

THE ACADEMIC HONOR CODE

To foster individual responsibility, Guilford College subscribes to the principles of an honor system and encourages a mature understanding and acceptance of the code.

Student Responsibility to the Honor Code

In addition to adherence to the honor code, students are expected to confront other students who have apparently violated the code and to report such violations. A failure to confront or report such violation may be considered a violation of honor code.

Violation of the Academic Honor Code

Academic honesty and integrity represent central elements of the liberal arts education at Guilford College. As scholars pursuing knowledge and truth, informed by the Quaker testimony on integrity, we seek a community where each member acts responsibly and honorably in all activities and at all times. Acts of dishonesty represent a serious offense at Guilford College. The academic honor code is violated when anyone claims credit, implicitly or explicitly, for work and ideas that are not her or his own. Violations of the academic honor code include, but are not limited to, the list below:

Plagiarism

Guilford defines plagiarism broadly as presenting the interpretations, wording, images, or original conceptions of others as one's own without appropriate acknowledgement. Individual faculty members determine what constitutes "appropriate acknowledgement" within the context of their courses, either by specifically stating requirements or by acknowledging the standard practice within a given discipline. The charge of plagiarism applies to any and all academic work whether done inside or outside of the classroom and whether submitted as a rough draft or a final product.

Unauthorized Collaboration

Students may not combine efforts on any and all academic work, done inside or outside the classroom, submitted to an instructor as a rough draft or a final product, unless specifically permitted by the instructor. Although instructors should clearly define the limits of collaboration allowed, the absence of any instructions indicates that collaboration is not permitted. When uncertain, the student should seek clarification from the instructor.

In cases of unauthorized collaboration, any student giving aid is as responsible as the recipient, unless the former is unaware that they have provided aid. A student who seeks unauthorized aid is responsible for participating in unauthorized collaboration whether the aid was given or received. The charge of unauthorized collaboration applies to any and all academic work whether done inside or outside of the classroom and whether submitted as a rough draft or a final product.

Unauthorized Use of Materials

It is the student's responsibility to ascertain what materials may be used in any and all academic work whether done inside or outside of the classroom and whether submitted as a rough draft or a final product. The submission for credit of the same written work in more than one course is not permitted without the prior permission of both instructors.

Falsification of Information

A student who knowingly and intentionally gives false information to an instructor of a course, on a matter directly related to that course (including assignments and assignment deadlines), has violated the

academic honor code and may also be subject to campus judicial charges. Examples of falsification of information include such things as inventing information for survey responses or making up the details of a lab report. There may be cases where a student could be subject to both an honor code and a student conduct "charge" for the same incident. However, determining a student's course grade should ordinarily not be determined by possible campus conduct violations.

Academic Honor Code Process

1. When a Guilford College faculty member, student, or staff member observes or learns of a violation of the honor code as defined in the Student Handbook, they shall report this observation or discovery to the instructor of the course in which the alleged violation has supposedly occurred.
2. The instructor shall, by College e-mail or otherwise, endeavor to contact the student who allegedly violated the honor code to ascertain whether the student admits or does not admit responsibility for an honor code violation. At any time during the initial meeting or discussion between the student and an instructor or administrator, the student may request that the meeting be suspended for up to one week so that they may invite another Guilford College student or employee to this meeting to serve as their advisor for any or all subsequent meetings. The instructor or administrator may invite a Guilford College employee to any or all meetings. If the instructor becomes aware of an alleged honor code violation after the last day of classes for that semester, after making an effort to reach the student by telephone or email, the instructor may proceed without conducting an initial meeting or discussion with the student, if the student fails to respond within two days before grades for the class and/or for that particular student are due.
3. If the instructor considers the alleged violation to be an academic honor code violation, the instructor must report and describe the incident in full to the Associate Dean for Academic Affairs, regardless of whether the student admits responsibility.
4. If the student admits responsibility for an academic honor code violation, the Associate Dean for Academic Affairs shall take the steps outlined in paragraph 6 below.
5. If the student does not admit responsibility for an academic honor code violation, the Associate Dean for Academic Affairs shall conduct an investigation to obtain the necessary information from the instructor, the student, and others to determine whether the student has committed an academic honor code violation. If the Associate Dean for Academic Affairs concludes that they have a conflict or should otherwise remove themselves from the matter, the Associate Dean for Academic Affairs shall transfer the matter to the Provost, who shall, in turn, appoint a hearing panel to proceed as described in paragraph 7(c) below. If the Associate Dean for Academic Affairs does transfer the matter to the Provost, or if the Associate Dean for Academic Affairs concludes after investigating that no violation occurred, they shall notify both the student and the instructor in writing by College e-mail or campus mail.
6. If the Associate Dean for Academic Affairs concludes that an Honor Code violation has occurred, either because the student has admitted to responsibility or because the Associate Dean for Academic Affairs has so concluded after investigation, the following steps apply:

