

Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that the work one presents as one's own *is* one's own.

Students shall not violate the Code of Academic Integrity and shall avoid situations likely to compromise academic integrity. Students shall observe the provisions of the Code of Academic Integrity whether or not faculty members establish special rules of integrity for particular courses. Failure of faculty to prevent academic dishonesty does not excuse students from compliance with the Code.

Those who engage in academic dishonesty diminish the quality and value of their education and bring discredit to the academic community.

Categories of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following:

1. **Cheating**—*Using, or attempting to use, unauthorized materials in any academic exercise; or having someone else do one's own academic work.* Examples of cheating include looking at another student's paper during a test, bringing notes to a test, obtaining a copy of a test prior to the test date, and presenting homework prepared by someone else.
2. **Fabrication**—*Inventing or falsifying information.* Examples of fabrication include "dry-labbing" (inventing data for an experiment not done or not done correctly), making references to sources not actually used in a research paper, forging advisors' signatures on registration forms, forging letters of recommendation, and falsifying credentials in an application.
3. **Facilitating Academic Dishonesty**—*Helping someone else to commit an act of academic dishonesty.* This

includes giving someone a paper or homework to copy from and allowing another to cheat from one's test paper.

4. **Plagiarism**—*Using the words or ideas of another writer without attribution, so that they appear as if they were one's own.* Plagiarism includes copying someone else's work word for word, rewriting someone else's work with only minor word changes, and paraphrasing or summarizing work without acknowledging the source.
5. **Multiple Submissions**—*Presenting work done in previous courses as if it were new and original work.* Although professors are sometimes willing for a student to use previous work as the basis for new work, they expect the student to do new work for the current course. A student who wants to submit a piece of academic work in more than one course should seek the approval of the instructors.
6. **Abuse of Academic Materials**—*Harming, appropriating, or disabling academic resources so that others cannot use them.* This includes removing tables and illustrations from books and journals to use in a paper, stealing books or articles, and deleting and damaging computer files intended for the use of others.
7. **Misrepresentation**—*Lying about or misrepresenting one's work, academic records, or credentials.* Examples include claiming ownership of another's work, several students submitting copies of the same computer document and taking credit for group work to which a student did not contribute significantly or fulfill his or her obligations.
8. **Electronic Dishonesty**—*Using network access inappropriately, in a way that affects a class or other students' academic work.* Examples of electronic dishonesty include using someone else's authorized computer

account to send and receive messages, breaking into someone else's files, gaining access to restricted files, disabling others' access to network systems or files, knowingly spreading a computer virus, and obtaining a computer account under false pretenses.

These general definitions may be supplemented or modified by additional policies stated in course syllabi.

Procedures for Addressing Academic Dishonesty

1. When an instructor believes that a student has acted dishonestly, a conversation on the incident in question occurs between the instructor and the student. The instructor should notify the department chair of the incident and the conversation about it.
2. If the instructor is not satisfied with the student's explanation, the instructor documents the incident in writing. The documentation includes definition of disciplinary action. A copy is filed in the Academic Dean's office. These files are available to the Pre-professional Recommendations Committee and to any teacher who is asked for a recommendation.
3. If a second incident occurs in any class, the student is likely to receive an F in that class. A third incident may result in suspension from the college for one quarter. A fourth incident may call for permanent *suspension*.
4. Students who wish to appeal the decision of the instructor, the Academic Dean, or the General Academic Studies and Policies Committee may do so, following the grievance procedure outlined in the *Student Handbook*.
5. Students are entitled to add a written rebuttal to their personal files.

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Campus Directory

Numerical Legend

- 1. Angwin Plaza:**
Ace Hardware
Angwin Teen Center
College Bookstore
Market
Washette
- 2. Post Office**
- 3. Career and Counseling Center**
- 4. Dental Building**
- 5. Credit Union**
- 6. Tennis Courts**
- 7. Athletic Field:**
Hardball and Softball Fields
Sand Volleyball Courts
- 8. Brookside Park:**
Student Family Housing
- 9. Service Station:**
College Chevron
- 10. Athletic Track & Field**
- 11. Press Building:**
Copy Center
Estate Planning
Mail Services
- 12. Custodial:**
Lost and Found
- 13. Heating Plant**
- 14. Church and Sanctuary**
- 15. Alumni Park**
- 16. Fisher Hall:**
Visual Arts
- 17. Sabbath School Rooms**
- 18. Church Complex:**
Campus Chaplain
Campus Ministries
Church Office
Fireside Room
Scales Chapel
- 19. Paulin Hall:**
Music
- 20. Pacific Auditorium:**
Fitness Center
Gymnasium
Exercise Science, Health, and Nutrition
Weight Room
- 21. Swimming Pool**
- 22. Public Safety**
- 23. Chan Shun Hall:**
Academic Administration
Academic Advising
Chemistry
Computer Science
Mathematics
Physics
President's Office
- 24. Davidian Hall:**
Nursing
Psychology and Social Work
- 25. Teaching and Learning Center**
- 26. Dining Commons:**
Cafeteria
Campus Center
Student Association Offices
- 27. Rasmussen Art Gallery**
- 28. Library:**
E.G. White/SDA Study Center
Information Technology
Systems and Services
Media Services
Pitcairn Islands Study Center
- 29. Preparatory School**
- 30. Elementary School**
- 31. Advancement / Alumni**
- 32. Financial Services:**
Accounting Services
Financial Administration
Human Resources
Student Financial Services
- 33. West Hall:**
Education
Health Services
- 34. West Hall Annex**
- 35. Stauffer Hall:**
Alice Holst Theater
English
- 36. Amphitheater**
- 37. Storage Area**
- 38. Newton Hall:**
Men's Residence
- 39. Grainger Hall:**
Men's Residence
- 40. Clark Hall:**
Biology
Wilmer Hansen Collection
- 41. Irwin Hall:**
Business Administration
Communication
History
Modern Languages
- 42. Ambs Hall**
- 43. Graf Oval**
- 44. Graf Hall:**
Academic Records
Admissions
Enrollment Services
KNDL Radio
Public Relations
Religion
Student Services
Visitor Center
Women's Residence
- 45. Dauphinee Chapel**
- 46. Andre Hall:**
Women's Residence
- 47. Winning Hall:**
Women's Residence
- 48. Discoveryland Preschool**
- 49. Land Management**
- 50. Recycling Center**
- 51. Plant Services**
- 52. Mobile Manor**
- 53. Landscape**
- 54. Court Place Apartments:**
Student Family Housing
- 55. Nichol Hall:**
Men's Residence
- 56. McReynolds Hall:**
Women's Residence
- 57. Virgil O. Parrett Field:**
Flight Center

