Student Academic Conduct

Responsibility to Honor Academic Integrity and Honesty

Students are expected to do their own work. Work submitted in fulfillment of academic assignments and provided on examinations is expected to be original, by the student submitting it, and for the course. Collaboration must be noted in writing and requires the consent of the instructor. Normally a paper may be submitted in fulfillment of an assignment in only one course. Exceptions require permission from the instructors. Violations of the Academic Code include:

Cheating

Cheating involves deception or the provision or receipt of unauthorized assistance. Students are expected neither to receive nor to provide unauthorized assistance with academic work. Cheating may take many forms. The examples below are illustrative:

1. The use of notes or other unauthorized materials in examinations.
2. Copying from another person's answers.
3. Obtaining and using a copy of the examination or answers to an examination without the knowledge of the instructor.
4. Collaborating on assignments or examinations unless such collaboration has been permitted.
5. Referring to and using prohibited materials in the preparation of assignments or the taking of examinations or quizzes.
6. Knowingly assisting another to do any of the above or to cheat in a similar manner.
7. Submitting the same paper or assignment in two courses without permission of both professors.

Plagiarism

To plagiarize is to use without proper citation or acknowledgment the words, ideas, or work of another. Plagiarism is a form of cheating that refers to several types of unacknowledged borrowing.

The most serious degree of plagiarism involves the wholesale and deceptive borrowing of written material from sources such as published authors, websites, other students, or paper-for-hire services. Students submit papers or significant sections of papers that they did not write themselves are committing this violation.

Another serious degree of plagiarism involves less wholesale but still repeated and inappropriate borrowing from outside sources. In some of these cases, students borrow several phrases or
sentences from others, and do so without both quotation marks and proper attributions. In other cases, students secretly collaborate on assignments in defiance of specific prohibitions outlined by their instructor.

Finally, there is a degree of plagiarism that involves the borrowing of specific words or phrases without quotation marks. In such cases, citations may be present, but they are inadequate. This problem most commonly occurs when students paraphrase sources by attempting to change a few words in a sentence or brief series of sentences. It can also occur when students rely too heavily on parents or friends for ideas or phrases which they mistakenly claim as their own. Students can avoid plagiarism by following some very simple advice. Always provide clear and accurate citations for the sources that inform your work. This is an admonition that goes to the heart of your academic responsibility. Remember that almost all quotations and statistics require citations. Specific facts and ideas borrowed from others, even if expressed in your own words, also require citations.

Summaries of an author’s argument require citations. It is true that matters of general knowledge do not usually require citations, but when in doubt, students should provide footnotes for them. It is also true that students who rely on parents, friends or others for specific contributions to their work should acknowledge this indebtedness in a citation. And finally, please understand that paraphrasing means to summarize in your own words. The surest way to avoid plagiarism when summarizing is to write with sources and notes closed. If you cannot explain what an author argued from memory, then you probably do not understand it well enough to paraphrase.

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**Procedure**

There are a number of possible resolutions to behaviors of concern and this document cannot enumerate every possible outcome, but is meant to give students an understanding of the college’s philosophy and aspirations. This document describes the procedures for the resolution of concerns about behavior and conduct that is inconsistent with our values and standards as an academic community.

**Discipline record and confidentiality**

All resolution proceedings, whether alternative or formal, are conducted in compliance with the requirements of FERPA and College policy. No information shall be released from such proceedings except as required or permitted by law (including FERPA) and College policy.
It is generally the policy of Dickinson College to obtain consent from a student before releasing information from a student’s education record, including the disciplinary proceedings of the College, to parents. However, where in the judgment of the College the release of such information to parents is appropriate and is not otherwise prohibited by FERPA or other applicable laws, the College reserves the right to release information without student consent. The College’s complete FERPA policy may be found in the Student Handbook.

**Formal Resolution**

Violations of the fundamental student responsibilities to the community and academic misconduct are not eligible for alternative resolution.

Students whose behavior is resolved through Formal Resolution are entitled to the following:

- The right to appropriate notice of concerns about specific behavior.
- The opportunity to respond to the concern.
- The opportunity to appeal the initial hearing outcome.
- The opportunity to be assisted by an advisor.

All academic violations will be reviewed by a hearing panel. The hearing panel consists of three members: a student, a faculty member and an Associate Provost who serves as chairperson. These individuals who serve as hearing officers or on hearing panels are chosen from a pool of eligible panel members. The various members of the pool are chosen as follows:

**Students** who are members of the pool from which hearing panel members are selected are nominated by students, interviewed by the Dean of Students office and then confirmed by Student Senate. The students are trained by the Dean of Students office and Academic Affairs to hear incidents involving academic violations of the College policy.

**Faculty** members who are members of the pool from which hearing panel members are selected are elected by the faculty. The faculty members are trained by the Dean of Students Office and Academic Affairs to hear incidents involving academic violations of the College policy.

The individuals from our community who may appear before a hearing panel are: the complaining party, the responding party, any individuals who are advisors¹ and any individuals who appears as witnesses.

