



Code for Academic Integrity at Hope College

Questions about this policy may be directed to Office of the Provost, 395-7970

Full text can be viewed at: <http://www.hope.edu/admin/registrar/catalog/10-11catalogWEB.pdf>

Preamble

As it seeks to fulfill its mission, the Hope College community assumes each of its members will operate with integrity and honesty, with a sense of personal responsibility, and with mutual trust and concern toward others in all facets of the life of the college. In order to apply this principle to academic life in a fair and consistent manner, the following policies have been adopted to clarify the expectations regarding conduct, and to establish a set of procedures for dealing with situations which violate these expectations.

Expectations

Academic integrity is based on the principles of honesty and individual responsibility for actions. As these principles are applied to academic life at Hope College, it follows that a student will not:

- Give, offer, or receive aid on examinations other than that specifically allowed by the professor.
- Do course work in a manner that is inconsistent with the standards of conduct set forth by the professor.
- Falsify or fabricate data. This has particular applications to laboratory work and research.
- Engage in conduct that destroys another person's work or hinders another in his or her academic endeavors. This has particular application to computer files, library resources, and laboratory or studio work.
- Knowingly represent the work of others as his or her own. This includes, but is not limited to, plagiarism.

Plagiarism is the dishonest presentation of the work of others as if it were one's own. Writers, speakers, musicians, artists, or computer programmers - whether students or professionals - commit plagiarism when they present, without acknowledgement, all or part of another person's work as if it were their own. Because plagiarism violates the expectations of trust and honesty necessary for academic work in an ethical community, it is a serious offense. In addition, plagiarism undercuts the basic purposes of higher education by short-circuiting the process of inquiry, reflection, and communication that leads to learning.

Duplicate submission is also a violation of academic integrity, because every assignment presumes that a new inquiry and effort will produce new learning, and submitting a paper already written for another occasion subverts this learning. Submitting the same original paper for credit in more than one class in the same semester, without the expressed permission of both instructors involved, is not acceptable. Using the same paper or closely similar material from one semester to fulfill a requirement in another semester is normally not allowed without specific permission from the instructor. If students receive the same or similar assignments in a different course, they should consult with the professor about alternate assignments.

Violations

With the aim of maintaining and promoting integrity in the community and in a spirit of helpful concern, every member of the community is encouraged to address any perceived violations of integrity directly by confronting the appropriate party.

The following procedures have been defined to ensure that apparent violations are handled in a prompt and just manner.

1. If a faculty member observes an apparent violation of academic integrity, the faculty member should arrange an informal, private meeting with the student within one week. At that meeting, the faculty member will discuss his or her suspicion with the student and inform the student of the options below and of the student's right to appeal any action taken by the faculty member.

- a) If the student has an explanation which is acceptable to the faculty member, the case may be closed with no written record or further action.
- b) If the matter is not resolved, the faculty member may impose a sanction. The penalty imposed should reflect the seriousness of the violation. In the case of a major violation, the faculty member may assign a failing grade for the event (test, paper, performance, etc.) or for the course. Sanctions for minor violations may include downgrading the work or assigning additional work to replace the work in question. The faculty member may also recommend to the Provost that additional non-grade sanctions be imposed. In the event that any sanctions are imposed by the faculty member, the incident and action taken must be reported in writing to the Provost with a copy to the student within one week of the informal meeting.
- c) If a sanction has been imposed, the student has the right to file a written appeal to the Provost with copy to the faculty member. This appeal must be filed within one week after the student receives notification of the sanction. The Provost will then review the incident and resolve it to the satisfaction of both parties or refer it to the Student Standing and Appeals Committee (SSAC).
- d) If the incident is referred to the SSAC, the SSAC may act on the basis of the written record, or may invite the parties to submit additional information. If the student is found to be not responsible, the faculty member will be notified and any academic sanction imposed against the student will be nullified.
- e) If the student is found responsible, the Provost will decide whether to impose a non-grade sanction. The Provost will take into account the faculty's recommendations, any related record in the Provost's office, and recommendations from the SSAC or the Dean of Students.
- f) If additional non-grade sanctions are imposed by the Provost, the student may appeal these sanctions to the SSAC.

2. All proceedings will be conducted with strict confidentiality by all those involved in the matter. Records of alleged violations resulting in innocent findings will be promptly destroyed. In cases where responsibility is established, reports from the faculty member and the SSAC will be retained by the Office of the Provost for the duration of the student's academic career at Hope College. The record will also allow the recording of the student's defense. All related reports shall be destroyed upon graduation. The records of a student suspended or expelled for a violation will be retained for three years before being destroyed. All provisions of the Family Education Rights and Privacy Act shall apply regarding release of information from these records.

3. Specific reference to these procedures shall be made in the college catalog. These procedures shall be presented in full in the Student Handbook and the Faculty Handbook. Course syllabi should contain a reference to these procedures and detail their applications for that particular course.
4. Faculty are encouraged to create environments conducive to fostering integrity by all. This means that proctoring examinations may be necessary in some instances, but it also calls for positive action on the part of the faculty member to remove undue temptation.
5. The Administrative Affairs Board will maintain its charged oversight of the conduct of the SSAC and will also take overall responsibility for encouraging and maintaining an atmosphere supporting academic and social integrity.

Student Load

The normal student load is 16 credits per semester. Regular enrolled students must carry a minimum of 12 semester credits of course work each semester to maintain full-time status. Veteran students under the G.I. Bill must carry a minimum of 12 credits to be considered a full-time student and to receive maximum benefits. In order to maintain their visa status, foreign students need to maintain a minimum load of 12 semester credits.

Permission to take more than a normal load is based upon the student's previous academic record. Eighteen credits may be granted by the advisor. Application for more than 18 credits must be made to the Registrar.

A student's normal summer load is 3 to 4 credits in a four-week session. Overloads must be approved by the Registrar.