

# ACADEMICS

## ACADEMIC HONESTY POLICY

### Code of Academic Honesty

The University's Mission Statement expresses Gonzaga's self-understanding in terms of humanist, Catholic, and Jesuit traditions. The Statement also explains Gonzaga's educational mission in terms of the ideals of creativity, intelligence, self-knowledge, desire for the truth, mature concern for others, and a thirst for justice. The Statement makes these traditions and ideals become concrete and practical by relating them to academic programs whose goals are to teach professional expertise and the mastery of a particular body of knowledge. Honesty is an essential part of these traditions, ideals, and practical goals. Gonzaga's Mission Statement promises, and therefore must, maintain high standards of academic honesty.

Without honesty the humanistic, Catholic, and Jesuit traditions could not continue; knowledge would neither be taught nor learned. Even the less obviously ethical and educational principles in the Mission Statement require honesty. Creativity without honesty becomes self-indulgence, intelligence without honesty degenerates into mere mental power. Self-knowledge without honesty cannot rise above self-deception, and the desire for truth becomes a craving for the rewards of those who have honestly found the truth. Without honesty, a concern for others may easily serve as a disguise for manipulation. The commitment to justice requires honesty, for to cheat, to fabricate, or to plagiarize is to act unjustly. Professional expertise requires honesty: cheating or plagiarizing denies the essence of what it means to be a professional in any field.

Because honesty is so essential to the traditions, ideals, and goals which define its kind of education, Gonzaga is committed to protecting academic honesty. This commitment entails practical consequences. To be fair to all members of the University, the University must explain clearly what these practical consequences of its commitment to academic honesty are. We do so here:

### Gonzaga's Code of Academic Honesty includes the following:

1. Academic Honesty consists of truth-telling and truthful representations in all academic contexts;
2. Academic Dishonesty consists of any of the following activities: cheating, fabrication, plagiarism, and facilitating academic dishonesty. Academic dishonesty is an attempt to deceive, to distort someone's perception of reality in order to gain a record of academic accomplishment greater than deserved. Academic dishonesty is not limited to the conduct illustrated here, because it is not possible to illustrate all the possible ways of being dishonest academically. A student in doubt about whether a particular course of conduct might violate Gonzaga's standards of academic honesty should talk with the course instructor before engaging in that conduct.
3. Penalties for academic dishonesty will be imposed through the Academic Honesty Policy, which all faculty and students are expected to understand and uphold. The complete description of the Academic Honesty Policy can be found online and in the offices of the Academic Vice President or Academic Services. Instructors are strongly encouraged to inform each of their classes about the Academic Honesty Policy.

## ACADEMIC FREEDOM OF STUDENTS

Protection of Freedom of Expression: Students are free to take reasoned exception to the views offered in particular courses of study. They may, however, be required to know thoroughly

the particulars set out by the instructor, but are free to reserve personal judgment as to the truth or falsity of what is presented. Knowledge and academic performance should be the norms by which students are graded.

**Protection Against Unjust Grading:** Students must maintain standards of academic performance set by this institution if they are to receive the certificate of competence implied by course credits and degrees. The instructor is the normal and competent judge of these matters, but the students must be protected from the rare case of unjust grading and evaluation. All allegations of unfair or prejudiced grading may be reviewed by the Dean of the appropriate school and, if necessary, by the Academic Vice President, whose decision is final.

## **ACADEMIC ADVISING**

Gonzaga University offers a wide variety of courses and programs, consisting of seven undergraduate degrees in more than 40 majors, as well as many minors and concentrations. The University places great emphasis on academic advising to ensure you can take full advantage of our many offerings.

All students are assigned an academic advisor. This person will provide you with key information about programs and requirements, as well as advice on course planning, degree requirements and academic policy at Gonzaga. The role of the advisor is not to do these things for you, but to provide you with guidance through your academic journey at Gonzaga. You are ultimately responsible for ensuring you complete all degree requirements as set forth in the Undergraduate Catalogue.

