Academic Conduct
The Graduate School strives to maintain and enforce the highest standards of academic integrity. Accordingly, plagiarism and other forms of academic dishonesty are unacceptable and will result in disciplinary action. By accepting admission to the Graduate School, a student has also accepted to be governed by the stated regulations of academic conduct and indicates a willingness to accept disciplinary action, if behavior is deemed to be in violation of those rules or in some way unacceptable or detrimental to Hood College. At the time of admission to graduate study, each student must sign a statement indicating his or her understanding of these regulations. Professed ignorance of what constitutes academic dishonesty does not excuse violations of these regulations.

All Hood College graduate students are expected to comply with the following rules of academic conduct.

- **Examinations, Tests and Quizzes.** During examinations, tests, quizzes, comprehensive examinations or other classroom work, no student shall give or receive aid in any way or form not authorized by the instructor.

- **Papers, Essays, Oral Presentations and Theses.** Presenting oral or written work that is not the student’s own (except as the instructor specifically approves) is dishonest. Any direct statement taken from other sources must be documented. Sources of information and of ideas or opinions not the student's own must be clearly indicated. Instructors may prescribe limitations on the sources to be used.

- **Projects and Reports.** Unless otherwise directed, each student must do her or his own work, experiments, drawings and so forth, from her or his own observations. Students may work together provided that each member of the group understands the work being done, and provided that the instructor does not prohibit group work.

Violations of Academic Conduct
When an instructor has evidence that a graduate student is not in compliance with these expectations, it is the obligation of the instructor to bring it to the attention of the student and to evaluate the specific work as a zero. That zero is to be calculated into the final course grade. Instructors also reserve the right to assign a final course grade of “F” to a student for cases of academic dishonesty.

Students may appeal the action of the instructor by written petition to the Graduate Council through the dean of the Graduate School. The Graduate Council will investigate the appeal and render a decision, though this decision may be appealed to the dean of the Graduate School.

In perceived cases of extreme academic dishonesty, an instructor or program director may request a review by the Graduate Council. The Graduate Council will hear statements from the instructor and/or program director, and then from the student under review. If, after hearing both sides of the case, the Graduate Council finds the student to be in extreme violation of the Academic Conduct code, they will recommend dismissal from the program. The final decision will rest with the Graduate Council, though the student may appeal the decision to the dean of the Graduate School.

Academic Standing and Warning
A student whose cumulative grade point average (GPA) is 3.0 or higher is in good academic standing, which is required for graduation. If a student’s GPA drops below 3.0, he or she will be placed on academic warning. The GPA must be restored to 3.0 within nine credits completed or within one year from the term in which the GPA fell below 3.0, whichever comes first. The 3.0 average may be restored by repeating courses or by taking additional courses. There are no limitations to the number of times a student can fall below 3.0 and restore his or her GPA. However, no more than three courses (nine credits) beyond those required for the degree can be used to raise the GPA and all requirements for the program must be completed within the time limitation policy.
Academic Dismissal

A student on academic warning who does not restore the GPA to 3.0 as required will be dismissed from the College for academic reasons. A student who has been found by the Graduate Council to be in extreme violation of the Graduate School's regulations of academic conduct will be dismissed from the program and from the College (see Violations of Academic Conduct). Students who are dismissed from the College may not enroll in another graduate program or as a nondegree-seeking student. A student may appeal academic dismissal as outlined in Exceptions to Academic Policies, Regulations or Requirements.

Graduate Student Conduct and Performance Policy

As part of Hood’s mission to prepare students for lives of responsibility and leadership, the Graduate School expects students to maintain a high standard of academic integrity and student conduct. Graduate students are adults and are expected to take personal responsibility for their own conduct. Hood College reserves the right to suspend, dismiss or otherwise discipline a student who violates the policies or regulations with respect to academic or student conduct. In addition, the Graduate School may request that a student withdraw for reasons of conduct detrimental to the College community.

