**MPA Student Handbook Changes**

Adopted via e-mail 5/22

ILCs:

"It is important that students have an opportunity to become oriented to the MPA program before undertaking an individual learning contract. **Students must complete one (1) quarter** of MPA first year core coursework before registering for an individual learning contract, so that typically students must wait until the **Winter quarter** of their first year to undertake a graduate individual learning contract."

Internships:

"It is important that students have an opportunity to become amply oriented to the MPA program before undertaking a credit-generating internship. **Students must complete two (1) quarter** of MPA first year core coursework before registering for a credit-generating internship, so that typically students must wait until the **Winter quarter** of their first year to undertake a graduate internship contract."

Adopted via e-mail 5/26

**Academic Dishonesty**

*Policy*: Academic honesty is a necessity in a learning community. It makes coherent discourse possible, and is a necessary condition for all sharing, dialogue and evaluation. Academic dishonesty is a violation of the campus Student Conduct Code ( [WAC 174](http://apps.leg.wa.gov/wac/default.aspx?cite=174)), and includes, but is not limited to, the following:

1. Plagiarism defined as appropriating or incorporating any other person's published or unpublished work in one's own work without full, clear and correct acknowledgment;
2. Copying from another person's academic work without proper acknowledgment;
3. Using assistance or materials that are expressly forbidden to complete an academic product or assignment;
4. The unauthorized collaboration with any other person during the completion of independent academic work;
5. Knowingly falsifying or assisting in falsifying or assisting in falsifying in whole, or in part, the contents of one's academic work;
6. Permitting any other person to substitute oneself to complete academic work; or
7. Engaging in any academic behavior specifically prohibited by a faculty member in the course covenant, syllabus, or individual or class discussion.

A proven case of academic dishonesty by a graduate student will likely result in the loss of credit and possible dismissal from the graduate program.

*Procedure*: If a first time incident of plagiarism is minor, it may be approached as a teachable moment (Ex. lack of citation for quotes or paraphrasing) by the course faculty. However, if the first or subsequent incident of plagiarism is major or egregious (Ex. copying another student’s work or copying any work not originated by the student), the student may be referred to the campus Conduct Officer. Faculty will notify the student if this occurs. Conduct Officer will do an investigation into the evidence of plagiarism and also follow up with the student and faculty. Upon the outcome of the investigation, faculty will determine if there is a loss of credit for the course. If there is a loss of credit, faculty will inform the MPA Director and subsequently student dismissal from the MPA program may occur.

Adopted via e-mail 5/28/15

1. Add link to TESC [Student Rights and Responsibilities](http://evergreen.edu/studentaffairs/rightsandresponsibilities.htm)
2. Add link to TESC [Graduate Satisfactory Academic Progress Policy](http://evergreen.edu/financialaid/sappolicy-graduate).
3. Add section: **Duty to Report**: All faculty and staff are [responsible employees](http://www.evergreen.edu/titleIX/responsible-employees.htm). We have a duty to report any significant safety concern including (but not limited to): notice of sexual assault, intimate partner violence, stalking, sexual harassment, or harm to self/suicide attempt to the authorities or appropriate parties. More information is available through the [campus policies page](http://collab.evergreen.edu/policies/policies).
4. New procedure: At new student orientation, have students **sign a document to declare**, “I have read, understand, and agree to abide by the MPA student handbook, the TESC student conduct code, and the TESC social contract.” Make a note in the MPA student handbook that this was request was made and, whether the document was signed or not, students are bound by these policies as registered TESC students in the MPA program.
5. Add section: **Reasonable Notice**: In administrative processes where student(s) are accused or involved in behavioral or academic transgressions, reasonable efforts shall be made to provide notice of the issue to the student(s) in question via their TESC e-mail account. This will be done in a discretionary manner, with the primary consideration that of personal safety.

6) Add section: **Conflict Resolution:**

*Policy*: To promote a cooperative atmosphere within the community, allow opportunity for self-reflection, and use high graduate level academic standards, we will handle all disputes in a spirit of goodwill. We will abide by the [MPA Grievance Procedures](http://evergreen.edu/mpa/studenthandbook/grievance.htm), [TESC Social Contract](http://evergreen.edu/about/social.htm), and [TESC Student Conduct Code](http://apps.leg.wa.gov/wac/default.aspx?cite=174).

*Procedure*: **First:** Discuss any problems involving others in the learning community directly with the individual(s) involved (if the students feel safe to do so and it is culturally appropriate). Possessing respect for others is fundamental to an open, free, and educational dialogue. All students are expected to support and contribute to a well-functioning MPA classroom and learning community. **Second**: If conflict coaching is needed or an outside third party is needed, mediation resources may be accessed through the [CARE Network](http://evergreen.edu/carenetwork/mediation.htm).

When conflict occurs, members of the community may do the following, as appropriate:

a) Focus on ideas & behaviors to avoid personal attacks or inflammatory language while striving for resolution.

b) Respectfully contact the other party directly or engage in culturally appropriate mediation before the situation escalates.

c) If the conflict cannot be resolved directly or is of a serious nature, contact the course faculty.

d) If the conflict is with faculty, contact the MPA Director or Academic Deans.

e) If the conflict is with the MPA Director, contact the Academic Deans.

In issues of safety or violation of the law, reports can be made to [Police Services](http://evergreen.edu/policeservices/) directly or using the [online reporting system](https://forms.evergreen.edu/report-incident).

[**Conflict Resolution Process Matrix**](http://www.evergreen.edu/studentaffairs/rightsandresponsibilities.htm)

On-Campus Resources for Individuals in Conflict

**Note**: The CARE Network is a resource for any conflicts described below. If a conflict may involve discrimination or sexual harassment, the campus Civil Rights Officer can provide assistance.

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| --- | --- | --- | --- | --- | --- |
| **About ====> By** | **Student** | **Student Employee** | **Faculty** | **Classified Staff** | **Exempt Staff** |
| **Student** | Faculty  Grievance Officer  Housing Staff | Student's Supervisor  Grievance Officer | Academic Dean | Supervisor | Supervisor |
| **Student Employee** | Supervisor  Grievance Officer | Supervisor  Grievance Officer | Supervisor  Student Employment Director | Supervisor  Student Employment Director | Supervisor  Student Employment Director |
| **Faculty** | Grievance Officer  Academic Dean | Student's Supervisor  Grievance Officer | Academic Dean  Faculty Grievance Process | Supervisor | Supervisor |
| **Classified Staff** | Grievance Officer | Student's Supervisor  Grievance Officer | Academic Dean | Union Representative  Supervisor | Union Representative  Supervisor |
| **Exempt Staff** | Grievance Officer | Student's Supervisor  Grievance Officer | Academic Dean | Union Representative  Supervisor | Supervisor |
| **Community Member** | Grievance Officer | Student's Supervisor  Grievance Officer | Academic Dean | Supervisor | Supervisor |