

## MCLA Policies for Faculty Use on Syllabi

**Attendance Policy:** Students are expected to attend all of their classes. They must also be aware of course requirements. Whenever possible, students should notify their instructors prior to an absence from class and make up missed work within a reasonable length of time after their absence. Students who expect to be absent from classes for three days or longer should contact the Center for Student Success and Engagement for help notifying their instructors.

The complete college attendance policy may be located at:

<http://www.mcla.edu/Academics/registrar/academicpolicies/index>

**Students with Disabilities:** Students with disabilities who wish to access accommodations are advised to contact the Disability Services Office at 413-662-5318 or stop by CSSE, Eldridge Hall to schedule an appointment. The Disability Services Office will work individually with students to determine accommodations that are reasonable for them. Based on the students' documentation, an accommodation plan is developed to facilitate equal access. It is the responsibility of the student to deliver and discuss their accommodation plan with their professor.

Faculty should use one of the three following statements on disabilities resources and services on their syllabi.

1. Any student who believes he or she may need an accommodation based on the impact of a documented disability may be eligible for accommodations that provide equal access to educational programs at MCLA. Students are advised to contact that Disability Resource Office at 413-662-5318 or stop by CSSE, Eldridge Hall to schedule an appointment. In compliance with the Americans with Disabilities Act (ADA), the Disability Resource Office will work with students to coordinate reasonable accommodations. Students who wish to request accommodations should do so within the first four weeks of the semester. Once accommodations have been determined, the student will provide a copy of his/her accommodation plan to each individual instructor. Students must fulfill all course requirements in order to receive passing grades in their classes, with or without reasonable accommodations. Please note that accommodations cannot be granted retroactively.
2. Students with disabilities who wish to access accommodations are advised to contact the Disability Resource Office at 413-662-5318 or stop by CSSE, Eldridge Hall to schedule an appointment. The Disability Resource Office will work individually with students to determine accommodations that are reasonable for them. Based on the students' documentation, an accommodation plan is developed to facilitate equal access. It is the responsibility of the student to deliver and discuss their accommodation plan with their professor.

3. Any student who feels s/he may need an accommodation based on the impact of a documented disability should contact the Disability Resource Office at 413-662-5318 or stop by CSSE, Eldridge Hall to discuss your specific needs.

For more information:

<http://www.mcla.edu/Academics/csse/index>

## **Academic Honesty**

A college is a community of students and faculty interested in the search for knowledge and understanding. This requires a commitment to honesty and integrity. Honesty on the part of every college student is integral to higher education at Massachusetts College of Liberal Arts. Acts of dishonesty are not merely a breach of academic honesty but conflict with the work and purpose of the entire College Community.

Violations of academic honesty include but are not limited to:

- \* Submitting the work of others as one's own
- \* Unauthorized communication during or about an examination
- \* Use of information (notes, electronic communication, etc.) that is not permitted during exams, tests, quizzes
- \* Obtaining or disseminating unauthorized prior knowledge of examination questions
- \* Substitution of another person in an examination
- \* Altering College academic records
- \* Knowingly submitting false statements, data or results
- \* Submission of identical or similar work in more than one course without the approval of the current instructor
- \* Collaborating on material after being directed not to collaborate
- \* Forging a signature or false representation of a College official or faculty member or soliciting an official signature under false pretense
- \* Other behavior or activities in completing the requirements of a course that are explicitly prohibited by an instructor
- \* Plagiarism (as defined below)

Plagiarism - The academic departments of the College have varying requirements for reporting the use of sources, but certain fundamental principles for the acknowledgment of sources apply to all fields and levels of work. The use of source materials of any kind and the preparation of essays or laboratory reports must be fully and properly acknowledged. In papers or laboratory reports, students are expected to acknowledge any expression or idea that is not their own. Students submitting papers are implying that the form and content of the essays or reports, in whole and in part, represent their own work, except where clear and specific acknowledgement is made to other sources. Even if there is no conscious intention to deceive, the failure to make appropriate acknowledgment may constitute plagiarism. Any quotation - even of a phrase - must be placed in quotation marks and the precise source stated in a note or in the text; any material that is paraphrased or summarized and any ideas that are borrowed must be specifically acknowledged. A thorough reordering or rearrangement of an author's text does not release the student from these

responsibilities. All sources that have been consulted in the preparation of the essay or report should be listed in the bibliography.

Upon an occurrence of alleged academic dishonesty instructors may exercise their discretion in imposing a sanction.

Instructors may also report this sanction to the Registrar or file additional charges against students if they believe that additional sanctions are appropriate.

Instructors will notify the Registrar in writing in either or both of the following cases:

- \* Any acts of academic dishonesty whenever they have imposed a sanction that is beyond the value of the assignment
- \* The instructor requests that the College take further action.

The Academic Appeals Committee will hear academic grievances from and about students enrolled in the undergraduate program. It will also serve as a hearing board for students charged with academic dishonesty.

Further information regarding instructor and student rights and responsibilities and appropriate procedures to be followed in applying this policy may be obtained from the Office of the Dean of Academic Affairs or the Registrar.

Additional policies may be found at:

<http://www.mcla.edu/Academics/registrar/academicpolicies/index>

Policies with approval dates and text (focused on curriculum) can be found by clicking on the “Connect” button at the top of the MCLA Portal Page,



then “Approved Courses and Policies” at the left of the SharePoint page, then clicking on [Undergraduate Policies](#).

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