

Academic Honesty

Updated: January, 2009

As part of their scholarly development, students learn how to work cooperatively in a community of scholars and how to make fruitful use of the work of others without violating intellectual honesty. Students learn the parameters of collaboration and the proper forms of quoting, summarizing, and paraphrasing. Faculty advisors and other faculty members will provide additional information and instruction in this area.

A student is subject to disciplinary action if found in violation of the accepted norms of student accountability in his or her academic work. All work submitted to meet course requirements (homework assignments, papers, examinations, etc.) is expected to be the student's own work, designed and presented for one course only.

In the preparation of work submitted to meet course requirements, students should always take care to distinguish their own ideas from information derived from primary and secondary sources.

- The responsibility for learning the proper forms of citation lies with each individual student.
- All paraphrased material must be acknowledged.

Examples of Academic Dishonesty

- **Data Falsification:**
The fabrication of data or the alteration of data included in a report
- **Plagiarism:**
Taking another's statements, ideas, or information without full and proper acknowledgment and presenting them as one's own
- **Collusion:**
Assisting another student by allowing him to copy one's own work, the use of purchased essays or term papers, and unauthorized cooperation in assignment during an examination

Hellenic College insists upon the highest standards of academic integrity in all student work, both written and oral. A full discussion of the responsibilities of students and faculty on this matter can be found in the student handbook.

Disciplinary Action

The following steps will be taken in the event of plagiarism:

- The faculty member will present evidence of plagiarism to the student.
- The faculty member will inform the dean
- The faculty member will arrange a meeting with the student, the dean, and, if necessary, other involved parties if plagiarism is confirmed by the student or is indisputable on account of the evidence.
- The student will be placed on academic probation if the above meeting results in agreement that plagiarism has occurred.
- Hellenic College faculty members for courses in which the student is enrolled will be informed of the student's plagiarism.
- The dean and the faculty member who initiated the process of assessing the student's plagiarism will proceed with disciplinary measures that reflect the severity of the act.
 - Those measures may include, but are not limited to:
 - Failing the course where plagiarism occurred
 - Withdrawing from said course without reimbursement and/or
 - Redoing the assignment(s) for a lower grade.
 - The process will be repeated if said student commits a second offense of plagiarism.
 - The second academic probation will result in more severe consequences if plagiarism is confirmed.
 - Additional measures may be taken, such as those listed above
 - The student may also be expelled from the College

Student Appeal

The student may appeal the decisions of the dean and the faculty member by petitioning the Disciplinary Committee. In the event that the reporting faculty is also the dean, the process will be mediated by the chair of the DPP Committee.