

ACADEMIC POLICIES

Academic Amnesty Policy

An undergraduate student who experienced previous academic deficiencies at Mount Marty may apply for academic amnesty for up to two consecutive semesters of Mount Marty credit. Prior to applying, the student must not have attended Mount Marty for at least three years. Upon returning, the student must maintain a minimum term GPA of 2.5 for 12 credits or in the case of a part-time student, consecutive terms of 2.5 GPA until 12 credits have been earned.

The application for amnesty of up to two semesters must be submitted to the academic standards and admissions committee. Applications must be submitted by mid-term of the semester following successful completion of the requirements. If the application for amnesty is accepted, it will pertain to the entire semester not partial semesters.

This policy applies only to the student's GPA. All course grades will remain on the student's official record. A student may use academic amnesty only once. All grades obtained at Mount Marty shall be used in the calculation to determine graduation honors.

Academic amnesty does not guarantee that the courses will be excluded from certain professional programs, graduate programs or other institutions of higher learning. This amnesty policy does not apply to anyone seeking a degree or certification in teacher education and the nursing programs. This policy does not override policies of individual majors.

Academic Integrity

As an academic community rooted in Benedictine values and traditions, we recognize that our search for knowledge, truth and wisdom requires unwavering individual and collective commitment to the pillars of academic integrity: honesty, trust, fairness, respect and responsibility. We believe that our identity and our ability to contribute meaningfully to the world, is built upon these pillars. By accepting our place as members of the Mount Marty community, we acknowledge our personal commitment to a culture of integrity by holding ourselves and others, accountable to the highest academic and ethical standards.

Academic Dishonesty Policy

Students are encouraged and expected to conduct themselves conforming to the highest standards in regard to academic honesty. Violations of this policy may result in dismissal. This policy applies to any act of academic dishonesty that occurs during a student's matriculation. Withdrawal from a course or completion of a course prior to discovery of the violation will not relieve a student of potential disciplinary action in connection with academic dishonesty.



Academic dishonesty includes but is not limited to the following:

- Unauthorized collaboration: (1) Attaching one's name to a group project without an authentic understanding of the work submitted; not making a fair and proportional contribution to the effort of the collaborating group and/or the ability to defend or interpret individually the work submitted; (2) Working with others without the specific permission of the instructor on assignments that will be submitted for a grade, including but not limited to in-class or take-home tests, papers, labs or homework assignments.
- Cheating: Using or attempting to use unauthorized materials in any academic exercise or having someone else do work for you. Examples of cheating include looking at another student's paper during a test, bringing an answer sheet to a test, obtaining a copy of a test prior to the test date or submitting homework borrowed from another student.
- Plagiarism: Using the words or ideas of another writer without attribution so that they seem as if they are your own. Plagiarism ranges from copying someone else's work word-for-word, to rewriting someone else's work with only minor word changes, to summarizing work without acknowledging the sources, to using one's own work in more than one course.
- Falsification: Presenting or submitting fraudulent information (i.e. information that has been altered or created for the purpose of deceiving one's audience, readers, instructor or colleagues.)
- Fabrication: Inventing or falsifying information. Examples of fabrication include but are not limited to inventing data for an experiment you did not do or did not do correctly or making reference to sources you did not use in a research paper or project.
- Electronic dishonesty: Examples of electronic dishonesty include but are not limited to unauthorized use of cell phones, smart watches, programmable calculators, digital cameras, computers, headsets; using someone else's authorized computer account to send and receive messages, breaking into someone else's files, gaining access to restricted files, disabling other's access to network systems or files, knowingly spreading a computer virus or obtaining a computer account under false pretenses.

Penalty for academic dishonesty: Sanctions imposed are at the discretion of the faculty member and include, but are not limited, to the following:

- Written or verbal warning to the student.
- Redo the assignment.
- Reduce grade on the assignment.
- Zero points for the assignment.
- Reduce course letter grade.
- Failing the course (after consultation with the division chair).
- Probation – This sanction is limited to severe or repeated acts of academic dishonesty and can be imposed by the vice president for academic affairs (VPAA) after review of the student's file and in consultation with the faculty member(s).
- Dismissal from Mount Marty – This sanction is limited to serious and/or repeated acts of academic dishonesty and may be imposed by the VPAA after review of the student file and in consultation with faculty member(s).