The **complaining party** may be any member of the College community, including students, faculty, other employees or the College itself who believe that a student or student organization has violated the Community Standards. In some instances, the complaining party may be a community member.

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¹ The complaining party and the responding party may each be assisted by an advisor. This person may help prepare the party for the hearing and may accompany the party that he or she is assisting to the hearing. An advisor must be a current student, faculty member or staff member of Dickinson College. This person must not have a law degree and cannot speak on behalf of the responding party or complaining party. The Dean of Students Office maintains a list of experienced advisors.
The **responding party** is any student, group of students, or organization accused of a violation of the Community Standards.

As used in this policy, “**parties**” refers collectively to the complaining party and the responding party.

The Director of Student Conduct, or designee, determines whether a student and/or organization may have violated the Community Standards and/or College policy. A **notice letter** provides a student or organization with the policy or policies violation(s) that are alleged to have taken place. In addition, the letter also provides a student or organization with the date, time, and place of the hearing, as well as the name(s) of the person(s) hearing the case.

It is the responsibility of the panel to listen to and consider all relevant information presented at the hearing. Information supporting the violation(s) alleged may be offered in the form of documents or oral information from the complaining party and other individuals. The responding party shall be provided with an opportunity, and is encouraged, to respond to the allegations and present any information available to support his/her position regarding the alleged violation(s). Parties and other individuals who offer information at a hearing are expected to respond to questions presented by the other party and panel members.

Once all the information has been presented, everyone will be dismissed from the hearing room so that the panel or administrative hearing office may deliberate in private. The hearing panel or hearing officer will determine whether it is reasonable to conclude based upon the available information that the responding party is responsible for the violation alleged. If it is determined that a violation of the Community Standards has occurred for which the responding party is responsible, the panel or hearing officer will determine sanctions, taking into account any previous disciplinary action for which the responding party has been responsible. The result of the hearing and any sanction imposed are communicated to the responding party. Generally, this will occur within five (5) business days from the date of the hearing.

Students and/or organizations are expected to attend scheduled hearings. If a student or organization fails to attend a hearing for any reason other than an emergency, the hearing may be held in the absence of the student or organization. Students and/or organizations can request to have a hearing rescheduled. This must be communicated through the Director of Student Conduct and must be requested at least 48 hours (excluding weekends and holiday(s)) prior to the hearing.

If a hearing must be held at or after the end of the semester and/or a hearing panel cannot reasonably be convened, those cases will proceed to an administrative hearing. Hearings for academic conduct violations will be heard by an Associate or Assistant Provost.

Because the goals and objectives of the College's Community Standards and policies differ from those of the civil and criminal justice systems, in factual situations which have given rise to both violations of the Community Standards and policies as well as violations of any local, state or federal law, student conduct proceedings may move forward without regard to pending civil
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litigation, criminal arrest, and/or prosecution. Proceedings under the College's Community Standards and policies may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. On-campus adjudication does not preclude or limit a student's access to the state and federal justice systems.

Appeals Process

Decisions made by a hearing panel or hearing officer following a formal resolution can be appealed by either party within five (5) business days from the date of notification of the decision by the Dean of Students office. The appeal may be based only on the grounds that procedures set forth in the Community Standards were not followed, the sanctions imposed were excessively harsh or excessively lenient for the violation, and/or that new or relevant information, not available at the time of the hearing, has arisen. Appeals must be in writing and submitted to the Dean of Students Office. The appeal shall consist of a plain, concise and complete written statement on the grounds for the appeal. The Director of Student Conduct shall determine whether one or more bases for the statement of appeal have been met. If they have, an appeals panel shall be convened.

The appeals panel shall consider the merits of an appeal only on the basis of the information provided in the written request for appeal, the report of the hearing officer or panel, information obtained during individual meetings with the respondent, original hearing officer or panel, and victim, and, if necessary, the hearing audio recording. Any decision of the appeals panel shall be made by majority vote. The appeals panel must be persuaded to act by clear and convincing reasons. All appeal panel decisions are final, with the exception of cases of expulsion. In cases which involve academic conduct violations, the appeals panel is comprised of an Associate Provost, one student and one faculty member none of whom were involved in the original hearing. The appeals panel must be persuaded by clear and convincing evidence. The responding party will be notified of the appeal panel’s decision by letter within three business days, or as soon as reasonably possible after the decision is rendered.

In cases where expulsion is the sanction recommended by either the hearing panel or the appeal panel, the responding party may appeal the decision of the appeal panel to the President. The President, or his or her designee, shall conduct the final appeal. The appeal must be in writing, addressed to the President of the College and be delivered to the Dean of Students Office within five (5) business days from the date of notification of the decision by the appeals panel. The appeal may be based only on the grounds that procedures set forth in the Community Standards were not followed by the appeals board, the sanctions imposed by the appeals board were excessive for the violation, and/or new or relevant information, not available at the time of the hearing, has arisen.

If an appeal needs to be held at or after the end of the semester and/or an appeal panel cannot reasonably be convened, regardless of whether the hearing took place while classes were in session or not, the appeal shall be heard by the Dean of the College, or his or her designee, in cases of academic violations.

