

## UNDERGRADUATE ACADEMIC HONOR CODE

### Overview for faculty

#### Recommended undergraduate syllabi statement -- Academic Honor Code

“Students are obligated to uphold principles of honesty, responsibility, and intellectual integrity in all activities related to their Hood College experience. The Academic Honor Code—a subset of the Code of Conduct—outlines expectations for student academic behavior and prohibits cheating and unauthorized assistance, plagiarism, resubmission of duplicate work, and other forms of academic dishonesty. Students should review the full Academic Honor Code located in Appendix B of the Student Handbook. All Hood undergraduates affirm on each class assignment that they “have neither given nor received any unauthorized aid on the assignment.” Students should always consult with instructors to determine what types of aid are permitted in each specific class and on each assignment.

Faculty have authority to investigate alleged violations and issue sanctions. For unintentional plagiarism or similar violations, a sanction of a zero on the assignment is usually appropriate. For intentional plagiarism, cheating, and similar violations, failure of the course is a reasonable sanction. Faculty are required to report all violations to the Chair of the Academic Judicial Council (AJC), the Dean of Student Success. AJC will conduct hearings for students with egregious and/or multiple violations to determine if additional sanctions beyond those imposed by the instructor are warranted, including Suspension from the College.”

#### Undergraduate Academic Honor Code

The Academic Honor Code is a subset of the larger Code of Conduct outlining expectations for student behavior at Hood College and may be referred to informally as the “Honor Code” and the “Honor System” and is located in Appendix B of the Student Handbook at [www.hood.edu/studenthandbook](http://www.hood.edu/studenthandbook).

#### *Faculty Authority and Procedures*

Hood affirms the ability of instructors to independently handle Academic Honor Code violations relevant to their classes. Faculty have the authority to investigate alleged violations and issue sanctions. If a faculty member encounters a potential violation, or receives a report of a violation, they should take the following immediate steps:

1. Due process requires that instructors speak with the accused student to determine the facts of the matter. Discuss the accusations with the accused student(s), gathering their perspective and investigating appropriately.
2. Determine whether the student violated the Academic Honor Code, based on the evidence.
3. If a violation occurred, determine sanction and notify the student in writing.
4. **Notify the Academic Judicial Committee Chair in writing, providing the name of the student, student ID number, course number, the type of violation, all evidence gathered, and the sanction(s) issued so that a record can be maintained of offenses.**

The Chair of AJC is available for consultation on procedures and sanctioning of Academic Honor Code violations but typically will not share prior student records of violations, as it is the primary role of Academic Judicial Council (AJC) to 1) adjudicate serious and/or continual violations of the Academic Honor Code and 2) to consider appeals. Violations which occur outside of the classroom itself or that are not connected to the work associated with a specific course should also be reported to the AJC Chairperson for possible AJC hearing or referral on to the Student Conduct system.

### *Sanction Guidelines for Faculty*

The guidelines below should be taken as a suggested starting point; faculty are free to deviate based upon the individual circumstances, objectives of the course and weight of the assignment, the developmental level of the student, perceived intentionality, and student response.

**For unintentional plagiarism or other violations where the student was likely unaware of a violation of academic integrity, a sanction of a zero on the assignment is usually appropriate.**

Based on individual circumstances, additional or different sanctions may be warranted, including:

- reduced grade on the assignment or test;
- required rewrite of the assignment to remove the plagiarism; and/or
- education on plagiarism and academic integrity through required meetings with Writing Center, Library, or Student Success coaching staff.

**For intentional plagiarism, cheating, and other violations, failure of the course is a reasonable sanction.**

Based on individual circumstances, additional or different sanctions may be warranted, including:

- failure or reduced grade on the assignment or test;
- reduced grade in the course;
- required rewrite of the assignment to remove the plagiarism; and/or
- education on plagiarism and academic integrity through required meetings with Writing Center, Library, or Student Success coaching staff.

### *Academic Judicial Council (AJC)*

AJC is a judicial system comprised of students, faculty and administrators whose purpose is to 1) *adjudicate serious and/or continual violations of the Academic Honor Code and 2) to consider appeals.* The Chair will track students' violations and initiate hearings in these situations. Unless egregious, a student's first violation will be considered a learning opportunity. When a second violation is reported and documented, the AJC Chair may conduct a hearing to determine if additional sanctions beyond those imposed by the instructor—or instructors, if occurring within the same term—are warranted, including suspension. Students with three or more violations will be automatically suspended from the college for one term, but may appeal the suspension to the AJC, who will present the final recommendation to the Provost.

Feel free to contact the AJC Chair with questions: Jennifer Schum, Dean of Student Success, 301-696-3550, [schum@hood.edu](mailto:schum@hood.edu) .

### Appeals

Appeals must be in writing, within five (5) class days of a written decision, and must state a valid basis for the appeal to be considered, such as new evidence or procedural error.

- Students may appeal a faculty decision to AJC for a hearing.
- Students may appeal AJC decisions to the Provost.

Decisions on appealed matters are final. Students may appeal once.