



## **Faculty Manual**

### **Section III**

# **Teaching Regulations and Procedures**

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**Union College**  
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Schenectady, NY 12308

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## **I. COURSE AND CLASSROOM POLICIES**

The general responsibility for classes resides with the instructor, limited only by the academic regulations of the College and the policy of the department. These regulations represent the conditions under which instruction occurs at Union. When questions arise, a faculty member should first consult the department head.

### **A. Classroom Assignments**

All initial classroom assignments are made by the Office of the Registrar. After the second week of the term, requests for changes in classroom assignments should be directed to the Central Scheduling Office. Requests for the use of extra rooms for tests or lectures should be made to the appropriate office. Rooms for special meetings, evening groups, etc., must be cleared through the Central Scheduling office. This is not only to avoid conflicts in assignments but to see that adequate security coverage is made available at the close of meetings. Groups should check doors and windows before leaving a room.

### **B. Class Rosters**

The Registrar's Office maintains the official class rosters online. Faculty members should review their rosters at the beginning of each term for any discrepancies and bring them to the attention of the Registrar as soon as possible. As long as a student's name appears on the online class roster the student should be considered a member of the class and reports made accordingly.

### **C. Change of Course or Section**

Students are not permitted to switch from one course or section to another without specific authorization from the Registrar. The general regulations concerning dropping and adding of courses, changing majors, and withdrawal from College or individual courses appear in the online Academic Catalog <https://catalog.union.edu>. Students are able to add a course through the end of the first week of the term without faculty permission. After that, they must secure written permission from the instructor for any course added after the first week.

### **D. Attendance**

Each instructor shall announce at the beginning of the term the expectation with respect to class attendance. In general, the College expects students to attend classes regularly. Moreover, each instructor may make explicit requirements concerning attendance in the course, for the College realizes that methods of instruction vary and classroom participation may have greater prominence in one course than in another. Within this regulation, each faculty member is expected to keep a record of a student's attendance in classes and laboratories. This record is particularly significant for students in academic difficulty.

Whenever a student is absent for more than a week without explanation, the faculty member should report the student's name and the dates of absence to the Dean of Students and also file an "Academic Alert" via Webadvising. Not infrequently a student may leave college for a time and this information becomes important, especially in the event of accident, injury, or serious emotional stress.

Students who wish to be excused from attendance at class are expected to tell the faculty member in advance or, when that is not possible, immediately afterwards.

The faculty member is not only expected to act promptly to discourage indiscriminate class absences, but also has the privilege of failing a student for excessive cutting. Good practice expects that the instructor will first warn the student; if the habit continues, the instructor should notify the student in writing and address a brief request to the Registrar that a grade of "F" be entered for that student. A copy should go to the Dean of Studies.

In the event that a faculty member plans a field trip off-campus he or she should notify the department head and the Dean of Studies as far in advance as possible and check with all the students in the course to determine whether this absence will work an undue hardship on their participation in other classes scheduled during the field trip.

Faculty members are expected to meet their classes as scheduled. If there are occasions of illness or other necessary absence from the campus, the faculty member should notify and consult with the head of his or her department. If the absence is for more than three days, the Dean should also be informed. The College hopes that other faculty may be available to substitute if the absence is for more than one class.

A class can be canceled only for a legitimate reason. Any class that a faculty member cancels must be made up. Each faculty member is expected to maintain a minimum of three regularly scheduled and posted office hours per week. It is acceptable to state availability as "to be arranged" only for hours above and beyond the minimum of three hours per week. Any faculty member who finds it necessary to be out of town for more than two consecutive days is expected to notify in advance his or her department chair.

## **E. Student Trips**

Arrangements for all student trips undertaken by any department involving absence from a course in another department should include prior notice to the Dean of Studies.

## **II. EXAMINATIONS AND ASSIGNMENTS**

### **A. Examinations**

Faculty members are free to give whatever types of examinations, essays, reports, and laboratory assignments they deem appropriate. Although no regulation requires notifying students in advance of hour tests, it is general practice to announce to students at the beginning of the term an approximate schedule of such tests. An hour test counts as a class. No hour tests may be given during the week preceding the final examinations except for laboratory tests. A student absent from an hour test receives an "F" unless the instructor excuses the student. The faculty member should check directly with the Health Services in case of a student illness or with the Dean of Students if the student is absent because of an official College function. The College asks that instructors arrange directly an approximate make-up test for students who have legitimate excused absences. In deference to their colleagues and in fairness to students, faculty should schedule mid-course exams for regular recitation periods and conclude the exercise within the period of the class.

