

Dear SMC Faculty,

We are the Co-Chairs of the student-run Academic Honor Council, and we are committed to supporting the Academic Honor Code in order to maintain academic integrity and grade equity throughout the College.

As you prepare your syllabi, we request that you prevent honor code violations by clearly describing your course policies in your syllabi. We also request that you discuss the Academic Honor Code multiple times during the term, including before each exam and paper submission. These suggestions apply to both undergraduate and graduate classes.

Here are some things that we suggest you include in your syllabus:

1. The standard Academic Honor Code statement: Saint Mary's College expects every member of its community to abide by the Academic Honor Code. According to the Code, "Academic dishonesty is a serious violation of College policy because, among other things, it undermines the bonds of trust and honesty between members of the community. Violations of the Code include but are not limited to acts of plagiarism." Should you need more information, please consult the faculty handbook.
2. If you assign group work, please clearly explain what you consider to be "*appropriate collaboration*" and what you consider to be *inappropriate collaboration* (if applicable). If you assign homework, please indicate the extent to which students are allowed to work with their classmates, tutors, etc.
3. If you assign written work (papers and homework), please clearly explain *plagiarism* and how you expect your students to *cite* their sources. We suggest you have students submit their papers through "Turn It In." This will check each paper and identify the portions of the paper that are similar to the work of others. Using "Turn It In" deters plagiarism
4. because students know their papers will be checked. You can have your students submit their papers through Moodle (<https://gaellern.stmarys-ca.edu/mod/page/view.php?id=341259#TURNITIN>) and you can address questions to servicedesk@stmarys-ca.edu. Even when papers uploaded to Turn It In include similar work such as quotes and citations, the professor needs to review the paper to determine if the similarities are acceptable for their class.
5. If you assign a take home exam, clearly describe your policies in the syllabus and in the exam.

6. Please describe your policies regarding *electronics*. We strongly suggest that you don't allow students access to *smart watches* or *smart phones* during exams; students may have an unfair advantage from accessing the internet or communicating with each other.
7. Please include a reminder to students to protect their own work, as providing inappropriate assistance to another student is a violation of the Academic Honor Code.

Student members of the Council plan to visit FYAC and Seminar 102 classes this fall, as well as Seminar 001 and 102 classes in the spring. This ensures first-year and transfer students understand what constitutes an honor code violation. We hope you will also discuss the Academic Honor Code with all students, including *seniors*. If a senior violates the Academic Honor Code in a class that just meets once a year, the student will have to take an extra year to complete their degree. *Prevention is very important.*

If you do suspect an Academic Honor Code violation, please file a report using the link "Report an Honor Code Violation" in the SMC faculty portal. This allows for the same process for all students who may have violated the honor code. Please understand that students that have violated the code will usually receive the standard sanction. The standard sanction for a violation of the honor code is designed to be Lasallian and rehabilitative. The standard sanction includes receiving an XF for the course. The student can take an Academic Integrity Seminar that will help them better understand integrity and the effects dishonest actions have on others. Upon completion of the course, the "X" will be removed from the transcript. The student can then repeat the course, and the second (higher) grade will be used in the GPA calculation instead of the "F."

It is our hope that your efforts will prevent Academic Honor Code violations this year. If you have any questions, please feel free to contact us at honorcouncil@stmarys-ca.edu or Lorelei Bresler, the AHC Coordinator at lsb2@stmarys-ca.edu.

Thank you for your help and your support of academic integrity at Saint Mary's College.

Sincerely,

Katie Lawson-Gill *James Stanton*

Katie Lawson-Gill and James Stanton
2019-2020 Academic Honor Council Co-Chairs