You will meet with your advisor at least once each term, to obtain your mid-term grades and your Advisor Release Number, which enables you to register for courses for the upcoming semester. Of course, your advisor would like to see you more often, and is available for conversations throughout each semester regarding your successes, struggles, and goals. (Check with your advisor each term for office hours, as these may change from semester to semester.) Your advisor will not only assist you with course planning, but also can help interpret University policies and requirements, clarify academic or career goals, assist you with academic forms and petitions, and refer you to other on- and off-campus resources. Your academic advisor will be a key resource during your time at Gonzaga - get to know him/her well.

As your academic interests and/or needs change, know that you may request a change of advisor. Declaration of Major/Change of Advisor forms can be obtained in any Dean's office, as well as the Office of Academic Services.

## **CLASS ATTENDANCE**

Students are presumed to have sufficient maturity to recognize their responsibility for regular class attendance. Since illness or other good reasons may prevent attendance, Gonzaga University has a standard policy on absences. This policy stipulates that the maximum allowable absences are two (2) class hours (100 minutes) for each class credit. For the three-credit class, the maximum absence is, therefore, six class hours (300 minutes). Classes scheduled to meet for more than 50 minutes have more than one class hour for each meeting (e.g., a class which meets for 75 minutes has one and one-half hours for each scheduled meeting). Instructors may report absences to the Registrar's Office, which will in turn notify the student they may be in danger of receiving a "V" for the course. The proper grade for excessive absence is "V," which has the same effect as F and is counted in the GPA. Participation in school activities or athletics does not exempt students from this standard policy on absences. The fact that a student has met other course requirements (such as papers) is not sufficient to change a V to a passing grade.

## ACADEMIC SERVICES

The Office of Academic Services provides support to the students, staff, faculty, and parents of Gonzaga University through a variety of programs and initiatives including, the Early Warning System, academic advising, academic standing and probation, academic summer programs for incoming freshmen, freshman registration, work with the Center for Teaching & Advising, and individual coaching for students and faculty on academic issues. These programs form the foundation of the University's efforts in student retention and success. To learn more about the programs and initiatives this office provides, please visit the website, [www.gonzaga.edu/academicservices](http://www.gonzaga.edu/academicservices) or call

## FACULTY INITIATED STUDENT DROPS

To provide enrollment space for others, students who do not attend the first class meeting may be dropped at the discretion of the professor with the approval of the Dean. Upon approval, the Dean will notify the Registrar's Office to drop students from the course. Students should contact professors or teaching departments in advance if they plan to be absent the first class day of class.

If you register for a course that you decide not to take, you must officially drop the course through the Registrar's Office. The consequence of not officially dropping courses is a V (unofficial withdrawal) grade which is calculated as a failing grade and is counted in your grade point average (GPA). You should NOT assume that professors will automatically initiate course drops for absence from the first day of course sections.

Your credit load will be reduced when courses are dropped. This reduction may affect financial aid awards, scholarship eligibility, athletic eligibility, VA benefits, and any other areas that are dependent on minimum credit limits.

## REGISTRAR RELATED POLICES

1. Most registration changes may be made over ZAGWEB. Course Authorizations, Independent Studies, Internships, and registration restrictions are processed in person in the Registrar's Office.
2. Students must confirm financial arrangements in Student Accounts before registration becomes official. The dates for changing registration can be found in the important dates and deadlines on the Registrar Office web pages.
3. Courses dropped during the first week of a semester are deleted from the record. (Refer to the last day to add/drop a class for date.) A grade of "W", official withdrawal, is recorded on the student's transcript for courses that are withdrawn after this date.

## CLASSIFICATION

- ❖ First Year Undergraduate - 0 through 25 credits completed
- ❖ Second Year Undergraduate - 26 through 59 credits completed
- ❖ Third Year Undergraduate - 60 through 95 credits completed
- ❖ Fourth Year Undergraduate - 96 or more credits completed
- ❖ Post baccalaureate is a student with a Bachelor's degree who continues to take undergraduate-level courses for another degree or credential.
- ❖ Graduate is a student accepted into a graduate degree program.
- ❖ Non-matriculated student is a non-degree-seeking student.

