



# Calvin Engineering Department Academic Honesty and Integrity Policy

**Last Name:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

I have read and understand the Engineering Department Academic Honesty and Integrity Policy and agree to abide by it. I understand that the Engineering Department will be auditing my files with the Office of Student Conduct on an on-going basis. Incidents of academic dishonesty will be counted from the date of my signature.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Engineering Office Use Only: Information in this box is not part of the AHIP policy.**

**Please report your anticipated date of graduation below (e.g. May 2025).**

This reported date will not be an official part of your record, but will be very helpful to the department in planning for the correct number of engineering course sections each year.

**May 20** \_\_\_\_\_

**August 20** \_\_\_\_\_

**December 20** \_\_\_\_\_

**January 20** \_\_\_\_\_





# Calvin Engineering Department Academic Honesty and Integrity Policy

## Background

This policy addresses academic honesty in the Calvin University Department of Engineering and is intended to provide a consistent, transparent, and fair learning environment for all engineering students at Calvin University. Engineering students at Calvin University are expected to learn and study with absolute integrity. The preamble of the National Society of Professional Engineers' *Code of Ethics* clearly emphasizes the importance of integrity among engineers:

"Engineering is an important and learned profession. As members of this profession, engineers are expected to exhibit the highest standards of honesty and integrity. Engineering has a direct and vital impact on the quality of life for all people. Accordingly, the services provided by engineers require honesty, impartiality, fairness, and equity, and must be dedicated to the protection of the public health, safety, and welfare. Engineers must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct."

Consequently, it is entirely appropriate and imperative that engineering students learn under comparable standards and expectations established for ethical and honest conduct of those who practice engineering. With this, the Engineering Department is committed to clearly communicating expectations to students for academic conduct that is honest and demonstrates integrity.

## Department Expectations

Because honesty and integrity are critical to the engineering profession, each student in the Engineering Program (FTIAC – First Time In Any University students or transfer students) will be required to read and agree to abide by the policy.

The Calvin University Department of Engineering will prioritize academic honesty and integrity by emphasizing its utter importance with:

- 1) a dedicated and detailed discussion of this policy during the early stages in each section of Engineering 101,
- 2) a common statement provided on each engineering course syllabus regarding departmental expectations for honest learning,
- 3) course-specific listings of explicit examples of academic dishonesty for individual instructors, and

- 4) a review by the department chair of the syllabus for each section of each course to ensure that academic honesty and integrity is adequately addressed and emphasized by the instructor.

Dedicated and sufficient time (i.e., one entire 50-minute lecture period) will be devoted in Engineering 101 to understanding and learning the Engineering Department's academic honesty and integrity policy. This lecture will be conducted within the first several weeks of classes and include dissemination (i.e., a "handout") of the department's policy. The purpose of this lecture is to highlight the critical importance of honesty and integrity in the learning (and practicing) of engineering, to provide understanding and definition for academic honesty and integrity, and to set clear expectations for each student's academic work at Calvin.

The following statement will be provided on every syllabus of courses taught within the Engineering Department:

*Because of the nature of the profession, honesty and integrity are expected of every engineer. With this, and especially in light of our common Christian commitment, instances of academic dishonesty will not be tolerated in this course. This course is intended to be a community of learners. As documented in the Calvin Engineering Academic Honesty and Integrity Policy (AHIP)*

*(<http://www.calvin.edu/academic/engineering/ENGR-AHIP>), "engineering students at Calvin University are expected to learn and study with absolute integrity." The AHIP provides the framework for Engineering Department faculty to impose sanctions in response to dishonesty, within the guidelines of Calvin's Code of Student Conduct.*

*Any questions, comments, and concerns regarding AHIP and its application in **this course** are welcomed.*

In addition to this common departmental expectation shared by all faculty members for every engineering course, faculty will clearly communicate specific examples of what they consider to be academic dishonesty in each section.

### **Incidents of Academic Dishonesty**

Each faculty member of the Engineering Department prioritizes learning with integrity; although there are common commitments shared by all department faculty, individual faculty will exercise discretion and freedom in the way(s) they teach and administer the business of learning. When students are suspected of compromising the expectations and standards for academic honesty and integrity set forth by the University, the Engineering Department, and/or the instructor for their course, measures will be taken to determine, and if merited, sanction and document incidents of academic dishonesty.

