Academic Responsibility at MHC

What International Students Should Know
Introduction

Mount Holyoke students are bound by the Honor Code, a standard of behavior in academic and social circumstances.

In your home country you may have learned a particular code of academic conduct. This code may be different from the academic code of conduct in effect in the U.S. (and at MHC). There may be a large cultural gap between what was expected of you when you were in school at home and what is expected of you here.

Academic programs at college are very rigorous and demanding. While you are a student at MHC, you will occasionally experience stress as you complete your academic work. You may be anxious about completing your assignments on time, worry about your grades, or focus too much on family expectations to do well in your studies.

Such pressures may lead you to violate the Honor Code unintentionally because you did not fully understand what constitutes academic misconduct. Of course, academic misconduct can also be intentional.

We hope that the information, tips and suggestions in this pamphlet will serve as a useful resource and help you learn what to do to remain academically honest and avoid committing an Honor Code violation.

MHC Honor Code

I will honor myself, my fellow students, and Mount Holyoke College by acting responsibly, honestly, and respectfully in both my words and deeds.
There are several forms of academic misconduct which constitute a violation of the Honor Code. You should familiarize yourself with the following concepts:

**PLAGIARISM:**
Use of another’s work or ideas as one’s own in academic submissions. **Examples:** Copying another person’s paper, homework, or other work and submitting it as an assignment; copying or paraphrasing ideas, conclusions, or research without properly citing the source.

**FABRICATION:**
Falsification or creation of data, research or resources to support academic submissions. **Example:** Making up data for an experiment or citing non-existent articles.

**CHEATING:**
Actual or attempted use of resources not authorized by the instructor(s) for academic submissions. **Examples:** Using a “cheat sheet” or copying answers from a fellow student during a closed-book exam; conferring with a fellow student about possible answers during an exam.

**MHC Web Site**
Mount Holyoke has created a special Web site for students called *The Proper Use of Sources*. Here you will find information on the different forms of plagiarism, proper scholarly procedure for citing sources, and links to helpful Web sites for further information. There is also a special tutorial on the Web site for you to complete.

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1 Definitions appear in *Academic Integrity at the University of Denver: An Informational Brochure for International Students On Academic Integrity and Excellence* (August 2006).
**Tips for Ensuring Academic Honesty**

You cannot copy work from any person (including a fellow student) or source (such as a book, article, or Web site) without acknowledging others’ work fully and openly. Otherwise, it’s cheating or plagiarism and a violation of the Honor Code.

**TIP 1:** If you have a group assignment, be sure you understand what the group is supposed to do together and what you are supposed to do on your own. If you are not sure, ask your professor.

**TIP 2:** If you use an author’s exact words, enclose them in quotation marks and include a citation. See the tutorial for examples.

**TIP 3:** If you paraphrase another author, use your own language. Don’t imitate the original. Be sure to include a citation.

**TIP 4:** If you rely on or report someone else’s ideas, credit that source, whether you agree with the source or not.

**TIP 5:** If you see that a fellow student has committed academic misconduct, it is your responsibility to notify your professor or the Academic Honor Board.

- Remember that you are responsible for your written and oral work, including the ideas, facts, and the interpretations you include.
- Unless you state otherwise, every word you write or say is assumed to be your own.

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2 Tips and suggestions appear in *Succeeding as an International Student in the United States and Canada* by Charles Lipson (University of Chicago Press, 2008).
Penalties for Violations of Academic Responsibility

The penalties for first and minor offenses are:

1. loss of credit, or failure, for the piece of work; and
2. loss of credit, or failure, in the course.

The penalties for repeated or major offenses are:

1. suspension from the College with notation on the transcript until reinstated as a Mount Holyoke degree candidate, "Suspended by the Academic Honor Board (for specified period of time)," and notation in the permanent file; or
2. required withdrawal from the College with notation on the transcript until reinstated as a Mount Holyoke degree candidate, "Required to withdraw by the Academic Honor Board," and notation in the permanent file.

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3 according to Mount Holyoke’s Student Handbook