: April 15th, 2015

Background:

In October 2012, the Steering Committee sent CAP a charge that requested CAP “review TCNJ’s Academic Integrity Policy and determine the extent to which it needs to be updated.” After reviewing this charge, CAP recommended “that Steering charge CAP to lead a campus-wide initiative to revise the policy on academic integrity.” A charge produced by Steering in November, 2012 asked CAP to “prepare a thorough review and revision of the Academic Integrity Policy, following the three-step governance process.” A campus-wide ad-hoc committee was formed by CAP to complete this task. This committee consisted of the following members: Adam Bonanno (student); Nancy Freudenthal; Lisa Grega; Tom Hagedorn; Rick Kamber (chair); Angela Lauer-Chong; John Loughton; Tyler Liberty (student); David Morales; Keith Pecor.

Testimony:

The revised Academic Integrity Policy produced by this committee was presented to CAP during the Spring 2014 semester and following revisions, testimony was collected through an open forum. It was subsequently decided that this forum occurred too late in the academic year and that Student Government was not given enough time to effectively collect testimony. As such, testimony was collected again during the Fall 2014 semester. Testimony on this issue was gathered via email, through a Qualtrics survey sent to the campus community, from the student government, and from an open forum held on October 22nd, 2014. This forum was attended by six CAP members, sixteen faculty, and six staff members. Several members of the ad-hoc committee were in attendance at this forum, and the comments and suggestions presented were used to revise the document. CAP reviewed the revised policy in consultation with Professor Keith Pecor at its meeting on March 11th, 2015. Several suggested revisions were incorporated into the final draft of the Academic Integrity Policy following this meeting. Please also note that CAP wishes to acknowledge the hard work, collegiality and patience exhibited by Professor Keith Pecor of the Department of Biology during the process of revising the document outlined below.

Final Recommendation:

I. INTRODUCTION ¹

The College of New Jersey is, above all, a community of scholars. It is a community where students and teachers come together to acquire, advance, and share knowledge. The resources of our campus, from libraries and laboratories to dining halls and playing fields, exist to support and facilitate learning. As a community, we depend on trust in each other’s integrity. Students must be able to trust that their ideas, data, and submitted work will be

taken seriously and fairly evaluated by teachers who care about academic integrity. Teachers, advisors, and classmates must be able to trust that the ideas students express, the data they present, and the work they submit are their own. Misrepresenting another's work as your own deprives you of an opportunity to learn and violates this trust. The right of ownership to academic work is as important as the right of ownership over personal possessions.

There has never been a better time to belong to a community of scholars. Technological advances have made it easier today than at any time in human history to acquire, advance, and share knowledge. Students at TCNJ have at their fingertips access to more texts, data, and opinions than could have been dreamt of fifty years ago. All of this is yours to use, provided only that you give credit to your sources.

Over the course of your education at TCNJ, your ideas will be shaped by the work of others. Scholars, scientists, and artists from across the years and around the globe, as well as your own teachers and classmates, will influence how you see the world. Your challenge is to go beyond what you learn from others by comparing, critiquing, rethinking, and synthesizing their work and by adding original elements of your own. There is nothing more satisfying in academic life than producing something original. To frame an insightful argument that has not been framed before; to design a new experiment that yields significant data; to create a work of art with a fresh sensibility: these are among the most rewarding accomplishments that you are likely to have in the course of your TCNJ education. But recognition and reward for accomplishments of this kind require clarity on what is original. Students are expected to make it as clear and easy as possible to distinguish what is original in their work from what is not.

Receiving credit for what is original in your work is a compelling reason for acknowledging your sources, but it is not the only one. It is also important to receive credit for your background research and to establish the credibility of the sources to which you appeal. Acknowledging your sources demonstrates the depth and breadth of your reading—in effect, documenting the hard work that you put into an assignment. Furthermore, proper citation helps to place your ideas in the context of larger intellectual conversations and to facilitate the re-examination of your sources. Finally, acknowledging your sources, like the other practices that make up academic integrity, is a non-negotiable condition for being a member of our community of learners. It is part of the ethic that defines our reason for being at The College of New Jersey.

This policy emphasizes the positive reasons for academic honesty rather than negative consequences of academic dishonesty. You need to know, however, that those consequences are severe. As a TCNJ student, it is your responsibility to be familiar with the distinctions, procedures, and penalties contained in this policy. Although you may have a good grasp of the fundamental differences between academic honesty and dishonesty, there are details in this policy that you need to know before you submit your first assignment. Neither ignorance of regulations nor pressures of time and circumstance is an acceptable reason for violations of academic integrity.

