April 21, 2015

**Proposed Revisions to** [**MPA Student Handbook**](http://evergreen.edu/mpa/studenthandbook/home.htm)

(Highlights: Further discussion with Grad Programs, College Staff/Leadership, MPA faculty/staff?)

**Academic Dishonesty**

Existing 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**](http://apps.leg.wa.gov/wac/default.aspx?cite=174-123-070), (use this link instead: [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 Plagiarism defined as appropriating or incorporating any other person's published or unpublished work in one's own work without full, clear and correct acknowledgment;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.

Proposed New 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.

**Dismissal from the MPA Program**

Existing Policy: All graduate students are expected to perform at a high academic level and to support and contribute to a well-functioning MPA classroom learning community. If these expectations are not met, students are subject to dismissal from the MPA program as follows:

* Students will be dismissed from the program for receiving a "No Credit" (NCR) for any two quarters of Core course work. The courses for which the NCRs were received may be sequential or non-sequential. This includes the repetition of any Core course. Should we follow the [Academic Standing](http://evergreen.edu/registration/policies.htm) policy?: If student is placed on academic warning (on probation), Registration notifies the student in writing via hard copy mail and then the student has 2 consecutive quarters to earn 75% of their attempted credits or better and they will go back to good standing. If this does not occur, the student will be placed on 1 year required leave and may return after that time. The condition is that they are still on academic warning (probation). If they fail to meet the conditions of the probation, they are dismissed from the college.
* Students will also be dismissed from the program for failing to register for credit following the end of a leave of absence.
* Behavior that disrupts the learning community may be grounds for disciplinary action, **up to and including dismissal from the MPA program**.
* Students may be dismissed from the program under other serious circumstances, such as plagiarism, other violations of the Student Contract or the Student Conduct Code, etc.

Under extraordinary circumstances following dismissal, **students may be reinstated,** at the discretion of the MPA Director. If reinstatement is approved, the student must follow the procedure described under the “Leave of Absence” section for “Reactivation of Active Student Status following a Leave of Absence”.

Proposed New Procedure: MPA Director issues a letter to the student stating they are dismissed from the MPA program and outlining the basis for that decision. Student then has 20 calendar days to appeal to one of the following campus entities in writing:

* If student is dismissed for behavioral matters, the student may appeal to the [Student Conduct Appeals Board](http://www.evergreen.edu/studentaffairs/rightsandresponsibilities.htm). Contact: Conduct Officer.
* If student is dismissed for satisfactory academic progress issues, the student may appeal to the [Satisfactory Academic Progress (SAP) Petition Review Committee](http://www.evergreen.edu/financialaid/sap-resolution.htm). Contact: Associate Director of Financial Aid.

**Sections that currently *do not* exist in the MPA Student Handbook & may need to be *added*:**

1. Link to TESC [Student Rights and Responsibilities](http://evergreen.edu/studentaffairs/rightsandresponsibilities.htm)
2. Link to TESC [Graduate Satisfactory Academic Progress Policy](http://www.evergreen.edu/financialaid/docs/SAP-Policy-GRAD.pdf).
3. Duty to Report: All faculty and staff are responsible employees, we have a duty to report any notice of sexual assault, intimate partner violence, stalking, sexual harassment, harm self/suicide attempt, or any significant safety concern to the authorities or appropriate parties. More information is available through the [campus policies page](http://collab.evergreen.edu/policies/policies).
4. In their welcome letter or 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 that, whether the document was signed or not, students are bound by these policies as registered students in the MPA program.
5. Reasonable Notice: In administrative processes where student is accused of behavioral or academic transgressions, reasonable efforts shall be made to provide notice of the issue to the student in question via e-mail. This will be done in a discretionary manner, with the primary consideration that of personal safety.
6. Policy for Reinstatement into the MPA program after dismissal: Existing policy states: “Under extraordinary circumstances following dismissal, **students may be reinstated,** at the discretion of the MPA Director. If reinstatement is approved, the student must follow the procedure described under the “Leave of Absence” section for “Reactivation of Active Student Status following a Leave of Absence”. Discussion: Should students be allowed a process for reinstatement after dismissal? If so, should the procedure be more rigorous than a leave of absence? Consider using the [college’s dismissal and readmission policy](http://evergreen.edu/registration/policies.htm) that involves petition to Deans.
7. Suspension from the MPA program: Students may be suspended from the program for up to one year in the event of academic or behavioral issues. Students may return to the MPA program as outlined in the suspension letter from the MPA Director (academic issues) or as outlined in the suspension letter from the campus Conduct Officer (behavioral issues).
8. Leave of absence: Students may petition for release (in extreme situations, must provide documentation) regarding the [resolution of a satisfactory academic progress problem](http://www.evergreen.edu/financialaid/sap-resolution.htm). This petition goes to the Professional Judgement Committee. Students may receive a tuition refund and the class may be taken off their transcript as though they had never registered.
9. Dismissing a student from class: Students may be excused from class per faculty discretion for the class meeting or for the entire quarter for the following reasons (including but not limited to) lack of attendance, disruptive behavior, attending class under the influence of alcohol or drugs, etc. If student is issued notice from faculty that no credit (NCR) will be issued and the quarter has not ended, faculty may dismiss the student from class. If the student fails to comply with the faculty request to leave the class, this will fall under the campus purview of “failure to comply with a college official” and campus Police Services or the campus Conduct Officer may be contacted.
10. Conflict Resolution. Option A) Example adapted from current syllabus in accordance with MPA Grievance Procedures, TESC Social Contract, and TESC Student Conduct Code: “To promote a cooperative, supportive atmosphere within the community, allow opportunity for self-reflection and expression, use high standards in reading, writing, and seminar, we will handle all disputes in a spirit of goodwill. **First:** Discuss any problems involving others in the learning community directly with the individual(s) involved (if the students feel safe to do so). 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). Finally, consult [MPA grievance procedures](http://evergreen.edu/mpa/studenthandbook/grievance.htm).”

Conflict Resolution. Option B) Conflict will occur when people from varied backgrounds with differing beliefs, cultures, and social norms come together. Conflict should be welcomed as an opportunity to expand thinking and create space for critical inquiry. When conflict occurs, members of the community will do the following, as appropriate:

1. Focus on ideas & behaviors and avoid personal attacks while striving for resolution.
2. Respectfully contact the other party before the situation escalates.
3. When addressing conflict, use I messages and discuss behavior - avoid inflammatory language.
4. If the conflict cannot be resolved directly or is of a serious nature, contact the faculty. If the conflict is with the faculty, contact the MPA director.
5. If the conflict is not resolvable, or is of a serious nature, contact the MPA director,  and only after these steps have been taken –then contact the Provost.

In the Tribal Cohort Indigenous Knowledge is valued and forms the foundation for conflict resolution. Cohort members are encouraged to use a Talking Circle as a method to enhancing community, facilitated by someone familiar with its process.

In all cases the CARE Network (Conflict Assistance, Resources & Empowerment) is a campus resource that can provide conflict coaching, 3rd party mediation, and skill development. Contact the CARE Network at [Carenetwork@evergreen.edu](mailto:Carenetwork@evergreen.edu). In issues of safety or violation of the law reports can be made to Police Services directly or using the online reporting system.