Outcomes
Hearing panels or administrative hearing officers, who find a student or organization responsible for a violation of the Community Standards or College policy, are authorized to issue sanctions, including, but not limited to, those cited below. Sanctions may be issued individually or a combination of sanctions may be imposed. The determination of sanctions is based upon the interest of the College community, the impact of the violation on the community, its members or its property, any previous conduct violations, and any mitigating or aggravating circumstances.

Academic honesty and integrity is a necessary foundation for scholarly work. Cheating in any form is unacceptable. Students found responsible for violations of the Academic Standards will receive an official reprimand and should expect to receive any combination of the following sanctions. The range of sanctions includes, but is not limited to:

A failing grade on the assignment in question.
The lowest score that can be earned for the assignment in question will be given and the student's final grade calculated based on the grading information stated in the course syllabus.

Required withdrawal from the course with a penalty grade of “F.”
Students immediately lose the privilege of attending the class. A letter grade of "F" will be recorded on the student's academic record and calculated into the semester and cumulative GPA as 0.00. A failed course may be retaken for credit. Both the original grade and the new grade are calculated in the average. All "F" grades continue to appear on the student's academic record regardless of course repetition.

Stayed Suspension.
A student that is placed on stayed suspension has been found responsible for conduct, the consequences of which fully warrant the imposition of the sanction of suspension. The College may use its discretion to withhold the immediate imposition of suspension and to allow individuals to continue participation in classes and residence life on campus. If a violation of any aspect of the Community Standards occurs during the period of time specified in the notice of stayed suspension, the stay on this suspension may be lifted and the suspension will become effective immediately, in addition to any other sanctions imposed for the new violation(s).

Suspension from the College.
A student suspended from the College may not participate in classes or other College activities and may not be on College property (except by appointment, arranged in advance with the Dean of the College or the Dean of Students or one of their designees) for the period of time specified in the notice of suspension. Suspension extending beyond the semester in which action is taken shall consist of units of full semesters, and/or summer sessions. In no case shall the suspension terminate prior to the end of a semester. Courses taken at another institution during this period of suspension will not be accepted for transfer at Dickinson. Conditions for resuming active status on campus following suspension may be imposed by the College.

An organization that is suspended shall be required to forfeit its ability to conduct group-sponsored activities, to participate in College-sponsored activities, and any College support for the organization will be withdrawn during the period of suspension.
Expulsion.
For the individual, permanent termination of student status, which includes the prohibition from any Dickinson College property, College sponsored or College affiliated events. A person expelled from the College is denied the rights and privileges of inclusion in the Dickinson College community both as a student and as an alumnus.

For the organization, permanent termination of the organization’s relationship and status with the College, which includes termination of access to facilities, funding, and/or assembling as an organization on College property, and College sponsored or affiliated events. An organization expelled from the College is denied the rights and privileges of inclusion in the Dickinson College community as a student organization in good standing.

Revocation and/or withholding of diploma.
If a student has graduated, or otherwise satisfied the requirements for earning a degree, from Dickinson College before violations of the Community Standards are discovered or before a determination of violations is complete, the College reserves the right to revoke the diploma and/or degree conferred, or to withhold the conferring of a degree or diploma otherwise earned for a specified period of time or indefinitely.

Note: In cases where a student is found responsible for academic misconduct, a range of sanctions from reprimand to revocation of diploma may be imposed. The typical sanction for intentional plagiarism is an F in the course and stayed suspension.

Student Record and Status

Alternative resolution is an administrative proceeding, and matters resolved through alternative resolution processes are not part of a student’s conduct files, subject to the exception noted below.

Affirmative findings of responsibility in matters resolved by formal resolution proceedings are part of a student’s conduct record. Once a student has been found responsible for violating the Community Standards by formal resolution proceedings, all records of matters addressed by administrative resolution shall be transferred to and become a part of a student’s conduct record. Such records shall be used in reviewing any further conduct, developing sanctions, and shall remain a part of a student’s conduct record for all purposes.

Generally suspension, expulsion, and withdrawal pending disciplinary action are noted on a student’s transcript. The conduct files of students who have been suspended or expelled from the College are maintained in the Dean of Students Office for no less than five years after their departure from Dickinson. In most cases, conduct files of students who have not been suspended or expelled are expunged upon their graduation. Further questions should be directed to the Director of Student Conduct in the Dean of Students Office.

Records of disciplinary action involving organizations (other than stayed suspension, suspension or expulsion) are expunged from the organization’s records after five (5) years.
Students who declare an interest in studying abroad through the Office of Global Education are subject to a conduct record check. Information that is released to the Office of Global Education includes, but is not limited to; violations that resulted in the suspension of the student, violations that resulted in a student being placed on stayed suspension or conduct probation, violations involving illicit drugs or drug paraphernalia, sexual harassment, sexual misconduct, acts of violence, and major damage to property. It is within the sole discretion of the College, through the Office of Global Education, to determine if a student who has violated College policy and/or the Community Standards is eligible to study abroad.

Related Information

History/Revision Information

Responsible Office/Division:

Effective Date:

Last Amended Date:

Next Review Date:

Also Found In: Community Standards