FACULTY/STUDENT HONOR CODE

The faculty of SNC believes students must be held to high standards of integrity in all aspects of college life in order to promote the educational mission of the College and to encourage respect for the rights of others. Each student brings to the SNC community unique skills, talents, values and experiences which, when expressed within the community, contribute to the quality of the educational environment and the growth and development of the individual. Students share with members of the faculty, administration and staff the responsibility for creating and maintaining an environment conducive to learning and personal development, where actions are guided by mutual respect, integrity, responsibility and trust. The faculty and students alike must make diligent efforts to ensure high standards are upheld by their colleagues and peers as well as themselves. Therefore faculty and students accept responsibility for maintaining these standards at Sierra Nevada College and are obligated to comply with its regulations and procedures, which they are expected to read and understand.

GENERAL PRINCIPLES AND RESPONSIBILITIES

The principles of mutual respect, integrity, responsibility, trust and a personal commitment to maintaining these high standards and values constitute the fundamental ideal we all must strive to attain as members of the Sierra Nevada College educational community. Accordingly, SNC faculty and students have the following responsibilities:

- To be truthful in all academic and professional matters, and to always honestly represent their work and that of others;
- To be aware of and to abide by all applicable college policies, rules, procedures and standards, both general and academic; and the responsibility for personal and professional integrity and honesty in all academic activities;
- To be aware of and to abide by all applicable federal, state and local civil and criminal laws and regulations;
- To help ensure that high standards of professional and ethical conduct are upheld by faculty, students, colleagues and peers by reporting violations of this Honor Code observed in others to the Provost’s Office.
Student Responsibility

1. By virtue of enrollment at Sierra Nevada College, every student agrees to abide by the above stated honor code statement.
2. Students shall receive a copy of the Honor Code Statement with their initial course schedule at the beginning of each semester. It is the responsibility of each student to read, understand and sign this statement and to inquire as to its implications in his or her specific course.

Student Rights Regarding Honor Code violations

Violations of the Honor Code may be considered a learning experience that can result in personal growth and understanding of one’s responsibilities and privileges within the college community. Students who have been accused of academic misconduct have the opportunity to appeal decisions through a grievance process with the Disciplinary Hearing Committee.

1. The accused student will be given written notice of the specific charges concerning the violation.
2. The accused student may elect to meet with the chair of the Disciplinary Hearing Committee to discuss aspects of the violation.
3. The accused student may elect to have a hearing of the violation by the whole committee.
4. The accused student will receive written notice of the committee’s decision.
5. Any further appeal will be at the prerogative of the Provost.

Faculty Responsibility

1. Promotion of the aims of the Honor Code Statement is a general responsibility of the faculty.
2. Every member of the faculty has a specific responsibility to explain the implications of the statement for each of his or her courses, including a specification of the conditions under which academic work in those courses is to be performed. At the beginning of each semester, members of the faculty will receive with their initial class lists a copy of the Honor Code Statement and a reminder of the duty to explain its implications in each course.
3. It is the responsibility of the faculty to uphold the standards of academic integrity and the educational mission of the college; therefore violations of the Honor Code on the part of students must be reported to the appropriate offices.
4. Faculty must counsel a student who has violated the honor code about the honor code, consequences for violating it, and the value of academic honesty in learning. The student’s advisor may be included in the counseling session.

Faculty Rights regarding Honor Code violations

1. Faculty will receive written notification of a student appeal of a reported code violation.
2. Faculty will receive written notification of a reversal of a reported code violation.
EXAMPLES OF VIOLATIONS OF ACADEMIC INTEGRITY AND OF STANDARDS OF BEHAVIOR

CHEATING occurs when an individual misrepresents his/her mastery of the subject matter or assists another to do the same. Instances of cheating include, but are not limited to:

1. Copying another’s work and submitting it as one’s own on an examination, paper or other assignment;
2. Allowing another to copy one’s work;
3. Using unauthorized materials during an examination or evaluation such as a textbook, notebook, or prepared materials or possession of unauthorized materials (notes, formulas, etc.) that are visually or audibly accessible.
4. Collaborating with another individual by giving or receiving unauthorized information during an examination or evaluation.

PLAGIARISM occurs when an individual represents someone else’s words, ideas, phrases, sentences or data, whether oral, in print or in electronic form, including internet sources, as his/her own work. Examples include, but are not limited to:

1. Using the exact words (verbatim) of another source without quotations and appropriate referencing;
2. Using the ideas, thoughts, opinions, data or theories of another without a reference, even if completely paraphrased;
3. Using charts and diagrams from another source without revision, permission from the author and/or appropriate referencing;
4. Using facts and data from another source without a reference unless the information is considered common knowledge.

FABRICATION is the deliberate use of false information or withholding of information with the intent to deceive. Examples include, but are not limited to:

1. Using information from a source other than the one referenced;
2. Listing of references in a bibliography that were not used in a paper;
3. Falsifying or withholding data in experiments, research projects, notes, reports, or other academic exercises;
4. Submitting papers, reports or projects prepared in whole or part by another;
5. Taking an exam for another or allowing another to take an exam for oneself.

OTHER ACTS OF MISCONDUCT include, but are not limited to:

1. Changing, altering or falsifying a graded examination, completed evaluation, grade report form or transcript, or unauthorized entry, or assisting another in unauthorized entry, into a College building, office or confidential computer file for that purpose;
2. Obtaining, distributing, accepting or reviewing examinations, lab reports or other confidential academic materials without prior and explicit consent of the instructor;
3. Submitting written or computer work (in whole or in part) to fulfill requirements of more than one course without the prior and explicit permission of both instructors;
4. Impeding the progress of another by sabotaging their work (written or computer data, laboratory experiments, etc.), deliberately providing false or misleading information, or withholding or hiding information, books or journals;
5. Stealing information from another;
6. Forging an instructor’s signature or initials on examinations, evaluations, lab reports or other academic materials, and forgery, alteration, or misuse of College documents, records or identification.

SNC’s disciplinary sanctions:

1st Offense (on student’s academic record) ____ Student receives a zero for assignment/exam and counseling with faculty on the honor code, consequences for violating the honor code, and the value of academic honesty in learning

2nd Offense (on student’s academic record) ____ Student fails course and receives counseling with faculty on the honor code, consequences for violating the honor code, and the value of academic honesty in learning

3rd Offense (on student’s academic record) ____ Student is expelled

I have thoroughly read and understand SNC’s honor code, and understand the consequences for violations.

__________________________________________  ________________________
Name                                          Date