Requirements for citing sources vary among departments and faculty members, but certain principles are common to all. Students are responsible for adhering to these principles. The first principle is prudence. If you are not sure whether to cite a source or how much information to provide, always err on the side of caution. Cite the source and provide complete information even if that source is a set of notes borrowed from another student. Any quotation or paraphrase, however small, should be fully cited. You are responsible to indicate the extent of your indebtedness to a source. Rules for citation may vary, but the common purpose of every citation is to make it easy for a reader to find the exact source(s) of the item cited.

Some ideas, facts, and formulae, like $E = mc^2$, are deemed common knowledge and need not be cited, but criteria differ among disciplines. If you are not sure, cite or check with your professor. The same principles of source citation apply to electronic sources. Be sure to acknowledge any information, text or image acquired from the Internet by noting the name and author of the site (if available), the Internet address, and the date you accessed the site. If you are not sure how to acknowledge an electronic source, ask your professor.

In cases where individual reports are submitted based on work involving authorized collaboration, proper acknowledgment of the extent of the collaboration must appear in the report. Make sure you understand the rules of collaboration in any course by asking your professor.

¹ This statement is indebted to the spirit and letter of Princeton University's booklet "Academic Integrity at Princeton," published by the Office of the Dean of the College; copyright by the Trustees of Princeton University 2011.

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 this document 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 Primary Academic Web Services (PAWS), 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

A. Authority

The Academic Integrity Policy describes the academic behavior expected of all students as well as the procedural standards for addressing and adjudicating complaints of academic misconduct. 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.

The *Academic Integrity Policy* will be reviewed in its entirety as needed and in consultation with the Committee on Academic Programs. Any time prior to the next review of the *Academic Integrity Policy*, a recognized constituency or the Chief Academic Integrity Officer may request a review of the *Academic Integrity Policy* by submitting a written request to the Steering Committee.

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

The *Academic Integrity Policy* has as a companion document, *Violations of Academic Integrity*, which is a document that summarizes the most common forms of academic dishonesty. *Violations of Academic Integrity* is not exhaustive, and it has been kept separate from the *Academic Integrity Policy*, so that it can be edited and updated as necessary without the need for a full policy review. Responsibility for the maintenance of *Violations of Academic Integrity* falls to the Chief Academic Integrity Officer.

C. Procedural Standards

- i. Abbreviations. The following abbreviations are used throughout this document:
CAIO = Chief Academic Integrity Officer, AIO = Academic Integrity Officer, AIA = Academic Integrity Administrator, ACAIB = All-College Academic Integrity Board.
- ii. Complaint. Any member of the College community, including students, may file a complaint against a student for possible violations of the Academic Integrity Policy. Faculty members are required to report any known possible violations of academic integrity, but may consult with the AIO in their school prior to reporting a complaint. A complaint must be prepared in writing and submitted to the AIA in Academic Affairs either electronically or in hard copy. Any complaint should be submitted as soon as possible after the incident takes place. Normally, this will be during the semester in which the violation occurred, but there are situations in which a violation may not be discovered until after the semester has ended (*e.g.*, work submitted to fulfill the requirements in a course in which a grade of Incomplete was given, or a faculty member learning from a witness about a violation that occurred during the previous semester). The person filing the complaint is encouraged to provide any supporting information along with the complaint.

- iii. Investigation/Conference. The AIA will refer the complaint to the AIO of the appropriate School or Program. If a faculty member brought the complaint, then the AIO will discuss the complaint with the faculty member and ask that he or she notify the student of the suspected violation in person or via email. If a student or staff member brought the complaint, then the AIO will discuss the complaint with that individual and notify the student of the suspected violation directly. The AIO will then conduct an investigation to determine if the information in the complaint merits charges against a student or students, or that there are no charges, but the report will remain on file for information only purposes. During this investigation withdrawal is not permitted from a course in which an academic integrity violation is suspected and no refund or cancellation of fees will be permitted. Withdrawal from the College as a whole is permitted, but a hold will be placed on the student's account consistent with the section of the Procedural Standards under "Leave of Absence or Withdrawal."

The student against whom a complaint has been made will meet with the assigned AIO for a conference to discuss the grounds for any charges, process, and sanctioning practices. Notice of the scheduled conference will be issued to the student charged in writing through the student's College email address, as the official means of communication at the College. If after notice the student does not attend a scheduled conference, the AIO may postpone the conference, assign the student an "Incomplete" grade in the relevant course, or review the information available and make a decision on responsibility including assigning any sanctions to the student if deemed appropriate. In the case of the assignment of an Incomplete, the grade will be recorded by Records and Registration at the direction of the AIO. The AIO will communicate this decision to the student, the faculty member in whose course the violation was suspected, and the Dean of the School in which the faculty member resides.

