that represents falsely one’s own performance or interferes with that of another is academic dishonesty. Academic dishonesty is distinguished from academic inadvertence which involves an act that might appear to be a violation of the Academic Honor Code, but is determined to be without intention to deceive. The Academic Honor Council, or the dean or program director for adult and graduate programs, receives and considers all reports of conduct that is alleged to be a violation of the Code and, thereafter, decides whether the alleged conduct, if determined to have occurred, constitutes academic dishonesty or academic inadvertence. In cases of academic inadvertence, no charge of academic dishonesty is made and the student is referred to the instructor for appropriate resolution.

The Academic Honor Code is not intended to impede or inhibit the free exchange of ideas and collaborative learning which are hallmarks of a Saint Mary’s education. The College supports and encourages cooperative learning, group projects, tutoring, mentoring, or other forms of interchange of ideas among students and faculty, one of the most important benefits of academic life.

Traditional Undergraduate Students Oversight and Sanctions

For traditional undergraduate programs, the procedures for the administration of the Academic Honor Code, the determination of violations, and the imposition of sanctions are overseen by the Academic Honor Council (AHC). Specifics of the Academic Honor Council and its procedures are detailed in the 2008-2009 Undergraduate Student Handbook which can be found at http://smcnet/campus_life/handbook/.

Graduate and Professional Studies Programs Oversight and Sanctions

The procedures for the administration of the Academic Honor Code, the determination of violations, and the imposition of sanctions for students who have violated the Academic Honor Code in adult and graduate programs are set forth in the Graduate and Professional Student Handbook. See http://www.stmarys-ca.edu/academics/graduate-professional-studies/handbook/index.html

3.1.2 DEFINITION OF LETTER GRADES

The College defines letter grades as follows: A, excellent; B, very good; C, satisfactory; D, barely passing; F, failing. The average grade should be in the C range (1.5 to 2.5) and, while it is recognized that there may be significant variations in student ability and performance from class to class, department chairpersons should discuss grading practices with faculty who have a consistent pattern of deviation from the C range.

3.1.3 FINAL EXAMINATIONS AND PAPERS

Final examination week is part of the 15-week academic term. Faculty may not require of students the completion of final examinations, final papers or projects in lieu of examinations, at any time through the last day of regularly scheduled classes, i.e., no such final requirements (exams, papers or projects) may be imposed before the end of the last regular class meeting of the term. During final exam week, students may not be required to submit final papers, projects, or take-home exams before the time at which the class's final exam would have been given according to the posted schedule, nor should these materials be submitted after that scheduled time has passed. Faculty who do not conduct final exams are expected to use the scheduled time for a final class meeting. Department chairpersons have the responsibility to see that the above policy is maintained. Copies of final examination
questions should be given to the chairperson for departmental files. Final examination papers or term papers given in lieu of final examinations may be returned to the student or should be kept on file by the instructor for at least one year. Both final examinations and term papers are the property of the College.

3.1.4 MEETING CLASSES

Faculty are expected to meet their classes as scheduled or to notify the Dean of the School and their department chairperson in case of sickness or other reasons for absence. It is the responsibility of the faculty to work with the chair in ensuring that their classes are covered by colleagues if they are absent one or more consecutive class periods. In the case of multiple absences, the chair will inform the Dean of the School.

3.1.5 ORDER IN THE CLASSROOM

It is the faculty member’s responsibility to create and maintain in his/her classroom an atmosphere conducive to serious academic pursuits. Hence, he/she may establish non-discriminatory norms for classes that further these goals. The Vice Provost for Student Life should be consulted in cases of serious disciplinary problems in student conduct.

3.1.6 CLASS ATTENDANCE (STUDENTS)

Regular class attendance is an important obligation and an essential condition for successful academic progress. Absences may seriously jeopardize the satisfactory completion of a course. Excessive absence can be a cause for dismissal from the College. Faculty are responsible for establishing and communicating the attendance policy for a given course. Students are responsible for all assignments in each of their courses, whether or not the assignments were announced during an absence. Penalties for absences depend upon the nature and the amount of work missed, of which the faculty member is the sole judge. It is not permissible to miss regularly-scheduled classes for the purpose of intercollegiate athletic practice. A student who misses the first session of a course, even if he/she is preregistered, may have his/her place in that course given away and be denied further attendance in that course.

