

Academic Regulations

Repeating a Course

Students must repeat any prerequisite or major course in which they earn a “D” or “F” grade. The choice of repeating any other course in which a “D” or “F” was earned is left to student discretion.

Normally, courses in which an “A,” “B,” or “C” have been earned should not be repeated. Both the original grade and the grade for the repeated course appear on the student’s transcript. When a course is repeated, the higher of the two grades is used when computing the cumulative average.

Attendance

Students are expected to attend all classes. Only illness or serious personal matters may be considered adequate reasons for absences. It is the prerogative of the instructor to excuse absences for valid reasons provided the students are able to fulfill all course requirements. It should be noted that by law, the College is required to make attendance reports to various agencies for students who are funded by The Veterans’ Administration, The Social Security Administration, and various other federal, state, or private scholarship programs.

Academic Integrity Policy

All members of the academic community at Passaic County Community College must maintain a constant commitment to academic integrity. Academic integrity is central to the pursuit of education. For students at PCCC, this means maintaining the highest ethical standards in completing their academic work. By completing their academic goals with integrity and honesty, students can reflect on their efforts with pride in their accomplishments.

Violations of the principle of academic integrity include (but are not limited to):

Cheating

- Obtaining unauthorized assistance in any academic work.
 - Copying from another student’s exam or work.
 - Using notes, books, or aids of any kind during an exam when prohibited.
 - The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
- Fraudulent assistance to another student.
 - Completing an academic activity or taking an exam for someone else.
 - Giving answers to or sharing answers with another student during an exam.
 - Sharing knowledge of test questions with other students without permission.
- Inappropriately, or unethically, using technological means to gain academic advantage.
 - Inappropriate or unethical acquisition of material via the *Internet*.
 - Using hidden devices for communication during an exam. Each instructor is authorized to establish specific guidelines consistent with this policy.

Plagiarism

- Knowingly representing the work of others as his/her own
 - Submitting a paper or other academic work for credit, which includes words, ideas, data, or creative work of others without acknowledging the source, whether intended or not.
 - Using another author’s words without enclosing them in quotation marks, without paraphrasing them, or without citing the source appropriately.
 - Presenting another individual’s work as one’s own.
- Submitting the same paper or academic assignment to another class without the permission of the instructor.
- Fabricating data in support of an academic assignment.
 - Falsifying bibliographic entries.
 - Submitting any academic assignment containing falsified or fabricated data or results.
- Internet Plagiarism
 - Submitting downloaded term papers or parts of term papers
 - Paraphrasing or copying information from the Internet without citing the source
 - “Copying and pasting” from various sources without proper attribution.

Sanctions for Academic Integrity Violations

The faculty member shall review with the student the facts and circumstances of the suspected violation whenever possible. Sanctions for violations of the Academic Integrity Policy may be an academic sanction (reduced grade, a grade of “F” for the assignment, a grade of “F” for the course), or referral to the Student Affairs Office for a recommended disciplinary sanction (e.g., probation, suspension or expulsion), or both. A student is not allowed to withdraw from class to avoid sanctions.

In cases where the instructor seeks an academic sanction only, and the student does not contest either his/her guilt or the particular sanction no further action will be taken.

In cases where the instructor seeks an academic sanction only, and the student denies guilt or disputes the reduced grade, the matter will be handled using the Academic Appeals Committee’s process. At this time the student will have an opportunity to present and/or refute evidence.

In cases where a disciplinary sanction is sought, the faculty member will submit a written report to the office of student affairs, which will then forward the matter to the Judicial Affairs Committee for adjudication.

For a complete list of these sanctions and disciplinary procedures, please see the Student Handbook.