Final examinations are scheduled by the Registrar's Office and will, whenever possible, avoid student conflicts. For this reason, it is generally difficult to change the time of an examination. Any changes to which the Registrar cannot readily agree must have the approval of the Dean of Studies. Most final examinations are conducted in regular classrooms. Multiple section courses may be combined in one or more large rooms, however, if the instructors do not object and conflicts are not created.

Members of the faculty are free to use a variety of formats for their final examinations (including, for example, "open-book" and "take-home" tests). The format to be used, and the ground rules governing it, should be carefully explained to students well in advance of the examination itself. Examinations may be proctored or not, in accordance with Section III-L, the Academic Honor Code, "Faculty Responsibility." If a faculty member chooses to find a substitute to be present during an exam, such a substitute must be another faculty member or a substitute approved by the faculty member's department chair.

If a traditional type of examination is given, the following procedures should be observed:

- The examination should be given at the time and in the place indicated on the Registrar's published examination schedule.
- Reasonable steps should be taken to assure an atmosphere conducive to maximum performance by all students and to foster adherence to the Academic Honor Code (Section III-L).

College regulations require that all assigned work be completed by the deadline set by the instructor, but no later than the end of the examination period. A grade of "Incomplete" may be given only if difficult circumstances clearly beyond the control of the student warrant this procedure. The submission of a grade of "I"

must be accompanied by a form signed by both the instructor and the student (whenever possible) acknowledging the requirement that the work be completed within two weeks of the end of examination period. Any extensions beyond that date must be approved by the Dean of Studies.

## **B. Proficiency Exams**

See catalog for details.

The instructor involved is remunerated as follows:

- For preparing, administering and grading a proficiency exam:  
Honorarium = \$175.00.
- For administering and grading a previously used exam for a second student, or if two are taking the same exam together:  
Honorarium = \$25.00.

When the instructor submits the grade to the Registrar's Office, he or she will be asked to request payment by means of a form prepared by the Registrar.

## **C. Grades**

Information concerning the grading system is in the online Academic Catalog.

At the outset of the fifth week of each term, faculty members are expected to report any mid-term grades of "D" or "F" to the Registrar for first year students. . This is done online via the Grading link on Webadvising. Academic advisors are automatically informed about any first year advisees doing poor or failing work. The low grades are reported to the Dean of First-Year Students, who consults as needed with advisors and students.

Grades are assessments, as fair and objective as possible, of the student's work at the end of the term. Fairness demands that all students be held to the same reasonable deadlines, within the term. All instructors are expected to make fair and careful appraisals of each student's work at the end of the term, and to submit grades online to the Registrar no later than the due date specified by the Registrar following the final exam period.

"C-", "D" or "F" grades require special comments, which are used by the Sub-Council on the Standing of Students when necessary. These comments are submitted online along with the grades. Only through faculty cooperation in the prompt filing of grades can the academic standing of the next term and a timely meeting of the Sub-Council on the Standing of Students be held. For students completing requirements for

graduation, any grade of "F" (Failed) or "I" Incomplete must reach the Office of Registrar by 9:00 a.m. on the Thursday preceding Commencement.

Faculty members should consult the Academic Catalog for information on withdrawals. Only the Dean of Studies can authorize a late term withdrawal.

#### **D. End of Term Grade Changes**

Grades, once submitted, come within the protective domain of the College. Grade changes can only be made upon petition to and with the approval of the Sub-Council on the Standing of Students, the body authorized by the Academic Affairs Council to hear such requests.

Should a member of the faculty wish to change a grade for substantive reasons (other than clerical error), it is necessary to make a request to the Sub-Council on Standing of Students, which may be sent to the Dean of Studies. The Sub-Council will not accept a request without a full explanation supported with detail. Faculty may not allow a student to submit late or additional work in order to improve his or her grade, unless an official grade of Incomplete has been assigned. In those instances in which the request to change a grade is based on a clerical or computational error, the Registrar may act for the Sub-Council.

The Sub-Council will grant a grade change appeal by a student only under extraordinary circumstances, namely when it can be demonstrated that the grade was inequitably awarded.

This is limited to one or more of the following:

- the assignment of a grade on some basis other than performance in the course.
- the assignment of a grade by applying more exacting and demanding standards than were used for other students in the course.
- the assignment of a grade involving a gross violation of the professor's own announced grading standards for the course.