Any charges of violating the Academic Integrity Policy will be presented to the student in writing at the conference meeting. The AIO may conduct a hearing with the student or refer the student's case to the All College Academic Integrity Board (ACAIB) for a hearing. The AIO must refer the case to the ACAIB whenever suspension or expulsion are possible sanctions. The AIO may assign a case to an AIO in another school if any conflicts or extraordinary scheduling issues exist.

- iv. Hearing with an Academic Integrity Officer (AIO). The AIO conducting the conference may immediately conduct the hearing, postpone the hearing, or assign the hearing to another AIO or the ACAIB. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in academic integrity proceedings. Furthermore, the AIO may temporarily adjourn the hearing if he or she determines that further review or clarification is necessary, including, but not limited to, consulting with the AIA or CAIO or interviewing the Professor and/or other witnesses.
 - a. Decision. The AIO will determine whether the student is responsible for any violation of the *Academic Integrity Policy*. The AIO's determination shall be

made on the basis of whether it is *more likely than not* that the student charged violated the *Academic Integrity Policy*. If the student is found not responsible for violating the *Academic Integrity Policy*, the process is concluded. If the student is found responsible, the AIO will then assign any appropriate sanctions.

- b. Appeal. The student charged may appeal the decision and/or any sanctions issued by the AIO in writing to the CAIO.
- v. All College Academic Integrity Board hearing. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in academic integrity proceedings.
 - a. All College Academic Integrity Board. The ACAIB is a board chaired by the CAIO. The ACAIB is comprised of four voting members (three faculty members, one student), and the chair votes only in the case of a tie. The AIA does not vote or participate in deliberations, but may answer questions regarding procedural standards, policy, or sanctioning practices. Further, the charged student may meet with the AIA prior to a hearing to discuss any questions or concerns. A student may appeal the board's decision to the Provost.
- vi. Hearing guidelines. Both AIO and ACAIB hearings shall be conducted according to the following guidelines.
 - a. Hearings. A hearing is conducted with the charged student. In cases involving more than one student charged, the AIO or CAIO may permit the hearing concerning each student to be conducted either separately or jointly. For ACAIB hearing, the person bringing the complaint is required to attend the entire portion of the hearing at which information is received (this excludes deliberations). Admission of any other person (*e.g.*, witnesses, additional student(s) in a case of suspected collaborative violation) to the hearing shall be at the discretion of the AIO for an AIO hearing and the CAIO for an ACAIB hearing.
 - b. Advisors. The student charged may be assisted by an advisor of their choice. At the student's expense, advisors may assist the student with preparing for any hearings. However, advisors cannot be present or consulted during hearings. A representative from the College's Office of the General Counsel may be present or available for consultation at any proceeding if there is any current or pending legal action filed against the College. A student should select as an advisor a person whose schedule allows for consultation in a timely fashion, because delays will not normally be allowed due to the scheduling conflicts of an advisor.
 - c. Testimony. The person bringing the complaint, the student charged, and the ACAIB or AIO may arrange for witnesses to present pertinent information. The CAIO or AIO will determine whether questions or potential information are appropriate at his or her discretion. Relevant records, exhibits and written statements (including character witness statements during the sanction phase) may

be accepted as information for consideration by a board or AIO at the discretion of the chairperson or AIO.

- d. Decline to provide information. The student charged has the right to decline to provide any written or oral statements, answer questions posed in a hearing, or provide any information on his or her behalf. However, the ACAIB or AIO may draw an adverse inference from the student's absence of information or refusal to answer questions.
- e. Procedural questions. All procedural questions are subject to the final decision of the CAIO.
- f. Majority vote and quorum. For any ACAIB hearing, the board will determine by majority vote whether the student charged has violated the policy as charged. For any ACAIB hearing, a quorum of three voting members is necessary.
- g. Basis for decision. The ACAIB's or AIO's determination shall be made on the basis of whether it is *more likely than not* that the student charged violated the *Academic Integrity Policy*. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in academic integrity proceedings.
- h. Hearing recorded. There will be a single verbatim record, such as a digital recording, of all ACAIB hearings. Deliberations will not be recorded. The record will be the property of the College.
- i. Decision in absentia. If a student charged, with notice, does not appear for a conference or hearing, the ACAIB or AIO may postpone the hearing, assign a grade of "Incomplete" in the relevant course, or hear the information in support of the charges in the student's absence and make a decision on the available information. In the case of the assignment of an Incomplete, the grade will be recorded by Records and Registration at the direction of the CAIO or AIO. The CAIO or AIO will communicate this decision to the student, the faculty member in whose course the violation was suspected, and the Dean of the School in which the faculty member resides.
- j. Special accommodation. The ACAIB or AIO may accommodate persons with concerns for the personal safety, well-being, and/or fears of confrontation during the hearing by providing separate facilities or physical dividers, and/or by permitting participation by telephone, videophone/conferencing, video, audio, written statement, or other viable means as determined by the AIA to be appropriate.
- k. Differing abilities accommodation. The ACAIB or AIO will provide any reasonable accommodation for hearing participants who have a disability and are registered with, or notify Disability Support Services in a timely manner.

