



# Academic Rights and Responsibilities

*New Jersey's Public Liberal Arts College*

Joseph Connell

*AVP Student Success*



# Academic Rights and Responsibilities

Issue	Rights	Responsibilities
Academic Progress	Make up course work: credit overload, summer/winter courses.	Declare major, complete graduation requirements, and maintain academic progress (CRWT and GE math policy).
Academic Difficulty	Request an incomplete; withdraw.	Know the academic calendar.
	Apply for academic forgiveness: RF Policy.	Submit an application for the RF.
	Appeal a grade.	Keep documentation of your academic performance (e.g., tests/ quizzes, papers, assignments, etc.); observe the timeline.



# Academic Rights and Responsibilities

Issue	Rights	Responsibilities
Academic Difficulty	Appeal academic suspension or dismissal.	Maintain the GPA required for graduation; read your e-mail.
Academic Integrity	Attend a conference/hearing for an academic integrity charge.	Uphold academic integrity.
Academic Success	Learn; access resources.	Attend, participate, and engage in classes; seek resources.



# Academic Integrity Policy

All members of the community are expected to be honest and forthright in their academic endeavors. Since violations of academic integrity erode community confidence and undermine the pursuit of truth and knowledge at the College, academic dishonesty is not acceptable.

*(For the full policy and procedure, see the College Catalog:  
<http://www.ramapo.edu/catalog-2019-2020>.)*



# Responsibilities

- The Office of the Provost has responsibility for the oversight and enforcement of the Academic Integrity Policy and for making the policy an institutional priority. The Office of the Provost is also responsible for publishing the policy and for educating both faculty and students about the policy.
- Faculty members play a crucial role in implementing the Academic Integrity Policy. They are responsible for educating their students about the importance of academic integrity and for communicating to students their expectations with respect to academic integrity in course work. They also report alleged violations of the policy to the Office of the Provost.
- Students have the responsibility to know and understand the Academic Integrity Policy, to comply with the policy in their academic work, and to inform the faculty and/or the Office of the Provost if they are aware of violations of the Academic Integrity Policy.

# Criteria

1. **Cheating** is an act of deception by which a student misrepresents his or her mastery of material on a test or other academic exercise.
2. **Plagiarism** occurs when a person represents someone else's words, ideas, phrases, sentences, or data as one's own work. [This would include paying for someone else to do their homework assignment, write a paper, etc., and then submitting it as their own.]
3. **Academic misconduct** includes the alteration of grades, involvement in the acquisition or distribution of unadministered tests, and the unauthorized submission of student work in more than one class.
4. **Fabrication** refers to the use of invented information or the falsification of research or other findings.



# Reporting Violations and Hearing Process

In brief, a professor has two choices:

- Meet with the student to reach a finding and, if the student is found responsible, to issue a sanction and report the violation; or
- Refer the case to the Office of the Provost.



# Reporting Violations and Hearing Process

The Office of the Provost reviews the case. In brief:

- 1<sup>st</sup> Case (unresolved by faculty): The Office of the Provost meets with the student to reach a finding and, if the student is found responsible, to issue a sanction.
- 2<sup>nd</sup> and subsequent cases as well as egregious cases: The student appears before the Academic Integrity Board.



# Key Web Links:

- Academic Schools: <https://www.ramapo.edu/academics/schools/>
- Center for Student Success: <https://www.ramapo.edu/studentsuccess/>
- Connect
  - <https://web.ramapo.edu/>
  - <https://www.ramapo.edu/connect/>
- Support Offices:
  - Center for Reading and Writing: <http://www.ramapo.edu/crw/>
  - Health and Counseling Services: <https://www.ramapo.edu/chcs/>
  - Mathematics Tutoring Center: <https://www.ramapo.edu/tas/math/tutoring/>
  - Registrar: <https://www.ramapo.edu/registrar/>
- Policies and Key Information:
  - Academic Calendar: <https://www.ramapo.edu/academic-calendars/>
  - Student Handbook: <https://www.ramapo.edu/student-conduct/>
  - College Catalog: <http://www.ramapo.edu/catalog-2019-2020/>