- a. The Associate Dean for Academic Affairs shall check the student's record for any prior violations of the honor code.
 - b. If the student has no record of a previous honor code violation, the Associate Dean for Academic Affairs will consult with the instructor and ordinarily impose one of the three standard sanctions (see Standard Sanctions section below), or a more serious sanction if one is stipulated in the course syllabus.
 - c. If the student does have a record of one or more honor code violations, the Associate Dean for Academic Affairs must impose at least the standard sanction based on the number of prior violations (see Standard Sanctions section below).
 - d. In all cases, the Associate Dean for Academic Affairs enters an honor code violation in the student's academic record.
 - e. The Associate Dean for Academic Affairs reports this outcome in writing, by College e-mail or campus mail, to both the student and the instructor.
7. The student may appeal a decision by the Associate Dean for Academic Affairs that finds them to have committed an honor code violation. If the student chooses to appeal the decision, they have ten (10) business days from the delivery date of this decision to submit such an appeal, in writing, to the Provost. On the basis of the Associate Dean for Academic Affairs' written decision and the student's written appeal, the Provost will decide, in their sole discretion, whether the appeal has sufficient merit to proceed to a hearing panel. Typically, sufficient merit to proceed to a hearing panel would require new, relevant information obtained after the decision by the Associate Dean for Academic Affairs or some procedural error so substantial that it interfered with the student's right to a fair decision.
- a. If the Provost, in their sole discretion, does not conclude that the appeal has sufficient merit to proceed to a hearing, then the case is closed and the decision of the Associate Dean for Academic Affairs will remain in effect and will be followed.
 - b. If the Provost, in their sole discretion, concludes that the appeal has sufficient merit to proceed to a hearing, or if the Provost has assumed responsibility for the case due to the Associate Dean for Academic Affairs stepping aside under paragraph 5 above, then the Provost shall convene a hearing panel of three faculty (appointed pursuant to faculty governance procedure) and three students (appointed pursuant to student governance procedure). This panel shall investigate the case and collect evidence, including any statements, to determine whether the student is responsible for an academic honor code violation. Once it has made its determination, the panel shall report its conclusion to the Provost in writing. A copy of this report shall be available to the student and the instructor upon request.
 - c. The Provost shall make the final determination, after considering the Assistant Dean's report (if any), the transcript from and evidence presented in the panel's hearing, and the panel's final report. Because the decision of the Provost is final, no appeal may follow their decision.
 - d. If the Provost finds the student responsible for an academic honor code violation, the Provost shall affirm the decision of the Associate Dean for Academic Affairs or, in cases where the Associate Dean for Academic Affairs has stepped aside, shall impose a sanction under the procedure outlined in paragraph 6 above.
 - e. The Provost shall inform the student in writing of their decision, by College email or campus mail, and send a copy of this notice to the instructor, chair of the hearing panel, and Associate Dean for Academic Affairs, who will update the student's record to reflect this decision and sanction.
 - f. If the Provost finds the student not responsible, they will inform the student in writing and send a copy of this letter to the instructor, chair of the hearing panel, and the Associate Dean for Academic Affairs, who will update the student's record by deleting from it all references to this alleged violation.

