

## 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 this [link](#).

**Students with Disabilities:** Students with disabilities who wish to access accommodations are advised to contact the Disability Resources Office at 413-662-5314 or stop by CSSE, Eldridge Hall to schedule an appointment. The Disability Resources 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 the Disability Resource Office at 413-662-5314 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 as soon as possible. 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 413-662-5314 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 413-662-5314 or stop by CSSE, Eldridge Hall to discuss your specific needs.

For more information:

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

## Academic Honesty

A college is a community of students and faculty interested in the search for knowledge and understanding. Essential to that search is a commitment to honesty and integrity. Honesty on the part of every college student has and always shall be an integral part of the plan of higher education at Massachusetts College of Liberal Arts. Acts of dishonesty conflict with the work and purpose of the entire College and are not merely a private matter between student and instructor.

Violations of academic honesty include but are not limited to:

- Submitting the work of others as one's own
- Plagiarism (as defined below)
- Communication during an examination
- Using crib notes in an exam, except as allowed by the instructor
- Obtaining prior knowledge of examination questions
- Substitution of another student in an examination
- Altering College academic records
- Knowingly using false statements for academic benefit
- Collaborating on material after being directed not to collaborate
- Forging a signature of a College official or faculty member
- Soliciting an official signature under false pretense

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 reference 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 further file charges with the Academic Appeals Committee against students if they believe that additional sanctions would be appropriate. Instructors shall notify the Registrar in writing of any occurrence of academic dishonesty whenever they have imposed sanctions. Such notification shall include the student's name, course title, date of occurrence, type of dishonesty, sanction(s) being imposed, and any further action requested. This notification shall be effected within fourteen days after discovery of the incident. A copy of said notice shall be sent to the student involved, including the charges made against the student and the grounds, if proven, that would justify failure or other academic sanction. If the student involved wishes to appeal the sanction imposed by the instructor, the student must initiate an appeal within two weeks after receipt of this notification. The Academic Appeals Committee shall consider as a basis for a hearing that: a) the student claims not to have been academically dishonest; b) the student claims the instructor imposed an inappropriate sanction; c) the nature of the offense merits

further action. In academic dishonesty cases the Committee may receive requests for hearings from students, from individual faculty and staff members, and from the Registrar. The Academic Appeals Committee reserves the right not to hear any appeal in any case where data is not sufficient, the necessary steps have not been followed, and when the committee jurisdiction is not clear.

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 Academic Affairs or the Registrar.

Additional policies may be found at:

<http://www.mcla.edu/Academics/registrar/policies/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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