AHIP falls within the current Calvin University Student Conduct Code (The Code) (<https://calvin.edu/directory/policies/student-conduct-code#VI>), with particular connection to section IV.B.1 that specifically identifies “cheating, plagiarism, or other forms of academic dishonesty” as acts of misconduct that are subject to disciplinary sanctions. The Code is meant to assist the Calvin community by setting expectations for proscribed conduct in light of obedience to God’s commandments and our fallibility. Under every circumstance, AHIP will be exercised as part of the current practices of the Calvin University campus community.

When an instance of academic dishonesty is suspected by an instructor, numerous and sequential responses can result (Figure 1). Working within the University’s established processes (Article V.D of The Code), when an instance of academic dishonesty is suspected, instructors will hold a conference with the student in question. One of three outcomes is possible, based on the conclusions reached during the instructor-student conference:

- 1) no further action is needed given the satisfactory explanation provided by the student (i.e., not guilty),
- 2) guilt is accepted by the student and the incident is reported to the Dean of Student Life for Judicial Affairs (DSLJA) for documentation.
- 3) guilt is denied by the student and the incident is elevated to the DSLJA for further action.

If the student accepts guilt during the instructor-student conference (i.e., outcome 2) above) sanctions will be determined by the instructor. The Office of Student Conduct will be notified so that the incident can be documented.

Once an unresolved instance of suspected academic dishonesty is elevated to the Office of Student Conduct, it is processed like any other issue of student misconduct as described in Article V.B. of the Calvin University Student Conduct Code. Four possible outcomes will result from the Office of Student Conduct process:

- 1) no further action is merited based on insufficient evidence (i.e., not guilty),
- 2) guilt is accepted by the student and the incident is formally documented,
- 3) guilt is determined via a hearing process (initiated by student denial), or
- 4) innocence is determined via a hearing process (initiated by student denial).

If guilt is determined as part of Office of Student Conduct processing (i.e., unresolved during instructor-student conference), sanctioning is determined by the Office of Student Conduct in consultation with the instructor.

Regardless of how it is ultimately determined that a student has been academically dishonest, some example sanctions include, but are not limited to, the following:

- Failing the course

- Recording a score of zero for the activity associated with the incident of academic dishonesty
- Recording a decreased/reduced score for the activity associated with the incident of academic dishonesty
- Providing an apology to all those adversely affected by the incident of guilt.

The most common sanction, as recommended by Office of Student Conduct and the Code, is receiving a zero mark for the compromised academic exercise.

In addition to the cooperation between the Engineering Department and Office of Student Conduct described above, the Office of Student Conduct will work with the Engineering Department as follows:

- Notify the Engineering Department Chair when students affected by AHIP have a documented incident of academic dishonesty in any Calvin University course. Possible students include those: seeking admission into the Engineering Program, currently admitted to the Engineering Program, or non-BSE students enrolled in engineering courses.
- Provide a review of all students applying for admission into the Engineering Program for documented incidents of academic dishonesty.
- Assist and advise the Engineering Department during student appeals related to AHIP.

### **Implications for Repeated Incidents**

The implications for the student are grave for repeated (i.e., *more than one*) incidents of documented academic dishonesty. The Engineering Department holds a “two strikes” policy for students with documented incidents of academic dishonesty in *any Calvin University course, including those taught outside of the Engineering Department*. This policy affects students under the following scenarios:

- i. *Non-admitted students*: For students who have not yet been formally admitted into the Engineering Program, typically those in their first or second year of study, two documented incidents of academic dishonesty (i.e., “two strikes”) will preclude formal admission into the program.
- ii. *Admitted students*: For students who have been admitted into the Engineering Program, typically students in their final two years of study, a second documented incident of academic integrity (i.e. “two strikes”) will result in un-enrollment from their current engineering courses and revocation of their admission to the Engineering Program.

- iii. *Non-BSE students* (e.g., engineering minor, or group major): Students with two documented incidents of academic dishonesty (i.e., “two strikes”) will be precluded from enrollment in future engineering courses.

The Engineering Department has an appeals process for situations in which admission to the program has been revoked. Students may discuss their situation with the University Administration (i.e., Dean of Natural Sciences and Mathematics) if they are considering an appeal of an Engineering Department decision under this policy. If a student appeals an Engineering Department decision, the Engineering Department will suspend the consequences of its decision (e.g., un-enrollment from classes and revocation of admission to the department) until the outcome of the appeal is known.

### **Conclusion**

Engineering is a profession; thus, integrity and honesty are critical to the daily work of engineers. This policy has been written to guide Calvin engineering students towards their future profession such that honesty and integrity characterizes their daily work. Thus, this policy is intended to provide a consistent, transparent, and fair learning environment for all engineering students at Calvin University as they mature into professionals.

**Figure 1. Incident Documentation and Reporting Process**

