

## ACADEMIC HONESTY AND THE CODE OF ACADEMIC INTEGRITY

**The Code of Academic Integrity.** The College's understanding and expectations in regard to issues of academic honesty are fully articulated in the Code of Academic Integrity as published in *The Scot's Key* and form an essential part of the implicit contract between the student and the College. *The Scot's Key* is available on the College's website. Any questions regarding the Code and its implementation should be referred to the Dean for Curriculum and Academic Engagement.

**Communicating Expectations.** The College makes considerable efforts to communicate to students the meaning and the importance of academic integrity, including attention during new student orientation and in conjunction with the First-Year Seminar Program. As also indicated in the Code of Academic Integrity, "The faculty member shall inform the students of regulations that apply to academic integrity in work for the course and make clear to what extent he/she will accept prior work, papers submitted for another course, collaborative effort, and the exchange or use of information." Faculty should consider taking advantage of the following opportunities for such communication:

- a statement in the course syllabus (see sample statement);
- discussion in class at one or more points in the course;
- individual student conferences, as appropriate; and/or
- conversations between students and the teaching apprentice or upperclass majors.

Additional opportunities for such communication will arise in connection with writing assignments and bibliographic instruction. Faculty are encouraged to direct relevant inquiries on such matters to the Director of Writing, to the Writing Center, and to any of the reference librarians. Particular attention also should be directed to appropriate use of materials available on-line through the internet.

**Violations of the Code of Academic Integrity.** Faculty confronting instances of academic dishonesty should follow the policies as described in the Code of Academic Integrity. After a faculty member has established to his or her own satisfaction that an incident of academic dishonesty has taken place, and if the faculty member chooses to deal with the incident directly (rather than refer the matter to the Judicial System), he/she should take care to:

- arrange for a conference with the student before assigning a grade;
- consult with the Dean for Curriculum and Academic Engagement prior to a response, to determine if there is evidence on the part of the student of previous violations of the Code;
- determine a proper response or penalty (faculty may wish to consult with the Dean for Curriculum and Academic Engagement or with their department or program chair in this regard); and
- file a full and documented report with the Dean for Curriculum and Academic Engagement, which shall be entered in the personnel file for the student.

Faculty who suspect an infraction of the Code of Academic Integrity at the end of a semester and need additional time before submitting a final grade should assign a grade of "I" (incomplete).

For a brief statement of this policy that can be used on the syllabus, See "Sample Syllabus Statements of Policies."