A student wishing to appeal a grade in a course should do so no later than the end of the second week of the subsequent term. The student should confer with the faculty member who assigned the grade (if this faculty member is not available, and then they should meet directly with the department chair – see #2 below). The student should inform the instructor of his or her concerns and seek to fully understand the grounds and procedures that the instructor used in determining the grade. The aim of this conference is to try to reach a mutual understanding about the grade and the process by which it was assigned.

1. If upon meeting with the faculty member, as outlined above, the matter is not resolved within two weeks, the student may make a formal written complaint to the department chair, with a copy of this complaint being sent to the Dean of Studies. The chair will review the relevant course material, discuss

the complaint with the student and, as appropriate, consult with the faculty member. Chairs can consult with the Dean of Studies regarding any questions they may have.

2. If the issue is not yet resolved within a second two-week period, the matter may be forwarded to the Dean of Studies, who will consult with the faculty member and/or department chair and after considering the relevant information, the Dean of Studies may deny the appeal. This decision is final. If upon review, the Dean finds sufficient grounds of an inequitable awarding of the grade to warrant an official hearing, the Dean may consult the Sub-Council on the Standing of Students.
3. If the Dean decides to consult the Sub-Council on the Standing of Students, the Sub-Council will consider the student's letter of appeal, and any other relevant materials provided by the Dean of Studies, and make a determination regarding the appeal. The decision of the Sub-Council on the Standing of Students is final.
4. In no case will the Sub-Council on Standing of Students substitute its judgment on the merits of a student's work for the bona fide judgment of a faculty member.

### **III. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

*This section is currently under review. For more information about accommodations, please contact the Office of Accommodative Services at 518-388-8785 or on the [Accommodate Services website](#).*

It is the policy of Union College to make reasonable accommodations for qualified individuals with disabilities in order to facilitate their learning. Students submit documentation and request accommodations through the Director of Student Support Services in the Dean of Students Office.

The procedure for doing so is outlined in the Student Handbook. Letters are drafted and sealed in an envelope to the faculty. Students are asked to hand-deliver the letter to faculty within the first two weeks of the term. Faculty and student discuss and plan how accommodations will be administered. Faculty members have certain responsibilities and rights when dealing with students requesting accommodations.

1. **Shared Responsibility:** As an employee of Union College who has compliance obligations under federal laws, it is the responsibility of the faculty to assume a shared responsibility in providing reasonable accommodations for students with disabilities.

Whether or not the faculty member disagrees with the law is immaterial. The university is responsible for implementation and, as an employee, faculty are required to adhere to policies and procedures. The responsibility of meeting the academic needs of individuals with disabilities through reasonable accommodations has been assigned to the Director of Student Support Services.

2. **Referral:** Faculty are encouraged to refer students who advise them that they are disabled to the Disability Services Office. Many faculty find it useful to put a statement on their syllabus encouraging students to seek support from the Disability Services Office if they have a disability and believe they may need accommodations in the class.
3. **Disability Certification Request:** Faculty members should refrain from providing academic adjustments to a student who claims to have a disability, unless there is a letter from the Disability Services Office. Determining whether a condition rises to the level of being a disability is sometimes a complicated question and the Disability Services Office has been charged with this responsibility. Also, Union College strives for consistency in the nature of how accommodation decisions are made. Faculty are encouraged to make additional recommendations for adjustments, if they believe the student will benefit, in consultation with the Disability Services Office and the Dean of Studies.
4. **Syllabus Statement:** It is suggested that each course syllabus should contain the following Reasonable Accommodation statement, or its equivalent.

If you have a specific disability that qualifies you for academic accommodations, please provide a letter from Disability Services within the first two weeks of the term and then we can meet to discuss any necessary special arrangements.

5. Confidentiality Caution: Students with disabilities are protected under FERPA and the civil rights laws. At no time should the faculty make any statements or implications that the student is any different from the general student population.

Examples:

- Do not ask the student to come to the classroom and then leave with the test in hand.
- Do not place the student in the hall or any other obvious place to take an exam because you want to be close to them in case they have a question.
- Do not ask the student for documentation other than the letter from Disability Services.
- Do not discuss the student's needs or accommodations other than in a private place.
- Do not make comparisons between different students and their different needs.
- Do not use a grading standard that is different from the rest of the class.
- Do not give students with disabilities an advantage over the rest of the class; the idea of the law is to give equal access or equal opportunity through the recommended accommodations.