Procedures for Resolving Academic Dishonesty Issues

At no point in the procedure may legal counsel be present. Academic dishonesty procedures begin with the faculty member. Based on the nature of the suspected infraction, the faculty member is encouraged to consult with the division chair to describe the infraction, the evidence and the penalties being considered. The faculty member should also contact the VPAA's office to determine if the student has previously been in violation of the academic dishonesty policy. An academic dishonesty reporting form may be filed with the VPAA for each violation, but if a form is not filed, the faculty member must notify the student's advisor of the incident.

A faculty member who believes that a student has committed academic dishonesty should meet (preferably in person, but via alternate means if necessary) with the individual student about the assignment, exam or activity within ten business days of discovery of the violation. At the faculty member's option, the division chair may also be present for this meeting. At this time, the faculty member needs to provide the student with explicit and well-documented evidence supporting the faculty member's belief that the student has committed academic dishonesty. The faculty member should provide the student with a copy of the academic dishonesty reporting form (if a form is filed) and a copy of this academic dishonesty policy. The faculty member will then allow the student to address the allegations. If the student cannot satisfactorily defend the allegations, the faculty member will then tell the student what penalty will be imposed and will follow-up in writing (via email or otherwise) with the student to confirm the penalty. The written notification will be provided by the faculty member to the student within two business days of the conclusion of the meeting. The faculty member will also provide a copy of the written notification to the student's advisor and to the VPAA if an academic dishonesty form is filed. If an academic dishonesty form is filed or in the event a student's advisor notifies the VPAA of a repeated offense, the VPAA will review the student's record and may impose additional sanctions on the student, including probation or dismissal from the university.

A student may appeal the faculty member's decision or any additional penalty imposed by the VPAA, as follows:

1. The student must file a written appeal, including any documentation the student deems pertinent to the appeal, with the office of the VPAA within ten business days of receiving written notice of the faculty member's decision and/or notice of any additional penalties imposed by the VPAA.
2. Within ten business days of the receipt of the student appeal, the VPAA will convene the academic standards and admission committee (the "committee") to have a formal hearing on the appeal. Only the five faculty members and two student members of the committee will participate in the appeal - no ex officio members will participate and the VPAA is specifically excluded from the hearing process. If all committee members are not available, the hearing may proceed as long as four faculty members and one student member are available. The committee will be provided with the following:
 - a. The student's letter of appeal and supporting documentation.
 - b. Evidence of the violation from the faculty member.



c. Academic dishonesty form(s).

d. Other documentation pertinent to the appeal.

The hearing will be conducted in a manner allowing the student to appear in person if possible. If that is not possible, the hearing may be conducted by electronic means. The committee may request additional information (including documentation and/or testimony) from the parties involved. The student will have an opportunity to present evidence and argument to the committee if the student chooses to do so. The committee will make its decision based on preponderance of the evidence and by majority vote.

3. The committee will provide the student, faculty member, division chair and VPAA a written report of its findings within seven business days of the hearing.

4. Should the student wish to appeal the committee findings, the student may file a written appeal specifying the student's disagreement with the committee decision to the VPAA within five business days of receiving the decision from the committee. No new evidence can be submitted on appeal. The VPAA must issue a written decision to the student within fifteen business days of receiving the appeal. The decision of the VPAA is final.

For purposes of this policy, the phrase "business days" means Monday through Friday, but excludes holidays and days during which the Mount Marty University campus offices are closed (e.g., Christmas break, Thanksgiving break, spring break, etc.). When Mount Marty University campus offices are closed, the time for action will toll until the date campus offices reopen.

Adding and Dropping Classes

The add/drop period is the time during which students may adjust their academic course schedule for the term without transcript notation. The last day of the drop/add period for a course is designated as the census date for that course and is the official date for enrollment reporting. Refer to the university calendar for specific dates.

After the census date, a student may withdraw from a course without academic penalty through 60% of the term. However, classes will remain on the transcript with a grade of "W" indicating withdrawal. Non-standard courses will be calculated individually. After 60% of the term, no withdrawal will be permitted and the student must accept a grade.

Assessment

Each program will identify a comprehensive assessment plan, including program outcomes, which will be measured by one or more, but not limited to, the following:

- Comprehensive exam.
- Capstone project.
- Thesis/portfolio project.
- Standardized national exam.