

**Preface:**

As a place of honor and respect, all members of the College assume the obligation to maintain the principles of honesty, responsibility, and intellectual integrity in all activities related to their Hood College experience. It is the responsibility of each student to support these values through maturity of thought, expression, and action.

Academic integrity at Hood is guided by an Academic Honor Code. The basic aims of the Academic Honor Code are to encourage and promote a trustful relationship amongst all members of the College community, to offer students the opportunity to exercise responsibilities and shared governance on campus, and to make students more aware of their personal principles of honor.

The academic Honor Code is shared between the faculty, administration, and the students. Faculty, staff, and administration are available to assist students in their understanding of the purpose and processes of the 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."

**The Honor Pledge:**

The Honor Pledge reads as follows: "Recognizing the importance and value of the Hood College honor system, I pledge on my personal honor that I will uphold the honor system for the duration of my enrollment at Hood College. Furthermore, I will read and make every effort to understand the concepts of the honor system." This Honor Pledge is recited during orientation and convocation when students enter the College.

**Academic Integrity:**

All Hood undergraduates affirm on each class assignment that they "have neither given nor received any unauthorized aid." Failure to include this statement is a violation of the Honor Code in itself and does not release a student from its expectations. Students should consult their class syllabus and speak directly to their instructors, when in doubt, to determine what types of aid are permitted in each specific class and on each particular assignment.

**Examples of academic integrity violations include, but are not limited to:**

**Cheating:** (1) copying another's work or allowing your work to be copied, (2) bringing unauthorized materials into an exam, (3) using electronic devices in an unauthorized manner to give or receive aid, (4) using unauthorized materials to complete an exam or assignment, (5) communicating (via any means) during an exam without approval, (6) failing to turn in exam materials at the conclusion of an exam, (7) taking an exam in an unauthorized location, (8) leaving the exam environment (except in an emergency or with the approval of the proctor), (9) giving or receiving unauthorized peer aid on assignments and/or completing individual

assignments in a group setting, without the approval of the instructor, such that each student is not solely responsible for his or her own work.

**Plagiarism** is any unacknowledged use of another person's language or ideas, whether intentional or unintentional. Furthermore, plagiarism includes unauthorized utilization of a generative artificial intelligence platform (e.g. ChatGPT). Even if a faculty member expressly approves of the use of a generative AI platform for assignment(s), the student must still provide attribution. Students seeking advice on the proper use and acknowledgement of scholarly materials should consult the following: class syllabus, individual instructors, the library staff, and any of the several reliable guides to scholarly writing that these sources recommend. Faculty are encouraged to discuss plagiarism in the context of each class and be specific in their syllabus about the type of citations utilized in the academic discipline of the course (e.g. APA, Chicago, MLA).

**Re-submission:** Submission and/or duplication of work completed for one course in another course, without the approval of all instructors involved.

**Other:** Activities which compromise academic integrity in any way are both an affront to the general standards of conduct on which an intellectual community depends and a specific violation of the Honor Code. As such, these offenses, whether specifically listed above or not, are treated seriously and may lead to severe disciplinary action, including dismissal from the College.

**Personal Integrity:** As the Academic Honor Code is in place to promote the principles of honesty, responsibility, and intellectual integrity, the scope of the Academic Honor Code extends to academic related behavior beyond the classroom itself (e.g. the Testing Center in the Student Success office). Actions which demonstrate willful dishonesty, falsification, or are designed to mislead other members of the Hood community constitute violations of the Academic Honor Code. Such behavior may lead to disciplinary action, including dismissal from the College.

### **Responsibility to Report Violations:**

As members of a community built upon the principles of honor, all Hood students have an obligation to uphold the principles of the honor system. This obligation includes an expectation that violations of the Academic Honor Code be promptly reported by those who witness them.

### *Reporting and Resolving Honor Code Violations*

Violations which occur in the classroom itself or in connection with coursework should be promptly reported to the class instructor by those who have knowledge of the violation. 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), in a confidential manner, by 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, via email.
4. Notify the Academic Judicial Committee Chair by submitting an Academic Honor Code integrity report, which can be located on the Dean of Students' landing page or here. In this report, provide the name of the student, 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 adjudicate serious and/or continual violations of the Academic Honor Code and 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 Academic Honor Code recognizes that each student's situation is different, and no set of guidelines can cover all cases. The guidelines below should be taken as suggestions and as a starting point only. Faculty may deviate from these guidelines based upon the individual circumstances of each case, objectives of the course and weight of the assignment in relation to the course overall, 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 may be a reasonable sanction. Based on individual circumstances, additional or different

sanctions may be warranted, including: failure or reduced grade on the assignment or test;

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### **Academic Judicial Council (AJC):**

Academic Judicial Council (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 appeals process affords any student accused of an Academic Honor Code violation the right to an AJC hearing.