vii. Appeal Procedures.

- a. Student appeal. A student found in violation of the Academic Integrity Policy is afforded a single opportunity to appeal decisions and/or any sanctions issued by an AIO or ACAIB within five business days of the date of the written decision. Appeals challenging decisions or sanctions issued by an AIO will be reviewed by the CAIO, except in cases where the CAIO was serving as an AIO. In those cases, the appeal will be reviewed by the Provost. Appeals challenging decisions or sanctions issued by the ACAIB, including all cases of suspension or expulsion, will be reviewed by the Provost. The decision of the individual reviewing the submitted appeal is final and conclusive.
- b. Required format. All appeals must be in writing, and include any supporting documentation that the student wishes to be considered. Deference is given to the original AIO or ACAIB findings of fact and decision of responsibility and/or any sanctions; therefore, the burden of proof is on the student filing an appeal to sufficiently demonstrate cause to alter procedures, the original decision or any sanctions. An appeal will generally be limited to a review of the verbatim record of the hearing (if applicable) and supporting documents for one or more of the purposes below. However, the individual reviewing the appeal may request additional information or clarification from the student, complaining party, and/or witnesses for purposes of this review.
 - i. Process review. A student may appeal whether the hearing was conducted in accordance with published procedures and without bias on the part of the AIO or any ACAIB member. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice resulted from those deviations.
 - ii. Information review. A student may appeal whether the conclusions drawn from information presented in the hearing could accurately establish that a violation of the *Academic Integrity Policy* occurred.
 - iii. Sanction review. A student may appeal whether any sanctions imposed were appropriate for the violation of the *Academic Integrity Policy* that the student was found to have committed.
 - iv. New information. A student may introduce new information within the prescribed five-day period, sufficient to alter a decision or other relevant facts not brought out in the original hearing, provided that such information was not known to the student appealing at the time of the original hearing.
- c. Appeal decision. The individual, CAIO or Provost, reviewing an appeal may make one of the following decisions.

- i. Affirm. The individual may decide to affirm the original decision of the AIO or ACAIB.
 - ii. Alter sanction. The individual may alter the original sanctions issued by the AIO or ACAIB. Alteration in the sanction may include reducing or increasing the sanction or requirements.
 - iii. New hearing. The individual may determine that a new hearing by a different AIO or ACAIB is warranted to correct procedural irregularity or to consider new information. A student may appeal a decision of the new AIO or ACAIB.
- viii. Summer and End of Academic Year Cases. For cases that are reported late in the semester or over the summer and cannot be resolved using the procedural standards outlined in the Academic Integrity Policy, the student charged may be assigned a grade of “Incomplete” in the relevant course pending adjudication. In the case of the assignment of an Incomplete, the grade will be recorded by Records and Registration at the direction of the CAIO or AIO. The CAIO or AIO will communicate this decision to the student, the faculty member in whose course the violation was suspected, and the Dean of the School in which the faculty member resides.
- ix. Any necessary grade changes or change in student status will occur at the resolution of the case.
- x. Sanctioning Practices. The following sanctions, alone or in any combination, may be imposed upon any student found to have violated the *Academic Integrity Policy*. The AIO or ACAIB may consider any prior academic integrity violations when assigning sanctions.
 - a. Loss of privilege. A student may be denied the privilege of access to College resources as a result of his or her actions. For example, a student found to have circumvented the normal registration process may be denied the ability to take a given course in a given semester.
 - b. Resubmission. Allow the student to redo all or part of the work, and give a full or diminished grade for the assignment.
 - c. Failing grade on assignment. Assign a grade of zero for the assignment.
 - d. Failing grade for the course. Record a grade of F for the course that will be calculated into the student’s GPA and place a notation on the student’s academic transcript stating that this F was given as a sanction for a violation of the College’s academic integrity policy. As soon as the finding is made to assign this sanction the student will be required to separate from the course. One calendar year after the finding a student may petition for administrative deletion of the notation. If the petition is successful, the notation will be removed and the student’s GPA will be recalculated if the student retakes the course.