Honor Code Caution

As an exception to the foregoing rules, certain instances of plagiarism may be addressed under their own procedures, as follows: Specifically, in a case of plagiarism where an instructor concludes:

1. that the violation was due to the student's genuine incomplete understanding of standard acknowledgment practice or of what constitutes plagiarism and
2. that the student has accepted an appropriate level of responsibility for the plagiarism based on the circumstances involved, the instructor may choose to report, but is not required to report, to the Associate Dean for Academic Affairs that an honor code caution is appropriate. Upon receiving such a report, the Associate Dean for Academic Affairs, in consultation with the instructor, shall conclude whether to issue an honor code caution.

The Associate Dean for Academic Affairs shall maintain an updated list of such cautions, including a description of the type of each incident. Entries in this list will not be considered part of a student's permanent academic record. However, if a student is alleged to have committed a violation of the honor code that is the same as or similar to a previously reported academic honor code caution, this subsequent offense will be treated as an academic honor code violation with no possibility of resulting in a caution. The Assistant Dean will determine whether an alleged violation will be considered the same as or similar to one that previously resulted in a caution. The Assistant Dean's determination will be final and may not be appealed.

In cases of plagiarism, the instructor should offer to work with the student to address the relevant honor code issues in an educational fashion, and will grade the student's work as the instructor considers appropriate and as is consistent with the course syllabus.

Instances of plagiarism that the instructor concludes are not the result of the student's genuine incomplete understanding of standard acknowledgment practice or of what constitutes plagiarism, or instances of plagiarism for which the student does not accept an appropriate level of responsibility based on the circumstances involved, shall be handled as all other alleged violations of the honor code, and the provisions of paragraphs 1-7 above shall be followed.

Standard Sanctions

- First offense: F or zero on the assignment
- Second offense: F in the course
- Third offense: F in the course and Suspension or Dismissal from Guilford College

Note: Instructors may direct specific, even if more severe, penalties for academic honor code violations in any particular course that they are teaching. Such penalties should be specified in the course syllabus or in some other written form of communication from the instructor to the students in that course.

Academic Regulations

Students are bound by all academic regulations as outlined in the Guilford College Catalog.

Guilford bases course credit hours on student effort outside, as well as inside, the classroom. As a result, the College considers student interaction with faculty, other students, community members, and organizations outside the classroom as vital to the learning experience. In addition to standard reading, research projects, and papers, Guilford faculty members who teach courses that yield four credit hours and meet the standard 2.5 hours per week in classroom time are expected to include in their courses active learning activities which may include, but are not limited to, the following:

- Conferences and workshops
- Experiential and serving learning incorporated into courses
- Fieldwork and field trips
- Foreign language conversation tables
- Group work or cooperative work
- Journaling
- Online discussion groups
- Related labs
- Required attendance at lectures, performances, and film showings
- Research projects that require substantial work outside of class
- Sketch groups in the visual arts

Academic Standing

Satisfactory Academic Progress

Satisfactory academic progress is based on meeting academic checkpoints based on minimum cumulative GPA requirements and credit hours completed. In order to progress each semester at Guilford College, students must meet the academic checkpoints

See "**Satisfactory Academic Progress**" section to view academic checkpoints

Unsatisfactory Academic Progress

Students who miss a checkpoint once are granted a support semester to complete the minimum requirements for that checkpoint to maintain satisfactory academic progress. If a student does not meet the minimum

requirements for the missed checkpoint twice, that student is ineligible to return for the subsequent semester. Students may elect to register for summer courses to improve their cumulative GPAs and to take additional credits. However, summer coursework does not impact a student's academic status.

See "**Unsatisfactory Academic Progress**" section under Academic Regulations

Attendance Policy

Individual faculty members and academic departments define individual requirements for their particular courses and publish these requirements in their syllabi. Failure to meet such requirements may result in lowered grades or an involuntary withdrawal from a course and, if the last day to withdraw with a W has passed, a failing grade.

