Academic Progress

Academic Bankruptcy
Students who attended County College of Morris in the past with poor academic records and who wish to return to the college without being penalized for a long-standing poor record may declare academic bankruptcy for all courses taken during their initial attendance at the college.

Students may declare academic bankruptcy if there is a five-year interim between the time they took their last course and the time they re-enroll at the college.

Once the Academic Bankruptcy Form (http://www.ccm.edu/Media/Website%20Resources/pdf/admissions/recordsandreg/Academic%20Bankruptcy%20Form.pdf) is submitted to the Office of Records and Registration and the student is approved, the student’s previous record is retained on the transcript with “Academic Bankruptcy” indicated. This statement will separate the past from the current course work. The academic bankruptcy policy is printed on the back of the student’s transcript.

When students declare academic bankruptcy, all courses taken during their first affiliation with the college will be included.

Selecting only certain courses is not permitted. Also, there is no minimum number of credits required before a student is eligible to declare academic bankruptcy. Students will have one opportunity to take advantage of this policy.

Students interested in further information should contact the Office of Records and Registration.

Academic Conduct
In order to maintain academic integrity at County College of Morris, the college community will not tolerate any form of academic dishonesty. Examples of unacceptable forms of dishonesty include cheating, copying, fabrication, plagiarism, unauthorized collaboration, submitting someone else’s work as one’s own; dishonesty through the use of technology such as sharing flash drives, files or programs; access to, modification of or transfer of electronic data, system software or computing facilities. The intent of this policy is to promote academic integrity and to arrest all forms of academic dishonesty.

When incidents of academic dishonesty occur and the faculty member chooses to submit a formal complaint of the incident to the Office of Student Development and Enrollment Management, the vice president will refer the complaint to the Academic Integrity Review Board, which is composed of faculty, academic administrators and the Vice President of Student Development and Enrollment Management. The Academic Integrity Review Board will review the circumstances surrounding the incident and make a recommendation of appropriate disciplinary action. Penalties imposed on a student who violates this policy may vary from failing the unit of work to expulsion from the college.

Academic Probation and Dismissal Policy
A student will be placed on academic probation on the basis of an unsatisfactory Cumulative Point Average (CPA).

Four checkpoints are established at 12, 24, 38 and 48 non-credit and credit hours.

A calculation of the CPA is made in a semester when the noncredit and credit hours attempted are equal to or exceed the checkpoint value. No CPA checks are made until the “noncredit/credit hours attempted” check-point is reached. Once a student has entered a checkpoint, CPA checks are made each semester to determine the student’s academic standing. If the CPA falls below the probation level, the student will be placed on probation.

Checkpoint Criteria

<table>
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<tr>
<th>Non-credit/Credit Hours Attempted</th>
<th>Probation Level</th>
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<tr>
<td>Below 1.0 CPA</td>
<td>Below 1.2 CPA</td>
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<td>Below 1.2 CPA</td>
<td>Below 1.4 CPA</td>
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<td>Below 1.4 CPA</td>
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<td>Below 1.6 CPA</td>
<td>Below 1.8 CPA</td>
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<td>Below 1.8 CPA</td>
<td>Below 2.0 CPA</td>
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<td>Above 2.0 CPA</td>
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A student on probation who achieves a 2.0 semester grade point average for every semester through the following checkpoint will be permitted to continue through to the next checkpoint in an attempt to bring the CPA up to acceptable minimum standards.

If a student on probation is unable to achieve a 2.0 semester grade point average at the conclusion of the probationary semester (Summer and Winterim sessions included), he or she will be dismissed and will not be eligible to take any courses for one semester following the dismissal (Summer and Winterim sessions not included). Such a dismissal may be appealed to the Academic Review Committee.

If the Academic Review Committee permits the student to return to the college after a dismissal, he or she will return on a probationary status and if dismissed a second time will not be eligible to take any courses for one year.

After one semester on dismissal, a student may apply to re-enroll at the college. The student will return on a probationary status and if dismissed a second time will not be eligible to take any courses for one year.

Academic Review Committee
The Academic Review Committee is composed of the Vice President and Dean of Student Development and Enrollment Management, two counselors, one faculty member from each of the three academic divisions, the Director of the Educational Opportunity Fund Program and the Director of Accessibility Services. The Academic Review Committee has jurisdiction to: (a) consider appeals by students who have been academically dismissed, and (b) accept applications to re-enroll following academic dismissal.

The Vice President of Student Development and Enrollment Management shall inform students in writing of their dismissal.
under this policy and of the right to appeal such dismissal. Students seeking to appeal academic dismissal must submit, within a limited time period, a letter of appeal to the Academic Review Committee, courtesy of the Office of Student Development and Enrollment Management. Included with this letter should be supporting documentation that offers extenuating circumstances for the student’s past academic performance. The committee will review this letter and, at its discretion, interview the student before making a decision.

The Academic Review Committee shall make a determination regarding the appeal and notify the student in writing of its decision prior to the first day of classes of the semester commencing after the filing of the appeal. The decision of the Academic Review Committee shall be the final decision of the college.