

## Academic Policies and Procedures

### Orientation and Responsibility to Inform and Keep Informed

The main responsibility for keeping informed rests with each student. The current *Graduate Bulletin*, along with information shared on the Web site and through College e-mail, will typically be the primary sources of information about the graduate program. The College will make every effort to inform students of changes in the programs as they occur. Nevertheless, students should take the initiative to consult their graduate program advisers and the Office of Graduate Studies to keep current and for advice before making significant decisions.

Students have the concomitant responsibility to inform their advisers and the administration of any changes affecting their status. Students should refer to the College's Web site for the most up-to-date information on policies and procedures.

For the most current policy information, please visit <http://policies.tcnj.edu/index.php>. Graduate policy links are listed below or can be found at <http://policies.tcnj.edu/search/?searchText=graduate>.

Academic Integrity Policy—  
<http://policies.tcnj.edu/policies/digest.php?docId=9394>

Graduate Student Conduct Code—  
<http://policies.tcnj.edu/policies/digest.php?docId=9161>

Graduate Non-Enrollment—  
<http://policies.tcnj.edu/policies/digest.php?docId=9382>

Graduate Comprehensive Exams and other Culminating Experience—  
<http://policies.tcnj.edu/policies/digest.php?docId=9212>

Grade Appeals—  
<http://policies.tcnj.edu/policies/digest.php?docId=9302>

Students Rights and Freedoms Policy—  
<http://policies.tcnj.edu/policies/digest.php?docId=9162>

Housing Eligibility Policy—  
<http://policies.tcnj.edu/policies/digest.php?docId=9138>

Expectations and Standards for Off-Campus Conduct—  
<http://policies.tcnj.edu/policies/digest.php?docId=9207>

Walking at Graduation—  
<http://policies.tcnj.edu/policies/digest.php?docId=9129>

Absence and Attendance—  
<http://policies.tcnj.edu/policies/digest.php?docId=9134>

### Graduate Student Complaint/Appeal Committee Procedures

1. Both parties shall submit their full complaint response (as applicable) in writing along with supporting documents at least 5 business days before the hearing.
2. Materials submitted by parties for review shall have been provided to all committee members, as well as both of the parties, prior to the date of the hearing. No additional supporting documents will be accepted 48 hours before the hearing so that all parties will have sufficient time to review all pertinent documents.
3. A staff member shall be invited to the hearing for the purpose of taking minutes.
4. Prior to the start of the hearing, the faculty members of the committee shall choose a faculty member on the committee to serve as chairperson.
5. The complainant and the respondent will be asked to enter the room.
6. The chairperson shall begin the hearing by introducing and describing the role of each person present.
7. The complainant will have the opportunity to elaborate on his/her written statement.
8. The respondent will have the opportunity to elaborate on his/her written statement.
9. The complainant will have the opportunity to respond.
10. Committee members will have the opportunity to ask questions of the complainant.
11. Committee members will have the opportunity to ask questions of the respondent.
12. The complainant and the respondent will be asked to leave the room.
13. Committee members will then review the case and render a decision in closed session or may decide to reconvene within two business days, pending the receipt and consideration of additional information if such information has been requested. Committee members will have the opportunity to request additional information from others on campus as they deem appropriate.
14. Within four business days, hearing minutes shall be distributed to committee members and parties for signature of all who were present.
15. The committee chairperson will draft a decision letter.
16. Within seven business days of the conclusion of the hearing, the chairperson will send the decision letter to all concerned parties.