## EXAMINATIONS

Regular major examinations in all subjects are held at the end of the semester and at mid-semester, at the option of the instructor.

## **PREP WEEK (ALSO KNOWN AS “DEAD WEEK”) POLICY**

As accepted by the Academic Council, the purpose of Prep Week is to allow students time to prepare for their final examinations in undergraduate courses. Only minor assignments (those worth no more than 10 percent of the course grade) may be given during the time period designated as Prep Week. Make-up exams and paper extensions will be permitted at the discretion of the instructor and student. For additional information or clarification of this policy, contact the Office of the Academic Vice President.

## **GRADE CHANGES**

Changes in grades require a petition signed by both the instructor and the Dean of the college or school in which the course is taught.

## **GRADE REPORTS**

Grade reports are issued at mid-semester for undergraduates. Undergraduate students receive their mid-semester grade reports from their advisors, and their final grades by accessing them on line via their personal zagweb account. Mid-term grade reports are not recorded on a student's official transcript.

## **PASS-FAIL**

Gonzaga University offers undergraduate students the opportunity to take a limited number of courses on a pass-fail basis. Check with the Registrar's Office for regulations.

## **TRANSCRIPT REQUEST SERVICE**

An official transcript can be obtained from the Registrar's Office at a cost of \$5.00 per copy. Transcripts can be ordered "in person" at the Registrar's Office. The Registrar's Office is in Room 229 in College Hall.

Transcript requests can be ordered via the Web at: [www.gonzaga.edu](http://www.gonzaga.edu).

Then select – Quick Links – Transcript Requests

Complete information regarding transcript requests can be found in the on-line version of the handbook and on the Registrar Office web pages at [www.gonzaga.edu](http://www.gonzaga.edu), then Take Me To, then Registrar

## **GOOD ACADEMIC STANDING, UNSATISFACTORY ACADEMIC PROGRESS, PROBATION, AND ACADEMIC DISMISSAL**

Students are on Academic Probation whenever the term and/or cumulative GPA falls below a 2.00. To be in Good Academic Standing with the University, students must maintain a cumulative GPA of 2.00 as determined at the end of every semester, beginning with the completion of the student's second regular (non-summer) semester at Gonzaga University. Good Academic Standing is required for all graduating students, and it may impact a student's ability to receive financial aid, scholarships, or to represent Gonzaga in extra-curricular activities. Students on academic probation, regardless of their academic standing, may be subject to academic dismissal from the University. A notation of "Academic Dismissal" will appear on grade reports and transcripts. Dismissed students have an opportunity for appeal. Directions for this process are indicated in the dismissal letter sent to the student. Those receiving financial aid also may be subject to Financial Aid Satisfactory Academic Progress Probation or Suspension, which may result in additional financial consequences. Further information can be found in the Financial Aid section of this handbook

## FINANCIAL AID PROBATION

If a full-time student fails to earn 12 credits with a minimum GPA of 2.00 for one semester for which he/she is registered, that student will be placed on financial aid probation. If satisfactory progress is not made during the probationary semester, the student will not receive any additional funds until satisfactory academic progress is achieved. Students denied financial aid because of unsatisfactory academic progress may appeal to the Financial Aid Committee.

## LEAVE OF ABSENCE

Students who are pursuing a bachelor's degree at Gonzaga and must interrupt their education for a period of not more than one year may be eligible for a leave of absence from the University. To be eligible for a leave of absence, a student must have at least a 2.00 in the preceding fall or spring semester, a cumulative grade point average of 2.00 and plan to return within a year. Leave of Absence forms are available from the Office of Academic Services (OAS). Students requesting a leave of absence must have an interview and obtain approval from OAS. OAS will assist students in acquiring approvals from the following offices as necessary: Registrar's Office, Financial Aid, and Student Accounts. Students are not eligible to reside on campus, attend classes, or participate in regular campus activities during their absence. Students who attend another school during their leave of absence will have that status voided and they must apply for re-admission to the University. Leaves of absence will not extend beyond one academic year. Students who wish to return to the University after the termination date of their leave of absence must apply for readmission to the University.