Faculty have the following rights with regard to accommodation requests:

1. Taped Lectures: It is the faculty member's right to request a written agreement before allowing a student to tape record class.
2. Classroom Behavior: All students must adhere to the college code of conduct regardless of whether they have a disability. Infractions of this code should be directed to the Dean of Students.

Note: The majority of the above wording regarding responsibilities and rights is taken from LRP Publications 2000 with suitable alterations to fit the existing policies of Union College.

3. Challenge Accommodations: Accommodation requests are based on documentation on file in Disability Services. Due to confidentiality, the nature of the disability may not be disclosed to the faculty unless there is a specific need to know. When beneficial to the faculty/student academic relationship, students are encouraged to self-disclose.

A faculty member has the right to challenge an accommodation request if he or she believes the student is not qualified, if the accommodation would result in a fundamental alteration of the program, if the institution is being asked to address a personal need, or if the accommodation would

impose an undue financial or administrative burden. The faculty member should discuss the matter in consultation with the Director of Student Support Services and the Dean of Studies.

4. Appeals Protocol: If a dispute arises as to whether reasonable accommodations consistent with the recommendations of the Director of Student Support Services are being provided in a course, the student may appeal by contacting the Chair of the Department in which the course is being offered and the Dean of Studies. The Department Chair must determine whether the requested accommodation represents a fundamental alteration of the academic goals of the course. If the Chair is unable to make a determination or upholds the faculty member's decision not to provide the accommodation and the student wishes to appeal further, then the matter goes to the Dean of Studies. The Dean of Studies may consult with the Director of Student Support Services, the faculty member or anyone else appropriate in reviewing the appeal. The Dean's decision will be communicated to the student. There will be no further appeal.

If the dispute concerns a college-wide academic requirement, then the student may appeal to the Dean of Studies, who will consult with appropriate faculty, administrators or committees in reviewing the appeal. The Dean's decision will be communicated to the student. Within 10 days of being notified of the Dean's decision, the student may appeal to the Vice President for Academic Affairs. The Vice President may consult with the Dean and/or anyone else in reviewing the appeal. The Vice President's decision will be communicated to the student. There will be no further appeal.

#### **IV. ACADEMIC HONOR CODE**

(Effective September 1, 2012, updated for September 1, 2016)

##### **Preamble**

Union College recognizes the need to create an environment of mutual trust as part of its educational mission. Trust among students ensures that no student has an unfair advantage over another; trust between faculty and students ensures that the effort both parties put into preparation and evaluation of assigned work is not wasted, but can truly advance understanding and learning for students. Creation of this environment of trust is the responsibility of the entire academic community: faculty, staff and students. It requires that students submit work that is prepared in accordance with the course instructor's requirements and that faculty foster an environment of academic honesty. Toward this end, professors will uphold the high ethical standards of their discipline, provide to their students clear guidance on the policy and practice of academic integrity, and fairly evaluate students' work. To help establish mutual assurance of intellectual honesty, Union College expects students to sign the Honor Code Affirmation. Matriculation at the College is taken to signify implicit agreement with the Code.

##### **Academic Integrity**

Responsible participation in an academic community requires respect not only for oneself, but also for the thoughts and work of others, whether expressed in the present or in some distant time and place. If you owe an intellectual debt, the principles of academic honesty and integrity require that you acknowledge it. Academic dishonesty is a rejection of the very purposes and ideals for which the College stands: personal integrity, independence of thought, critical understanding, and responsibility for one's own work.

##### **Academic dishonesty can take many forms, including, but not limited to:**

- **Plagiarism**

One author describes plagiarism as “the false assumption of authorship: the wrongful act of taking the product of another's mind, and presenting it as one's own” (Alexander Lindey, *Plagiarism and Originality*. New York: Harper, 1952: 2). Plagiarism involves two elements: (1) taking something produced or created by someone else; (2) failing to give proper indication that you have done this. Examples include: using text or ideas without citation; citing a source, but adapting the source's text without using quotation marks; using a secondary source, including its citations of primary sources, without citing the secondary source. Further information and additional examples may be found in the Union College *Statement on Plagiarism*, available at [honorcode.union.edu](http://honorcode.union.edu).

- **Cheating**

Cheating is the improper use of study aids (notes, study guides, and other outside information) in examinations or on other graded materials, or the taking of information from a source not specifically authorized. Collaboration, whether acknowledged or not, on work that is supposed to be one's own is also considered cheating. The amount of permissible collaboration will vary from class to class; students should consult with their instructors to find out how much collaboration is permitted. Students should indicate on any assignment who contributed to the work submitted, and how (e.g., in a footnote, "I am grateful to Chris Smith for extensive comments on this paper" or "Figure 2 produced in collaboration with Chris Smith").

