

April 8, 2020

Hello Linfield Faculty and Staff,

As Linfield moves our instruction and communication to online and virtual methods, it is important for us to recognize that this transition will not eliminate student conduct issues at our institution. As the Director of Student Rights & Responsibilities, I wanted to provide a quick and helpful review of a few particularly key conduct concerns that may arise within our online communities.

Student Code of Conduct:

Linfield students are expected to conduct themselves in accordance with the rules and regulations of the College regardless of whether they are physically present on campus or not. The College expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution; to respect the rights, privileges, and property of others; and to observe national, state, and local laws and College policies in both our physical and online communities.

If you believe a student may have violated the student code of conduct, please submit an [Incident Report via the online reporting system](#).

Harassment:

Interaction both inside and outside of our online platforms is necessary and helpful to the learning experience. Insults, threats, inappropriate language and images (including things that could be viewed as harassment) should not be posted, sent or linked, including through non-school affiliated accounts. This type of behavior can be particularly problematic in online forums and discussion post threads where behavior may be more difficult to track. Please encourage your students to report any inappropriate behavior and report any behavior you encounter as well.

Academic Integrity:

Transitioning to an online classroom may shift how academic integrity misconduct shows up in our communities. Online classrooms may experience different kinds of academic integrity misconduct including impersonating a student to complete assignments or take exams, uploading and/or selling of their academic materials, or accessing unauthorized sources for answers or solutions. In dealing with breaches of academic integrity, the instructor shall have discretion as to what penalty to impose regarding the course grade. Within ten days of the discovery of an offense, the instructor must submit in writing a description of the offense to both the student and the Dean of Students for documentation. This description should include the course consequences for violations of academic integrity and the penalty given in the specific case.

Mental Health:

With such uncertain times in our world right now, we may see an increase in our students suffering from mental health concerns. These concerns could manifest as inappropriate messages in posts or emails, suicidal ideation, harm to others, etc. If you have concerns for the well-being of a student, please submit a [CARE report via the online reporting system](#). These reports are sent to the Dean of Students' Office for review and follow-up.

Please review the [Student Policy Guide](#) online for further details on Linfield policies and feel free to reach out to me directly at ahammond@linfield.edu with any questions you may have. I hope that you and your loved ones are staying healthy and safe.

Thank you,

Adrian Hammond (She/Her/Hers)

Director of Student Rights, Responsibilities, & Community Engagement