- 58. Young Observatory**
- 59. Commencement Grove**
- 60. Prayer Chapel**
- 61. Cogeneration Plant**

Alphabetical Legend

23. Academic Administration
23. Academic Advising
44. Academic Records
32. Accounting Services
1. Ace Hardware
44. Admissions
31. Advancement / Alumni
35. Alice Holst Theater
15. Alumni Park
42. Ambs Hall
36. Amphitheater
46. Andre Hall
1. Angwin Plaza
1. Angwin Teen Center
10. Athletic Track & Field
40. Biology
8. Brookside Park
41. Business Administration
26. Cafeteria
26. Campus Center
18. Campus Chaplain
18. Campus Ministries
3. Career & Counseling Center
23. Chan Shun Hall
23. Chemistry
18. Church Complex
18. Church Office
14. Church & Sanctuary
40. Clark Hall
61. Cogeneration Plant
1. College Bookstore
9. College Chevron
59. Commencement Grove
41. Communication
23. Computer Science
11. Copy Center
54. Court Place Apartments
5. Credit Union
12. Custodial
45. Dauphinee Chapel
24. Davidian Hall
4. Dental Building
26. Dining Commons
48. Discoveryland Preschool
28. E.G. White/SDA Study Center
33. Education
30. Elementary School
35. English
44. Enrollment Services
11. Estate Planning
20. Exercise Science, Health, and Nutrition
32. Financial Administration
32. Financial Services
18. Fireside Room
16. Fisher Hall
20. Fitness Center
57. Flight Center
43. Graf Oval
44. Graf Hall
39. Grainger Hall
20. Gymnasium
7. Hardball and Softball Fields
33. Health Service
13. Heating Plant
41. History
32. Human Resources
28. Information Technology Systems & Services
41. Irwin Hall
44. KNDL Radio
49. Land Management
53. Landscape
28. Library
12. Lost and Found
11. Mail Services
1. Market
23. Mathematics
56. McReynolds Hall
28. Media Services
52. Mobile Manor
41. Modern Languages
19. Music
38. Newton Hall
55. Nichol Hall
24. Nursing
20. Pacific Auditorium
19. Paulin Hall
23. Physics
28. Pitcairn Island Study Center
51. Plant Services
2. Post Office
60. Prayer Chapel
29. Preparatory School
23. President's Office
11. Press Building
24. Psychology and Social Work
44. Public Relations
22. Public Safety
27. Rasmussen Art Gallery
50. Recycling Center
44. Religion
17. Sabbath School Rooms
7. Sand Volleyball Courts
18. Scales Chapel
9. Service Station
35. Stauffer Hall
26. Student Association Offices
32. Student Financial Services
44. Student Services
21. Swimming Pool
25. Teaching and Learning Center
6. Tennis Courts
44. Visitors' Center
1. Washette
20. Weight Room
33. West Hall
34. West Hall Annex
40. Wilmer Hansen Collection
47. Winning Hall
57. Virgil O. Parrett Field
16. Visual Arts
58. Young Observatory



Information

Contact Information

The telephone area code for Angwin is 707.

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Fax..... 965-6390

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Vice President for Academic Administration and
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Counseling, Testing, Placement Services

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Fax.....965-6432
Transcripts965-6553

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Andre Hall 965-7481
Graf Hall 965-6520
McReynolds Hall 965-6149
Winning Hall965-6313
Dean of Men965-7203
Grainger Hall 965-6491
Newton Hall 965-6487
Nichol Hall965-6101

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Vice President for Student Services, Dean of Students
.....965-7362

Student Finance

Director, Student Financial Services965-7200

Teaching and Learning Center

Director, TLC965-7688