The College also grants an associate academic dean the right, following a consultation with the faculty member of record, to withdraw a student administratively from any course in which he or she has reached the number of absences listed below. In no way should students interpret these limits as acceptable or automatically allowable. Instead, they represent the point at which College policy authorizes administrative withdrawal; a student with this number of absences will have missed 20 percent of a given course, and fairness to other students dictates the administrative withdrawal.

<u>Course Formats resulting in Withdrawal</u>	<u>Total absences</u>
3-WEEK SESSION (generally 16 meetings total) absences	3
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12- WEEK SESSION	
*one meeting per week absences	2
*two meetings per week absences	5
*three meetings per week absences	7
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SUMMER SCHOOL absences	4
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GRADUATE PROGRAM (one meeting per week, 15-weeks) absences	3

Students in a support semester are allowed no unexcused absences unless approved by an associate academic dean. If administrative withdrawal occurs by the published last day to withdraw with a W grade, the student is awarded a grade of W. When withdrawal occurs later, the student is awarded either a WP (withdrawn passing) or WF (withdrawn failing) grade. A WP has no effect on the cumulative grade-point average,

but a WF is calculated into the cumulative grade-point average as a zero. No tuition refunds will be granted for administrative withdrawals other than those allowable under published policies.

NOTE: Laboratory attendance is considered an essential part of science and language courses. Also, the success of classes using discussion techniques and seminars emphasizing student participation depends on regular attendance by the participants.

Registration Cancellation Policy. A student who has registered for one or more classes but has not attended any classes may request a complete registration cancellation through the last day to drop a course without a grade. A registration cancellation will delete the student's entire schedule and no tuition is owed. The College does not allow registration cancellations after the last day to drop a course without a grade; after this date dropping all classes is considered a withdrawal (see "Withdrawal from the College" below).

To request a registration cancellation, students should contact the Office of Academic and Student Affairs. CE students are not charged for registration cancellations completed before the first day of the official start of term; however, there is a \$250 late fee for registration cancellations received the first day of the official start of term or later.

Class Attendance and Extracurricular Activities

Guilford students are expected to attend all classes and meetings that are part of their course work. Those representing the College in departmentally or institutionally sponsored extracurricular activities, which cause them to miss classes, labs, or meetings should, with the approval of the professor, make up that work, including examinations. A student must arrange for make-up work with the professor prior to any absence they expect to have excused. In cases where make-up work is impossible because of the nature of the instructional experience, students must assume personal responsibility for choosing between their academic obligation and the extracurricular activity. At no time will students be excused from curricular responsibilities such as classes, labs, field trips or meetings to participate in extracurricular practices, rehearsals, or meetings, but must arrange with coaches and/or sponsors to make up missed extracurricular work.

Travel Plans

It is expected that students will make travel plans that do not conflict with scheduled tests, exams, classes, labs or assignments. Faculty have been requested not to adjust course requirements to suit individual travel arrangements.

Personal or Medical Emergency

Students who experience a personal or medical emergency should notify the Office of Academic and Student Affairs who will alert the instructors of the absence. Students are responsible for all missed work and the notification does not constitute an excused absence.

Intercollegiate Athletic Contests

To facilitate the scheduling of intercollegiate athletic competitions, an effort is made to make the calendar for the academic year a stable one that is announced as far in advance as possible. When given satisfactory notice by student athletes, faculty are encouraged to work with students to assure that they are given every opportunity to make up any class assignments or exams. It is the responsibility of the student to notify their instructors of any conflicts created by athletic participation and to request alternative testing times and alternative due dates for any missed assignments. Faculty must have a proper course schedule available to students in order to facilitate proper communication.

If a Student Never Attends a Course

Full Term Courses

If, by the deadline for reporting interim grades, a student has yet to attend one class, the instructor will award a (final) grade of WN (withdrawn, never attended). This grade will not affect the student's grade point average but, because it represents a withdrawal from the course, may adversely affect the student's subsequent financial aid eligibility. No tuition refunds will be granted for such administrative withdrawals other than those allowable under policies published in the Guilford College Catalog.

