ACADEMIC AFFAIRS
SELECTED POLICIES AND PROCEDURES

The following is a partial listing of academic information for general reference only. Authoritative information can be found in the College’s Undergraduate Catalog, the official source of all academic policies. Also see the Student Academic Honesty Policy, available in hard copy at the office of the Dean of Undergraduate Studies, La Maison Hall 202, and in all academic department offices. Questions on academic matters should be directed to your faculty advisor, the Dean of Undergraduate Studies Office, or the Provost’s Office.

STUDENT ACADEMIC INTEGRITY POLICY

Academic integrity is essential to the existence and growth of an academic community. Without high standards of honesty, the College’s mission to educate is impossible. All members of the academic community share this responsibility.

It is the duty of faculty members to take measures to preserve and transmit the virtues of the academic community, both through the example in their own academic pursuits and the learning environment they create for their students. To this end, they are expected to encourage in their students a desire to behave honestly. They also must take measures to discourage student dishonesty. To meet their obligations, when academic dishonesty is suspected, faculty must follow the policies and procedures stated in Assumption College Student Academic Honesty Policy, available in the Registrar's Office, the Office of the Provost, the library, all academic departments, and in the office of the Dean of Undergraduate Studies.

Students are also members of the community of learners. In order to carry out this activity, they cannot violate the standard of honesty through cheating, fabrication, plagiarism, or abuse of academic materials. Students are responsible for reading and understanding that policy. Specific questions about the policy should be directed to a faculty member or to the Office of the Dean of Undergraduate Studies. Students are expected to take an active role in encouraging other members to respect this standard. When students are unclear as to whether the standards of academic honesty are being upheld, they are responsible for seeking clarifications from a faculty member or the Dean of Undergraduate Studies.

The following constitute violations of the College’s academic integrity policy:

- **Cheating** - Intentionally using or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.
- **Plagiarism** - Presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc. are common knowledge.
- **Unacknowledged Close Paraphrase** – Prompt acknowledgement is required when material from another source is paraphrased or summarized in whole or in part in one’s own words. To acknowledge a paraphrase properly, one might state: “to paraphrase Locke's comment…” or “according to Rousseau…” and conclude with a citation identifying the exact reference.
- **Abuse of Academic Materials** - Destroying, stealing, or making inaccessible library or other academic resources material.
- **Complicity in Academic Dishonesty** - Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
- **Fabrication and Falsification** - Unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information to use in any academic exercise.
• **Multiple Submission** - The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization.

*Please note: collaboration in any assignment requires prior faculty approval.*

**EXCUSED ABSENCES**

Attendance policy is first and foremost set and overseen by the faculty. Your first contact regarding whether or not you have been excused from class, and what work you missed, is your professor. Excusing an absence registers in different ways in different classes, and this is a decision only your professor can make, based on the particularity of his or her course objectives, and syllabus policy.

Excused absences do not constitute an excuse from doing the work in a timely fashion. Compassion is balanced with integrity and fairness.

Dean’s Office notices are for serious, sustained illness or injury, and family tragedy, such as the loss of a loved one. If you miss one full week of class for the reasons above, visit or call the Dean’s Office at 508-767-7086, provide documentation, and the dean’s office will send out a notice of documented absence for the indicated days.

Please note that the import of any excuse will still be determined by your professor. The dean’s office only documents the concern. Again, attendance policy is first and foremost set by the faculty.

**POLICY ON INCOMPLETES**

When a student experiences a serious illness or other emergency at the end of the semester, and can document that concern, an incomplete can be approved, granting the student time to recover and to complete the remaining elements of the course. Incompletes must be requested prior to the end of the semester and are granted by the Dean of Undergraduate Studies in collaboration with the relevant faculty. The deadline for faculty to turn in a Change of Grade form, indicating that an incomplete has been completed, is six weeks into the following semester. Students must, of course, submit all outstanding assignments to instructors prior to that deadline, in order for faculty to have time to assess and determine a final grade for the course. All unresolved incompletes turn to Fs after that date.

**PROBATION AND ACADEMIC STANDING**

Good academic standing means that a student is making steady progress toward the bachelor’s degree, maintaining a 2.0 each semester and overall each term. A 2.00, or grade of “C” cumulatively and in the major is a requirement for graduation.

Students who fail to earn a 2.0 grade point average in a given semester will be reviewed by the Academic Policy Board at the close of the semester, and one of three statuses will be assigned:

1. **Academic Probation**
2. **Conditional enrollment**
3. **Required withdrawal from Assumption College.**

See the *Academic Catalog* for details regarding these statuses.