The Graduate School defines disruptive conduct in the following way:

The disruptive student is one who continues to make unreasonable demands for time and attention from faculty and staff and habitually interferes with the learning environment by disruptive verbal or behavioral expressions, threatens or abuses members of the College community or willfully damages college property. The result is a disruption of academic, administrative, social or recreational activities on campus. Students are asked to refrain from behaviors that include, but are not limited to:

- Behaviors that disrupt or interfere with teaching, research or other academic activities
- Behavior that can lead to physical harm
- Physical or verbal threats, intimidation that may interfere with another’s full participation in the life of the College
- Conduct that constitutes sexual harassment or any violation of Policy 55
- Refusing to comply with directions of school officials, instructors, administrators or staff

A complaint of alleged student misconduct should be filed with the dean of the Graduate School by a member of the faculty, staff or student. All allegations should be filed in writing within ten business days of the incident. The dean will provide a thorough investigation of the incident and take appropriate action. These sanctions may include:

- Warning: written notice to the student that continued and/or repeated incidents/violations may be cause for further disciplinary action (reprimand, dismissal). A permanent record of the incident report will be retained in the student’s file. Additionally, the warning may include referrals to appropriate office for assistance.
- Reprimand: written reprimand for the violation of specified conduct or policy including notice to the student that repeated violation may result in further disciplinary action
- Dismissal: termination of student status at the College

Appeal Process

Within ten business days of receiving notification from the dean concerning the decision concerning the formal complaint, the student may request a written request to the Graduate Council Subcommittee for reconsideration. This reconsideration must be based on procedural errors or new information not available at the time the complaint was lodged with the dean. The matter of academic or student conduct resides with the Graduate Council. The Graduate Council Subcommittee will then appoint a three-person committee comprised of members selected from the Graduate Council. This committee will then hear the case. The hearing committee will review the sanction and proceedings and report its findings to the student and dean. The student can appeal the outcome to the provost.
August 15  New Graduate Student Orientation, Whitaker Campus Center Commons
20  Fall term begins
   100 percent tuition refund if withdrawal is received prior to first class meeting
   80 percent tuition refund if withdrawal is received by Sept. 4; zero percent tuition refund thereafter.

September 3  Labor Day - no classes
4  End 80 percent refund for withdrawal; no refund after Sept. 4
14  Deadline to submit comprehensive exam notice to the Graduate School Office
   Deadline for graduate students to apply for January graduation to the Graduate School Office

October 13  Midterm recess - no classes
17  Classes resume - 8:30 a.m.

November 3  Comprehensive examinations
5  Early registration for January and spring semesters (current students only)
6  Comprehensive examinations
12  General registration for January and spring semesters (all students)
16  Early registration for summer and fall semesters (current students only)
20  Last day to withdraw from graduate classes (receive a grade of ‘W’ and no refunds)

December 14  Graduate classes end
21  Final grades due

For up-to-date information, please refer to the Hood College website’s Academic Calendar, located at: http://hood.edu/academics/academic-calendar/academic-events.htm

1Failure to attend class does not constitute withdrawal. All notices of withdrawal must be in writing; it becomes effective only at the time it is received in the Graduate School Office. You may withdraw via the online withdrawal form on the website (www.hood.edu/graduate), in writing by fax to (301) 696-3597 or in person at the Graduate School Office.

Withdrawal and Tuition Refund Policy for Summer Terms: 100 percent tuition refund prior to the first day of class for all sessions, 80 percent tuition refund within the first two calendar days of one- and two-week sessions. 80 percent tuition refund within the first four calendar days of three- and four-week sessions. 80 percent tuition refund within the first seven calendar days of five- and six-week sessions. No tuition refunds thereafter on all sessions.

IF YOUR NAME OR ADDRESS HAS CHANGED, please notify the Graduate School Office in writing at your earliest convenience (hoodgrad@hood.edu). Include all new phone numbers and e-mail addresses, as necessary. A name change also requires a copy of the marriage or divorce certificate or an updated driver’s license. Send to: Graduate School, Hood College, 401 Rosemont Ave., Frederick, MD 21701.