- **Falsification of data or evidence**

Falsification of data or evidence is altering or fabricating any information, data, or citation that may mislead those reading an assignment.

- **Dual Submission: Submitting work you have done for another class as though it were new**

An assignment submitted for a particular course is assumed to be done solely for that course. Submitting the same or similar document previously completed for another course without the instructor's approval is considered to be misconduct.

- **Collusion: Helping someone else commit an act of academic dishonesty**

Collusion is assisting or attempting to assist another in the act of academic dishonesty. E.g., knowingly allowing someone to copy from one's paper during an examination or test; providing access to a lab report or a homework assignment without the permission of the instructor. If a student provides access to his or her work to another student, both the student who provides access and the student who receives access have a responsibility to notify the instructor.

### **Student Responsibility**

By joining the Union College community, every student agrees to understand and abide by the Honor Code and Affirmation that is hereby set forth. It is the responsibility of the student to ensure that submitted work is his or her own and does not involve any form of academic misconduct. Students need to exercise common sense in making decisions regarding their academic conduct in and outside of the classroom. All students are expected and encouraged to ask their course instructor for any clarification regarding, but not limited to, collaboration, citations, and plagiarism.

### **Faculty Responsibility**

At the beginning of each trimester, faculty members are requested to include in their syllabus the College's code regarding academic conduct, or at least a reference to it.

Every member of the faculty is responsible for explaining how the academic integrity code applies to his or her specific course. This includes examinations (which may be proctored or not), the degree to which students may collaborate in work submitted for a grade, and the expectations with respect to the use of outside sources in submitted work. Faculty members do not have authority to determine specific penalties for Honor Code violations: the determination of sanctions in specific cases is the purview of the Honor Council. Should a faculty member include specific sanction language in a syllabus or elsewhere, the Honor Council will disregard the specific sanction language.

### **Additional Questions**

Additional questions concerning the Academic Honor Code may be addressed to the Chair of the Honor Council.

### **The Honor Code Affirmation**

As a student at Union College, I am part of a community that values intellectual effort, curiosity and discovery. I understand that in order to truly claim my educational and academic achievements, I am obligated to act with academic integrity. Therefore, I affirm that I will carry out my academic endeavors with full academic honesty, and I rely on my fellow students to do the same.

### **Honor Council Procedural Guidelines**

These guidelines are designed to provide participants in Honor Council proceedings with a guide to the rights enjoyed by participants and to what they may expect as normal procedure. Please note that the Honor Council is not a court of law and an Honor Council hearing is not a trial. These procedures constitute a guide to expected behavior, but the council and its officers are free to act flexibly in ways consistent with fairness, and minor variations should not be considered violations of procedure. The Family Educational Rights and Privacy Act (FERPA) confidentiality safeguards apply to all Honor Council procedures.

### **Composition of Honor Council**

The Honor Council shall normally consist of at least 14 students, the Dean of Studies and 5 faculty members. New members of the Council will be selected and seated in the Spring Term of every year. Students serving on the Honor Council must be in good standing. The Dean of Studies may designate another academic

administrator to participate in Honor Code proceedings; in the following procedural guidelines, "Dean of Studies" will refer to either the Dean of Studies or his or her designee.

Honor Council positions will include a student Chair and four student Vice-Chairs (one of whom will serve if the Chair is not present). Student representatives to the Honor Council will be nominated through the Committee on Committees. The application will include an essay explaining the relevance of the applicant's experience and why the applicant seeks a position on the Honor Council. As part of the application process, the President of Student Forum and the Chair of the Honor Council shall interview all candidates and make recommendations to the Committee on Committees, which shall decide which students to appoint to the Honor Council. The positions of Chair and Vice Chair are reserved for students who have had prior experience on an honor council. Students will serve one year terms with a possibility of renewal.

Faculty representatives to the Council will be elected following current faculty governance procedures for other elected positions. Faculty members will serve three-year terms. Among the faculty representatives, one will be from each division and one will be at-large.