Half Semester and Summer Courses

If, by the deadline for reporting final grades for this course, a student has never attended a class, the instructor will award this student a final grade of WN (withdrawn, never attended). This grade will not affect the student's grade point average but, because it represents a withdrawal from the course, may adversely affect the student's subsequent financial aid eligibility. No tuition refunds will be granted for such administrative withdrawals other than those allowable under policies published in the College Catalog.

Registration Cancellation Policy

A student may request to have her/his complete semester course registration canceled up until 30 calendar days after the last day of final exams for that semester if and only if there is no evidence that the student engaged in any academic related activity during the semester such as:

- Attending a class;
- Meeting with an academic advisor;
- Using College resources (e.g., computer account, library, athletic facility);
- Paying parking fines;
- Dining in the cafeteria;
- Consulting a Learning Commons tutor;

Once classes have started for a particular term, students should contact the Office of Academic and Student Affairs to cancel their registration.

Grade Replacement Policy

A student may repeat a course for grade replacement. When a course is repeated, it counts only once for credit toward the degree. Each grade appears on the academic transcript, but only the most recent grade will be considered in the calculation of the cumulative grade point average. The following restrictions apply to grade replacement:

- The original and repeated course must be taken at Guilford College or on Guilford faculty-led study abroad programs and the repeated course must have the same number and title as the course originally taken.
- Courses in which a violation of the Academic Honor Code has taken place may not be repeated for grade replacement.
- The following courses may not be repeated for grade replacement:
 - Courses initially taken or repeated at consortium institutions during fall or spring semesters.
 - Courses taken after the degree has been granted.
 - Courses with the same number and title that may be repeated for credit, such as practicum and physical education courses.

- Students and advisors should be aware of the potential effects on financial aid and veteran's benefits of repeating courses.

Grade Appeal Procedure

Grade appeals may not be made simply because a student wants a better grade or because of a disagreement over a subjective evaluation of submitted work. In addition, once posted, grades may not be lowered. Grounds for grade appeals are:

- Clerical error by the instructor (e.g., misplacing an assignment that had been submitted properly by the student, mistyping a grade in a spreadsheet, or "clicking" on the wrong grade in BannerWeb); and
- Computational error by the instructor (e.g., combining individual grades incorrectly); and
- Deviation from the grading scheme provided in the syllabus so significant as to affect a student's grade (e.g., assigning a different weight to an assignment than stated in the syllabus so as to change the final grade).

The following procedures are followed by the Office of Academic and Student Affairs in cases of student appeals of final course grades.

Step 1

In all cases, the appeal of a final grade must first be made to the instructor within 10 business days¹ after the official due date for final grades at the close of any given grading period. In the event that the instructor is unavailable, the student must contact the department chair or Associate Dean for Academic Affairs within the 10 business day period. Either the student or the professor may contact the Conflict Resolution Resource Center to request assistance in their communication, or each may invite one individual from within the Guilford Community to attend the discussion. If the student and/or the professor is uncomfortable with meeting face-to-face, even with the assistance of others, it is possible to have this discussion in writing.

Note: Because transcripts are sealed and may not be changed for any reason after a student graduates, graduating seniors have only until 5pm two days before the graduation date to appeal final regular, intensive, half semester, and Saturday course grades and have them corrected.

Step 2

If the student remains unsatisfied, they must then discuss the situation with the chairperson of the academic department involved, unless the faculty member is the chairperson. The student shall bring all relevant materials and information to this meeting including: papers, tests, syllabi, etc. The student must contact the department chair within five (5) business days of having finished discussing the matter with the faculty member.

Step 3

If still unresolved, the case may be appealed to the Office of Academic Affairs, where the Associate Dean for Academic Affairs will continue to try to achieve an appropriate resolution. The student must contact the Associate Dean of Academic Affairs within five (5) business days of having discussed the matter with the department chair and present to the Associate Dean of Academic Affairs a complete, written account of the facts and an argument that explains the justification for a grade change.

