

Academic Progress

Academic Forgiveness

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 forgiveness for all courses taken during their initial attendance at the college.

Students may declare academic forgiveness 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 Forgiveness Form (<https://www.ccm.edu/wp-content/uploads/admissions/Records-Registration-Academic-Forgiveness.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 Forgiveness" indicated. This statement will separate the past from the current course work. The academic forgiveness policy is printed on the back of the student's transcript.

When students declare academic forgiveness, 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 forgiveness. 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. Unacceptable forms of dishonesty include cheating, copying, fabricating information, plagiarism, unauthorized collaboration, and submitting someone else's work as your own; dishonesty through technology, such as using generative AI engines to complete any academic activity or assignment without permission, sharing documents, files, flash drives, or programs, and accessing, modifying, or transferring electronic data, system software, or computing resources. The goal of this policy is to promote academic integrity and prevent 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 Dean of Students Office, the Dean will refer the complaint to the Academic Integrity Review Board, which is composed of faculty, academic administrators and the Dean of Students. 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 when the Cumulative Point Average (CPA) is less than a 2.0 after attempting 24 or more credits in credit and/or remedial courses. Once a student reaches this checkpoint, CPA checks are made each semester to determine the student's academic standing.

A student on probation who achieves a 2.0 semester grade point average each semester thereafter will be permitted to continue at the college in an attempt to bring the CPA up to acceptable minimal standards. Once the student's CPA meets the minimum 2.0, the student will be in good academic standing and no longer on academic probation.

Academic Dismissal

- A student will be academically dismissed from the college when they are unable to achieve a minimum 2.0 semester cumulative point average at the conclusion of the probationary semester (Summer and Winterim terms included).
- Once a student is academically dismissed, the student will not be permitted to take any courses for one semester following the dismissal (Summer and Winterim terms not included).
- An academic dismissal may be appealed to the Academic Review Board.
- If the Academic Review Committee reverses the dismissal, the student will remain on academic probation and can register for the next term.
- The college administration will drop a dismissed student from their registered courses in the next term with no financial penalty.

Second Academic Dismissal

- If the student is academically dismissed a second time, the student will not be eligible to take any courses for one year.
- An academic dismissal may be appealed to the Academic Review Committee.
- If the Academic Review Committee reverses the dismissal, the student will remain on academic probation and can register for the next term.

At the end of the dismissal period, the student may apply to re-enroll at the college through the Dean of Students Office.

- Once re-enrolled, the student will be placed on academic probation.

Academic Review Committee

The Dean of Students shall inform students in writing of their dismissal under this policy and of the right to appeal such dismissal.

A student seeking to appeal academic dismissal or seeking readmission prior to expiration of the dismissal period must write a letter of appeal to the Academic Review Committee c/o the Dean of Students Office, which appeal must be received at least fourteen (14) calendar days prior to the commencement of the semester for which readmission is sought.

The Academic Review Committee shall be composed of the Dean of Students, the Executive Director of Educational Opportunity Programs, the Director of Accessibility Services, one counselor and two (2) faculty members from each of the three (3) academic schools. The Academic Review Committee shall have jurisdiction to (a) determine appeals by students who have been academically dismissed, and (b) consider applications for readmission following academic dismissal.

The Dean of Students will inform students in writing of their dismissal and the right to appeal such dismissal. Students seeking to appeal academic dismissals must submit, within a limited timeframe, a letter of appeal to the Academic Review Committee, care of the Dean of Students Office. Included with this letter should be supporting documentation that offers extenuating circumstances for the student's past academic performance. The Academic Review Committee will review this letter and documentation and, at its discretion, interview the student before making its decision.

The Academic Review Committee will make a determination on 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.