## WITHDRAWALS

Students who register but decide not to attend should notify the Office of Academic Services to drop those course and avoid penalties. A leave of absence may be appropriate if a student plans to return to Gonzaga within a year, and does not plan to attend another school. Financial adjustments and possible reimbursements are based on the effective dates of complete withdrawal. Room and board will be prorated through a portion of the semester. Financial aid funds will be refunded in accordance with government and University regulations.

## CONFIDENTIALITY OF RECORDS POLICY

Gonzaga University's policy concerning the confidentiality of student educational records reflects a reasonable balance between the obligation of the institution for the instruction and welfare of its students and its responsibility to society.

The Family Educational Rights and Privacy Act of 1974 (FERPA) relates to access to student educational records. Gonzaga University will make a reasonable effort to extend to eligible students and their parents the rights granted by the act.

**Student Access To Records:** On presentation of appropriate identification and under circumstances that prevent alteration or mutilation of records, a student will be able to inspect his/her educational records under FERPA. University departments may charge a fee for copies of records. A student may challenge the contents of his/her educational records, may have a hearing if the outcome of the challenge is unsatisfactory, and may submit explanatory statements for inclusion in his/her file if the decision of the hearing panel is unsatisfactory.

**Student Directory Information:** Certain categories of student information are considered "open" or directory information which may be published in a student directory or event program and released to the media and to the public if a student is enrolled at the University at the time of the request. Directory information includes the following:

- ❖ Student Name
- ❖ Addresses and Telephone Numbers
- ❖ E-mail address

- ❖ Place of Birth
- ❖ Visual Image (photograph, video)
- ❖ Major Field of Study
- ❖ Dates of Attendance (Current and Past)
- ❖ Full or Part Time Enrollment Status
- ❖ Year in School (Class)
- ❖ Degree(s) Received and/or pursued
- ❖ Scholastic Honors and Awards Received
- ❖ Other Educational Institutions Attended
- ❖ Weight and Height (Members of Athletic Teams)

A student may request that directory information not be released by so indicating in the Registrar's office. In that case, this information will not be disclosed except with the consent of the student or as otherwise allowed by FERPA.

No personally identifiable information contained in a student's educational records, other than directory information, will be given to any outside third party, except as authorized by the Act, without the student's written consent.

Offices of Gonzaga University release student information with the understanding that the information will be used only for the purpose for which it is requested and will not be given to any other individual or entity. The recipient of the student information will keep the information in such a way that the information cannot be accessed by unauthorized personnel.

**Parents or Guardians Access:** Parents or guardians may have access to grade reports and other reports of a student's activity if they establish, to the satisfaction of the University, that the student is dependent, for income tax purposes, on the parents or guardians for the student's support. Parents must provide a copy of the last filed income tax return form as proof of a student's dependency prior to the release of any data. If a student is receiving financial aid, records in the office of Financial Aid at the University may be used as a proof of dependency. This information can be accessed by designated individuals if the student completes a Disclosure Form assigning this privilege. This form is available in the Registrar's Office as well as in the Office of Academic Services.

**Faculty and Administrator Access:** A faculty member or administrative officer of Gonzaga University who has a legitimate need to use a student's educational records will be allowed access to such records as needed without prior permission from the student.

**Legal Requests:** Subpoenas, court orders, summons, or search warrants for records will be acted on according to the directions of the University's legal counsel. The University will make a reasonable attempt to notify the student in advance when non-directory information is to be released in response to subpoenas or court orders.

**Right to Challenge:** Students have a right to file complaints with the Family Policy Compliance Office (FPCO) in Washington, D.C. concerning alleged failure by the University to comply with FERPA. For more information, please contact the University Registrar.