- e. Pending suspension. This status serves as the student disciplinary probation status assigned to a student for a specified period of time before he or she is suspended from the College. While on this status, any further violations of *Academic Integrity Policy* may result in suspension from the College. In addition, this status constitutes a student disciplinary record that will remain on file with the Office of Academic Affairs for five years after a student separates from the College. This sanction will be assigned in combination with resubmission, failing grade on the assignment, failing grade in the course, or a student disciplinary failing grade for the course.
 - f. Suspension. Termination of course registration from the College after a specific date and for a specified time. Through the duration of the suspension, the student may be restricted from College property and may be required to provide prior notice and receive approval from the Provost for the purpose of conducting College business. Before a student may be readmitted to the College after the designated period of time, he or she must meet with the Provost to show satisfactory completion of any assigned directives or to discuss stipulated conditions for his or her return. In addition, this status constitutes a student disciplinary record that will remain on file with the Office of Academic Affairs indefinitely. Should a student wish to return to the College after the suspension period, he or she must comply with any academic standards and procedures then in effect.
 - g. Expulsion. Permanent dismissal from the College and restriction from College property. In addition, this status constitutes a disciplinary record that will remain on file with the Office of Academic Affairs indefinitely.
- xi. Academic Integrity Violation(s) Record Keeping Practice.
- a. File maintenance. A student who is charged with a violation of the *Academic Integrity Policy* has a file created and maintained by the AIA in the Office of Academic Affairs. Files are maintained for five years after the date the student separates from the College; however files of students who have been suspended or expelled are maintained indefinitely.
 - b. Confidentiality. The federal Family Educational Rights and Privacy Act of 1974 (FERPA) protects a student's education records, including student conduct files, from unauthorized disclosure to third parties. A student must sign a waiver to grant access to his or her student disciplinary record before the College will disclose information protected by FERPA contained in the student's records. These confidentiality requirements apply to students' parents or guardians unless the student is financially dependent on the parents or guardians. Federal law makes exceptions in these cases and does allow the College to share student disciplinary information with specific persons.

- c. Inspection. Students may request to inspect or view their student disciplinary records in accordance with FERPA. To do so, a student should make an appointment with the Academic Integrity Administrator. Records are not immediately available to students because they must first be reviewed for confidential information regarding other students, and thus may need to be redacted. Upon request, the Office of Academic Affairs will provide students with copies of redacted incident reports, letters, and any forms or receipts in the student's file.
 - d. Reporting. If a student has given proper permission for the College to share student disciplinary information to a third party, it is the practice of the College to only disclose an academic integrity violation if a student has received any of the following sanctions: failing grade for the course, pending suspension, suspension, or expulsion. The College retains discretion to release additional information contained in a student's academic integrity file if a third party requires disclosure of further information, or if a student separates from the College with any pending academic integrity matters.
 - e. Petition for administrative deletion. Student disciplinary records may be administratively deleted upon approval by the Provost. When a record is administratively deleted, the information it contains is no longer part of an official academic integrity record. Statistical information from deleted files may be retained with the student's name and student identification number removed. Administrative deletion affects only information maintained by the AIA in the Office of Academic Affairs. Copies of letters distributed to other College departments, incident reports, police reports, and the results of previous background checks reported outside of the Office of Academic Affairs are not affected by an administrative deletion. Petitions for an administrative deletion may be made no sooner than one year after the date of the student's last finding of responsibility from the academic integrity process and must be submitted in writing to the Provost. Administrative deletion may not be granted for conduct that resulted in suspension or expulsion from the College.
- xii. Leave of Absence or Withdrawal.
- a. Individuals who withdraw or take a leave of absence from the College while an academic integrity matter or any sanction is pending will have a registration hold placed on their student account(s) and will be notified of the pending matter and registration hold.
 - b. If documentation of a complaint or incident is brought to the attention of the Office of Academic Affairs after an individual separates from the College, but includes conduct that allegedly occurred while an individual was a student, the College retains discretion to assign any charges, and/or place a registration hold on the individual's account pending adjudication.

- c. The College retains discretion to determine when there is enough information available or it is necessary to adjudicate charges for formerly enrolled students.

IV. RELATED DOCUMENTS

Academic Integrity Process Flow Chart
Violations of Academic Integrity

V. HISTORY

Academic Integrity Policy passed by CUPPS, October 1997, and approved by Board of Trustees, June 1998.