#### Reporting of Violations/Screening Process

Any suspected violations of the Honor Code must be reported to the Honor Council and no other party; accusers must submit evidence in support of the allegation. Suspected violations of the Honor Code cannot be resolved outside of the Honor Council process. Alleged violations of the Honor Code will normally be reported to the student Chair of the Honor Council in writing through the secure mailbox in the Dean of Studies Office. Alternatively the accuser may report the violation to the Dean of Studies. The Chair and the Dean of Studies will review the allegation and its accompanying evidence. If both the Chair and the Dean of Studies agree that the evidence warrants a preliminary discussion, they may arrange a meeting with the accuser and/or the accused, or other parties. If both the Chair of the Honor Council and the Dean of Studies agree that the evidence does not indicate that a violation has occurred, the case will be dismissed. This decision is final. When a case is dismissed at this stage, the accused student will not be notified that an allegation of academic dishonesty was made against him or her and no official records will be kept.

If either the Chair of the Honor Council or the Dean of Studies believes that the evidence warrants a hearing to determine whether a violation of the Honor Code did occur, the case will be referred to the Honor Council. The Chair will then notify the accused student in writing, in the form of a "charge letter", through the Dean of Studies Office. This notice will also inform the accused student that he/she may request a Chair-Dean Review of the case instead of an Honor Council hearing, if applicable.

#### Chair-Dean Review

The Chair-Dean Review provides an alternative resolution option to an Honor Council Hearing and involves a meeting with the Chair, Dean, instructor, and student. The Chair-Dean Review guidelines below set forth various conditions, including a requirement that the student must request the Chair-Dean Review. The Chair or Dean may determine that, based upon the charges, due to the egregious nature of the alleged

violation a Chair-Dean Review is not appropriate (e.g., a violation, if found, may result in suspension or expulsion).

The accused student may request a Chair-Dean Review of the case upon receiving the evidence submitted by the instructor in support of the allegation under the following four conditions:

- the accused student admits a violation of the Honor Code as identified in the charge letter and the facts are not contested, and
- the accused student waives the right to an Honor Council hearing, and
- the Chair and Dean determine that the case does not require an Honor Council hearing, and
- the violation is the accused student's first.

Normally, a student should request a Chair-Dean Review within one week of the date of the charge letter. The Chair and Dean of Studies will decide whether to approve the request for a Chair-Dean Review based on these four conditions. A decision by the Chair and the Dean of Studies to deny a Chair-Dean Review request cannot be appealed.

If the request is approved, the Chair-Dean Review must be held promptly. The accused student, the accuser, the Dean of Studies, and the Chair will be present at the Chair-Dean Review meeting.

In a Chair-Dean Review, the Chair and Dean at the conclusion of the Chair-Dean Review meeting may, at their discretion, record admitted academic misconduct as an Honor Code violation and determine a sanction in accordance with the Chair-Dean Review guidelines. Alternately, the Chair and Dean may refrain from recording admitted academic misconduct as an Honor Code violation and in that case will refrain from issuing an Honor Code sanction. In either case, the Chair and Dean will send the accused student a determination letter explaining the outcome of the Chair-Dean Review, and will send a copy to the instructor(s) for the course.

The following guidelines apply to Chair-Dean Review outcomes:

- The Chair and Dean may determine in a Chair-Dean Review that it is appropriate for the accused student not to receive a sanction, especially if the accused student has little experience with the type of assignment at issue, the actions in question are both limited and inadvertent, and the student is forthcoming in taking responsibility for her actions. If no sanction applies, a student may still face grade penalties imposed by the instructor for failing to follow the instructions for the assignment, consistent with the instructor's stated grading policies. When the Chair and Dean refrain from recording a student's actions as a violation and impose no sanction, the College has taken no "institutional action". If an instructor re-assesses submitted work based on new information from a Chair-Dean Review, in accordance with his or her stated grading policies, the instructor may submit the new grade to the registrar, with a copy to the Dean of Studies.

- The Chair and Dean may impose a grade sanction for the course or courses if the student's violation involved participation in a past or current course, including a course from which the student withdrew: course withdrawals and declarations to change from letter grading may be reversed. The student's parents will be provided a copy of the determination letter when the Chair and Dean impose a sanction.
- The Chair and Dean may place a student on probation (Academic Warning or Special Academic Warning) with parental notification. The Chair and Dean may impose this sanction in combination with grade penalties, including failure in a course or courses.
- The Chair and Dean will not impose sanctions of suspension or expulsion; the Chair and Dean will refer to Honor Council Hearings egregious cases of first violations of the Academic Honor Code.