#### *AJC Membership:*

The AJC is comprised of the Chairperson, two faculty representatives, and up to ten full-time undergraduate students in good academic standing. The Dean of Faculty serves as Chair, oversees and coordinates all activities of AJC, and shall be non-voting except in the case of a tie. Faculty representatives are elected by and from the faculty to serve in alternating two-year terms and are voting members of AJC. Student members are solicited and selected by the Chair each fall and are voting members. At least one student shall be from the SGA Academic Affairs Committee. Further details of specific AJC hearing procedures are located within the Academic Judicial Council Bylaws, available from the Chair. AJC members will be asked to recuse themselves from a hearing if there is a significant conflict of interest with either the reporting party or the student. AJC student members receive training about AJC bylaws at the start of each academic year.

#### *Violations of the Academic Honor Code—AJC Procedures:*

The AJC Chair will track Academic Honor Code violations over time across the College and will initiate hearing proceedings in cases of appeals and serious and/or continual violations of the Academic Honor Code according to guidelines below.

#### *Sanction Guidelines for AJC:*

Similar to faculty sanctioning, the individual circumstances of each case, perceived intentionality, student response, and other factors are carefully considered during AJC hearings. In the case of students with serious and/or continual violations of the Academic Honor Code, AJC has authority to issue additional and more severe sanctions than individual faculty. During appeal hearings, AJC will determine whether violations occurred, and if so, issues appropriate sanctions which may be additional or more severe than issued by the instructor(s). If AJC determines a violation did not occur, an instructor's sanction may be removed.

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*First Academic Honor Code violation:*

In the majority of cases, no additional action is taken with first violations as these are considered to be learning opportunities for the student. The AJC Chair will document the violation and send the student a confidential email about the violation and direct them to resources at the College. However, in cases of a first egregious, intentional violation, as determined by the AJC Chair and based upon input from the instructor, AJC may conduct a

hearing to determine if additional sanctions beyond those imposed by the instructor are warranted. AJC may also conduct a hearing in the case of a student appealing an instructor's finding of an academic integrity violation and/or sanction(s).

*Second Academic Honor Code violation:*

Repeated violations are more serious and may reflect a disregard for or ongoing confusion about expectations of academic integrity. When a second violation is reported and documented, the AJC Chair will conduct a hearing to determine if additional sanctions beyond those imposed by the instructor—or instructors, if occurring within the same term—are warranted.

During hearings for students with multiple violations, AJC will determine whether additional and/or more severe sanctions beyond those issued by the instructor(s) of the current term are warranted. Students may or may not also be appealing one or both sanctions. When a student does not appeal a sanction, AJC may not reduce the sanction issued by the instructor. When a student with multiple violations is also appealing one or both sanctions, AJC will determine whether violations occurred, and if so, determines appropriate sanctions which may be additional or more severe than issued by either instructor. If AJC determines a violation did not occur, an instructor's sanction will be removed.

*Third and subsequent Academic Honor Code violations:*

An Academic Judicial Council hearing will automatically be scheduled for students with a third alleged Honor Code violation. The hearing will be conducted to determine whether a violation did occur. If the hearing results in an affirmative finding, AJC may recommend suspension from the college for one term. Suspension from the College requires approval by the Provost. If the Provost confirms the recommendation of suspension from the College for one semester, other offices must be notified including the Dean of Students, Financial Aid, and the Registrar's Office. After suspension from the College for one semester, a student may petition to be readmitted to the College. A petition for readmission following a suspension for multiple Honor Code violations will then be considered by the Academic Standards and Policy Committee. If the petition is successful, the student will be readmitted. However, if the petition is denied, the student may then appeal to the Provost.

*Failure to Fulfill a Sanction:*

Failure to fulfill all the specifications of an assigned sanction will be considered an additional violation of the Academic Honor Code and will be adjudicated within the progression outlined above.

Appeals must be in writing, via email, 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. In rare circumstances, students may appeal AJC decisions to the Provost. Decisions on appealed matters are final. A decision may be appealed no more than once. Feel free to contact the AJC Chair with questions: Paige Eager, Dean of Faculty, 301-696-3699, eager@hood.edu.

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response. No justification is requested or required if a faculty member deviates from these guidelines.

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