Step 4

If the student wishes to appeal the decision made by the Associate Dean of Academic Affairs, they must submit this appeal in writing to the

Provost within five (5) business days of the date of the Associate Dean of Academic Affairs' decision. This appeal must include a discussion of the grounds upon which the Associate Dean of Academic Affairs' decision should be reviewed; such grounds could include the discovery of additional information or a procedural irregularity so substantial as to have compromised the student's right to a fair hearing. The Provost will review the matter and make a determination whether or not the appeal warrants calling together a special hearing board. If the Provost decides there are no grounds on which to proceed further with the appeal, the decision of the Associate Dean of Academic Affairs will be considered final. If the Provost decides otherwise, a special hearing board will be constituted.

Step 5

At the discretion of the Provost, a special hearing board will be instituted, composed of Guilford faculty and professional staff. The student and the instructor will each be asked to submit a list of requested faculty the Provost might appoint to such a committee. Utilizing each list, the Provost will appoint a group, drawing one individual from the student list, one from that of the faculty member, and nominating a third. Both the student and the faculty member will have the opportunity to reject up to three proposed members of the projected hearing board, until a group of three individuals satisfactory to the Provost, the faculty member, and the student have been chosen and have agreed to serve.

Step 6

The hearing board may meet with the student, the faculty member, and anyone else appropriate and examine all relevant documentation. It will then make a final recommendation to the Provost.

Step 7

After receiving the recommendation of the hearing board, the Provost will make the final decision regarding the student's grade.

Hege Library Code of Conduct

To ensure the integrity of Hege Library and to support an atmosphere conducive to academic exploration and meaningful reflection, we ask that the following guidelines be observed:

- All library materials including technology must be properly checked out before being removed from the building, and returned by their due date and in the same condition in which they were borrowed.
- Overdue, lost, or damaged materials will incur fines. It is the patron's responsibility to note the Library's operating hours and the due date and time for materials on their account.
- Any library use only materials which are taken out of the building are considered stolen property and will be reported to Public Safety.
- Community members are expected to present their Quaker Card for materials and technology checkout, and building access during designated hours. Per the College policy, they should also be prepared to present their card upon request of a College official.
- Theft or mutilation of resources, equipment, and furnishings is subject to sanction.
- All members of the College community are expected to observe the Hege Library's support of a smoke-free environment. Smoking (including e-cigarettes and vaping) is prohibited.
- Food and drinks are permitted in the library, **except in the Friends Historical Collection**. In order to preserve a clean and pleasant learning environment, those who use the Library are

expected to be reasonable and responsible in their consumption of food and beverages in the building.

- Collaborative work is encouraged within the Library. Please also be observant of areas designated for quiet and reflective study and thought. To minimize distraction, cell phones and other devices should be set to silent at all times. Out of respect for other members of the community, phone conversations should be conducted in the stairwells or on the outside patio.
- Only certified assistance or guide animals are allowed in the building. Exceptions are made only in the case of Library-sponsored special events.
- Children under the age of 14 must be under the direct supervision of a parent or responsible adult at all times and may not be left unattended.
- All members of the community are expected to note and follow the library's hours of operation and exit the building 15 minutes before closing. Patrons are not permitted in the building outside of regular hours of operation.
- Behavior that interferes with the meaningful and purposeful use of the Library is not permitted. This includes disruptive noise, confrontational or threatening behavior, theft, vandalism, inappropriate sexual behavior, and harassment of any kind. Conduct of this kind should be reported immediately to one of the Library service desks, for Public Safety response. Individuals who engage in inappropriate acts such as those noted will be subject to sanction, including possible expulsion from the Library and/or judicial charges.
- Bicycles, skateboards, hover boards, scooters and skates are not permitted inside the building.
- All members of the community are responsible for following the College's Network Acceptable Use Policy.
- It is everyone's responsibility to respond to all fire and emergency alarms by immediately exiting the building via the nearest emergency exit.