

## Academic Honor Policy

### Purpose

St. Stephen Harding Theological College and Seminary, hereafter called College/Seminary, upholds Christian values, ethics and social responsibility. As a distance learning institution, we believe that trust is an integral part of the learning process and that self discipline is necessary in this pursuit. We also believe that any instance of dishonesty hurts the entire College/Seminary. It is with this in mind that we have set forth a Student Honor Code.

### Objectives

The College/Seminary's Honor Code aims to ensure an atmosphere based on trust, academic integrity and honor. It specifically aims to:

- Prevent any students from gaining an unfair advantage over other students through academic misconduct;
- Ensure that students understand that academic dishonesty is a violation of the profound trust of the College/Seminary;
- Clarify what constitutes academic misconduct and what is expected of students.

### Student Responsibilities

In order to abide by the Academic Honor Code, students will not engage in acts of academic misconduct. Academic misconduct is any act that could unfairly or improperly change student grades. Such acts of misconduct include, but are not limited to the following:

- Submission of material that is plagiarized. Plagiarism constitutes any work from another source, whether physical or electronic, that is copied, quoted, summarized, or paraphrased and is not adequately cited;
- Substitution for, or unauthorized collaboration with, a student in the commission of academic requirements;
- False claims of performance or work that has been submitted by the claimant;
- Deliberate falsification of a written or verbal statement of fact to a member of the Faculty or administration so as to obtain unearned academic credit;
- Forgery, alteration or misuse of any institute document relating to the academic status of the student.

While these acts constitute assured instances of academic misconduct, other acts of academic misconduct may be defined by the professor or the College/Seminary.

Students must sign the Honor Agreement affirming their commitment to uphold the Honor Code before becoming a part of the College/Seminary.

### Consequences of Academic Misconduct

Upon verification of student academic misconduct, instructors or the College/Seminary may take any or all of the following actions;

- require the student to redo the plagiarized work;
- give the student a failing grade on plagiarized work;
- give the student a failing grade for the course;
- recommend to the Academic Dean that the student be dismissed from the College/Seminary.

**Should a student be dismissed from the College/Seminary they will not receive any refund of monies already paid to the college/Seminary and a notice of the dismissal will go on their permanent academic record.**

\_\_\_\_\_ date\_\_\_\_\_

I affirm my commitment to uphold the Honor Code of the College/Seminary. I certify that I am retaining a copy of this document for my personal records.