The Chair and Dean will keep on file in the Dean of Studies office all of the case materials from the Chair-Dean Review: the evidence provided by the accuser, the charge letter sent by the Chair and Dean, any materials submitted by the accused student, and the determination letter. The case materials will be made available to the Honor Council hearing board should there be a subsequent charge and hearing, and should the Honor Council hearing board find the student to have violated the Honor Code. Previous case materials may be relevant to a hearing board's deliberations about sanctions for Honor Code violations, but will only be made available to the hearing board once the board has deliberated on the case at hand and has determined that the student has violated the Honor Code.

### Honor Council Hearing Procedures

Honor Council hearings must be held promptly. Each case will be heard by a panel. The hearing panel will consist of 5 members of the Honor Council. A hearing panel will include both faculty and students, at least 3 of which will be students. These 5 members will have a vote in the hearing. If the Vice-Chairs are not needed to serve in place of the Chair, as members of the Honor Council, they may serve on the hearing panel. Three non-voting members will also attend the hearing: the Chair, a secretary and the Dean of Studies. The Chair or Dean of Studies may serve as secretary if the available student members of the Honor Council are needed for the hearing panel. Up to two additional non-voting student members may participate in the hearing at the discretion of the Chair. The Chair will moderate the hearing and the secretary will take the minutes of the hearing. Members of the Honor Council shall disclose any prior connections or relationships with the accuser or the accused to the Chair and the Dean of Studies. If either believes that these relationships might impair, or appear to impair, the objectivity of a council member in this case, the council member shall be asked to recuse himself or herself.

The accused student is required to attend the hearing, but a hearing may proceed if the accused student fails to appear without an excuse approved by the Chair. The accuser must be present at the hearing. If the accuser is a student, the course instructor can be invited to attend the hearing, at the discretion of the Chair.

If the accused student fails to appear on the date and at the time and place specified in the notice, the Council may take the testimony from the accuser and reach a decision on the basis of that information. In the unlikely event that the accuser does not appear, the hearing will be rescheduled. If the accused student is unable to appear on the date specified in the notice, he or she should notify the chair of the Council. If the Council determines that good cause exists for the absence of the accused student, it may set a new date for the hearing.

Witnesses to the alleged violation will also be present at the hearing only while they are testifying. It is the responsibility of the person desiring the presence of a witness to ensure that the witness appears. Only in situations where the witness cannot reasonably be expected to be present at the Honor Council hearing may a witness submit a written statement. A written statement must be dated, signed by the person making it, and the signature witnessed by a Union College employee. The work of the Honor Council will not, as a general practice, be delayed due to the unavailability of a witness.

The accused student may have an advisor at the hearing. The advisor must be a member of the Union College community (as student, faculty, or staff). It is the responsibility of the accused student to ensure that the advisor appears. The advisor may consult with the student during the hearing but may not make any statements during the proceedings.

The Chair will begin the hearing by presenting the charges. The Chair will then ask the accuser to offer information to substantiate the charges. The accused is responsible for presenting his or her own case and may make a written or verbal statement. The accused and the accuser have the right to present witnesses. The accused, the accuser, and the witnesses will be subject to questions from the Council. The accused may question witnesses and the accuser in order to clarify statements during the hearing. The hearing will be recorded. Records will be housed in the Office of the Dean of Studies.

#### Honor Council Decisions and Sanctions

After the hearing ends, an accused student will have been found to have committed academic misconduct if at least 4 of the 5 members of the panel, having duly deliberated, vote that the preponderance of evidence makes it more likely than not that the accused has violated the Honor Code.

The hearing panel members will decide on the sanctions for all students found to have committed academic misconduct. Sanctions will be decided by majority of voting members.

The normal sanction for a first violation of the Honor Code in an Honor Council Hearing is failure in the course; however, given the circumstances of the case (e.g., the severity of the violation, the academic inexperience of the student) other sanctions might be levied. The possible sanctions include any combination of sanctions available in a Chair-Dean Review, as well as suspension or expulsion from Union. For all first offenses, a letter will be placed in the student's file in the Dean of Studies office.

For a second violation of the Honor Code, it is generally expected that the student will be suspended or expelled from Union. The student's parents will be notified of the sanction. When the sanction includes suspension or expulsion from Union, a notation will appear on the student's transcript specifying that academic dishonesty was the reason for the suspension or expulsion. For all second offenses a letter will be placed in the student's permanent file.

Written notification of the decision and, if applicable, sanction will be delivered to the accused student, and the faculty member(s) responsible for teaching the course involved. The accused student may request a meeting with the Chair and the Dean of Studies for further clarification of the decision and/or sanction.

If an accused student is found not responsible for a violation of the honor code, the student may petition the Dean of Studies to drop the course without a “W” on their transcript, even if the withdrawal deadline has passed.

