

Academic Conduct Code

- A. **Cheating on examination.** Any attempt by a student to alter his or her performance on an examination in violation of that examination's stated or commonly understood ground rules.
- B. **Plagiarism.** Representing the work of another as one's own. Plagiarism includes but is not limited to the followings: copying the answers of another student or an examination, copying or restating the work or ideas of another person or persons in any oral or written work (printed or electronic) without citing the appropriate source, and collaborating with someone else in an academic endeavor without acknowledging his or her contribution, using audio or video footage that comes from another source (including work done by another student) without permission and acknowledgement of that source.

Action on Suspected Violations

- A. **Cases of Undisputed Academic Misconduct by the First-Time Offenders.** If the student has admitted to the academic misconduct and has never been found guilty of an academic conduct violation at Hebrew College, the faculty member may request the designated Dean's authorization to sanction the student by means of grading penalty. In such a case, a student who has admitted to academic misconduct may agree to a grading penalty as determined by the faculty, up to and including a failing grade in the course. The faculty member will inform the designated Dean of the proposed grading penalty.

Students who are not allowed the option of a grading penalty or who elect to have their cases head by the dean may receive the sanctions of Reprimand, Disciplinary Probation, Suspension, or Expulsion.

1. **No penalty for minor violations that do not warrant sanction.**
2. **Reprimand**
 - a. For violations of a minor nature or mitigated by extenuating circumstances.
 - b. A copy of the reprimand shall be placed in the student's file but shall not be recorded on the permanent academic record. Past reprimands may be considered in imposing sanctions for future offenses.
 - c. Reprimands place no restriction on the student's participation in academic activities.
3. **Disciplinary Probation**
 - a. For violators deemed serious enough to warrant some abridgment of the student's rights and privileges.
 - b. Given for a specific period of time.
 - c. Recorded on the student's permanent internal record.
4. **Suspension**
 - a. For violators deemed seriously enough to warrant separation of the student from the college community for a limited time, but not serious enough to warrant expulsion.
 - b. Given for a period of up to one semester.
 - c. Recorded on the student's permanent internal record; the student's external record shall carry the statement "withdrawn".
 - d. The student must apply to the Dean of his or her School for readmission, making a satisfactory statement concerning his or her interim activities and his or her intended future conduct.
5. **Expulsion**
 - a. For extremely serious academic misconduct.
 - b. Recorded permanently on the student's academic record.
 - c. Expulsion is permanent.