3.1.6.1 Attendance Policy: Student Athletes

Student-athletes will not miss class for practice. Student-athletes, in the season in which their sport has schedules intercollegiate competitions, will not be penalized for missing class because of representing the College in those competitions – so long as the student’s absence from the class for the purpose of intercollegiate athletic competition does not exceed:

- 4 classes on the MWF schedule (fall and spring terms)
- 3 classes on the T/Th schedule (fall and spring terms)
- 2 classes during a traditional January Term course
- 1 class per term (fall and spring) for labs and courses that meet once per week

3.1.7 HOMEWORK REQUIREMENTS

A minimum of two hours of out-of-class preparation is expected of all students for each hour in class.
3.2 REGISTRARIAL POLICIES

3.2.1 UNDERGRADUATE ACADEMIC CALENDAR

For the traditional undergraduate programs, classes for the fall term customarily begin on the Monday before Labor Day. The fall term runs for fifteen weeks, including a final examination week. The third (or fourth) Friday in October and Thanksgiving recess (Thursday and Friday) are holidays in the fall. Classes for the January term begin on the first Monday after January 1 and continue for four weeks. After a one-week break, the spring term commences (i.e., five weeks after the start of the January term); classes begin on Monday. The term lasts for fifteen weeks, including a final examination week, the only holidays being the week preceding Easter through Easter Monday. The spring term ends after Commencement exercises take place.

The process for setting the academic calendar for the traditional undergraduate programs is as follows: Three years in advance, the Dean of Academic Resources constructs an academic calendar using the above guidelines. The calendar is reviewed and approved in sequence by the Undergraduate Educational Policies Committee, the Provost's Academic Council of Deans, and the Academic Senate, each body ensuring that the calendar is guided by academic principles and processes (e.g., concern for loss of Monday classes due to holidays).

3.2.2 SUBMISSION OF GRADES

All faculty are required to submit mid-term grades (when applicable) and final grades. Grade-reporting forms are available in the Registrar’s office at the beginning of mid-term and final examination periods. Faculty are expected to submit grades by the deadline set by the Registrar. Since mid-term grades serve as a progress report (and do not appear on the student's permanent record), instructors are expected to utilize the code numbers with unsatisfactory grades (D, F) as an indication to the student of specific deficiencies. The Registrar’s office advises the Dean of the School when grades are not submitted at the mid-term period.

3.2.2.1 Grade Changes

The policies on assigning an I grade (Incomplete) and on grade changes are specified in the College Catalog. Petition forms for the above are available in the Registrar’s office and are subject to approval by the Registrar.
3.2.3 FINAL EXAMINATION SCHEDULING

In order to reduce the possibility of a student's having several hours of examination on the same day, faculty are required to conduct such examinations in accordance with the following schedule of final exam week.

UNDERGRADUATE FINAL EXAMINATION SCHEDULE
EXAMINATION DAYS: MONDAY, TUESDAY, WEDNESDAY, THURSDAY

<table>
<thead>
<tr>
<th>REGULAR CLASS SCHEDULE</th>
<th>FINAL EXAMINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAYS</td>
<td>BEGINNING TIME</td>
</tr>
<tr>
<td>MWF</td>
<td>08:00</td>
</tr>
<tr>
<td>MWF</td>
<td>09:10</td>
</tr>
<tr>
<td>MWF</td>
<td>10:20</td>
</tr>
<tr>
<td>MWF</td>
<td>11:30</td>
</tr>
<tr>
<td>MF</td>
<td>12:40</td>
</tr>
<tr>
<td>MWF</td>
<td>02:15</td>
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<tr>
<td>MWF</td>
<td>03:20</td>
</tr>
<tr>
<td>MW</td>
<td>04:30</td>
</tr>
<tr>
<td>MW</td>
<td>06:00 or later</td>
</tr>
<tr>
<td>TTh</td>
<td>08:00</td>
</tr>
<tr>
<td>TTh</td>
<td>09:40</td>
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<tr>
<td>TTh</td>
<td>11:20</td>
</tr>
<tr>
<td>TTh</td>
<td>01:10</td>
</tr>
<tr>
<td>TTh</td>
<td>02:50</td>
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</tbody>
</table>

Late afternoon and evening classes will have their examinations during final exam week at the regular class time. Four or five days a week classes will have their examinations at the time scheduled for MWF classes.

Faculty members with multiple sections of the same course may request a single examination time from the Registrar's office.

3.2.4 CLASS SCHEDULE CHANGES

Faculty must advise the Registrar immediately if they make any change in their class scheduling (time or location). It is essential, in case of emergency, that the Registrar and other College offices be able to locate a student or faculty member quickly. Classroom assignments are registered on a master list and are printed on each student's schedule. When a classroom location is changed or there is a change in the hours the class is taught, unless the Registrar is notified, it becomes difficult to locate the faculty member or student in case of emergency.