#### Revocation of Degrees

The College reserves the right under this code to revoke an awarded degree for serious academic integrity violations committed by a student prior to the student’s graduation.

#### Appeals Process

If a student has been found guilty of violating the Honor Code, the student may appeal the Council’s decision. For cases decided under a Chair-Dean Review in which there is a sanction, the student may appeal the sanction. All appeals will be heard by the Vice President for Academic Affairs. The imposition of the sanction will remain in effect during the period of the appeal proceeding.

Appeals must be submitted in writing to the Vice President for Academic Affairs within ten days of written notification of the hearing results. When the appeal grounds include the availability of new evidence, the appeal must be submitted as soon as practicable after the new evidence has emerged. The grounds for appeal must be specified in the written statement, and evidence to support these grounds included. Appeals shall be considered based on the accused’s ability to demonstrate that:

- The hearing was materially inconsistent with the established judicial procedure; or
- Information is available that was unavailable at the time of the hearing, and the new information is relevant to the Council’s determination; or
- The sanction(s) is unreasonably harsh or inappropriate for the violation(s).

In addition to the letter of appeal, the Vice President will review the initial statement of accusation and accompanying evidence, and the letter to the accused student detailing the decision. The Vice President may, at his or her discretion, consult with the Chair of the Honor Council and/or the Dean of Studies or any other party and/or examine any other materials deemed relevant to the case.

The Vice President may affirm, reverse, or modify the decision and/or may eliminate, reduce, or increase the sanction, or may return the case to the Honor Council. Written notification of the decision of the Vice President will be delivered to the accused, the Chair of the Council, the Dean of Studies, and the faculty member(s) responsible for teaching the course involved.

The outcome of the appeal is final.

### Reporting of Decisions

At the beginning of each term, the Council will report summaries of the cases they heard as well as cases decided through Chair-Dean Review in the immediately prior term. These summaries will include the outcome of each case, and, if applicable, the sanction and a brief rationale for the decision. Class year of students may be reported, and this may be especially useful when describing the rationale. The Dean of Studies will review these summaries before they are reported publicly to ensure accuracy and anonymity.

Upon their release by the Council, the summaries will be distributed to the entire campus community via email and will be published in campus publications, such as *Concordiensis*.

### Records

The following records will be kept in the Dean of Studies office for all cases decided through a Chair-Dean review or heard by the Council, in accordance with the College's record retention policy:

- The case materials that are common to Chair-Dean Reviews and Honor Council hearings: the evidence provided by the accuser, the charge letter sent by the Chair and Dean, any materials submitted by the accused student, and the determination letter
- For hearings, the minutes and audio recording
- For cases that were appealed, the letter of appeal and the letter from the Vice President for Academic Affairs detailing his or her decision will also be kept.

## V. INTERNATIONAL STUDENTS

In light of recent stringent requirements as part of the SEVIS (Student and Exchange Visitor Information System) tracking system, it is important that faculty be aware of certain rules that pertain to international students who are in their classes, who are their academic advisees, or who are engaged in summer research or internship work under their sponsorship.

The College is required to maintain documents and information in SEVIS on all F-1 and J-1 (exchange) students. Students must check in each term within 15 days of the start of the term. Event reporting is required of the Designated School Official and includes:

- Full-time enrollment
- Change in name
- Change in address
- Change in major
- Early graduation
- Disciplinary action taken by the school as a result of the student being convicted of a crime

Faculty will be notified each term of any international advisees or international students in their classes. Chairs and Program Directors will be notified of all international majors in their department or program.

The consequences of the above with regard to faculty advising are the following:

- Carry a full course of study. This means that international students should be advised not to withdraw from classes without consulting the Director of Student Support Services and the Dean of Studies.
- Make normal progress. Students should be advised not to sign up for reduced loads or take leaves of absence.
- Report to a Designated School Official. At Union this is the Director of Student Support Services.
- Make required address reports (within 10 days). If you have an advisee and you know that he or she is moving, you must alert him or her to file the proper paperwork.
- Change of Major. If your advisee changes his or her major or you receive an international student as a new major advisee, you need to notify the Director of Student Support Services and the Dean of Studies.
- Adhere to regulations regarding employment. Students may engage in work during the educational program and after completion of studies provided such work has been properly approved by the Designated School Official. This requires a three-month application process and fee of \$175. If students do so without prior approval, they will be declared out of status and will have to leave the United States immediately.