

3357:13-14-651 Academic Integrity (Plagiarism) Procedure

This procedure provides steps for the College to handle cases of academic dishonesty and guidelines for students to avoid inadvertent plagiarism.

(A) Handling of Academic Dishonesty Charges

- (1) Because academic honesty is essential for achieving learning outcomes and overall college/career success, the consequences for infractions are serious. Due to licensing and accreditation standards, individual programs may impose more serious sanctions than the College penalties defined here:
 - (a) Any first-time occurrence of academic dishonesty (such as a plagiarized paper or cheating on an assignment or quiz/test/examination or impersonation) results in a 0% for the work in question, a letter to the student from the Chief Academic Officer, and a copy of the letter in the student's file in Student Records.
 - (b) A second-time occurrence of academic dishonesty results in an F for the course and removal from the course, a letter to the student from the Chief Academic Officer, and a copy of the letter in the student's file in Student Records.
 - (c) A third-time occurrence of academic dishonesty results in a hearing before the College Judicial Committee and possible dismissal from the College (see 3357:13-15-01 Code of Student Conduct).
- (2) The steps for reviewing and documenting academic dishonesty charges are the following:
 - (a) A faculty member who charges a student with academic dishonesty indicates to the student why the faculty member believes that it is not the student's work.
 - (b) Students who wish to disprove a charge of academic dishonesty must provide the faculty member whatever proof that is requested.
 - (c) The faculty member describes the charge, circumstances, and evidence in a letter to the Assistant Dean of the division along with any pertinent evidence.
 - (d) The Assistant Dean reviews the materials, discusses the incident with the faculty member, and meets with the student.
 - (e) The Assistant Dean discusses the case with the Dean. If both are in agreement with the faculty member's conclusions, the Assistant Dean sends a letter to the Chief Academic Officer describing the charge, circumstances, evidence, meeting with the student, and conclusions. If not in agreement, the Assistant Dean discusses the conclusion with the faculty member and the corrective action needed.

- (f) The student may appeal the academic dishonesty charge through a request for a hearing by the College Judicial Committee and communicated to the Chief Academic Officer. (See 3357:13-15-01 Code of Student Conduct.)
- (g) The Chief Academic Officer reviews the case, and if in agreement, with the conclusion, sends a letter to the student documenting the case and consequences and sends a copy to the Student Records Office to be placed in the student's file.

(B) Guidelines for Students

Students may generally avoid academic dishonesty charges by working closely with faculty to develop strategies for increasing learning and developing skills. Academic dishonesty in any of its many forms wastes the student's time and money as well as faculty/college resources that should be put to better use.

The following specific hints may help to avoid unintentional academic dishonesty:

- (1) Ask the faculty member's permission before collaborating with another student (or students) on an assignment, paper, take-home test, or any other graded course work.
- (2) Participate in general discussion with other students, such as discussing the requirements for the assignment or general strategies for completing the assignment. However, you should first consult with your faculty member if you have any question about whether or not a procedure or course of action constitutes academic dishonesty.
- (3) Ask for tutoring services from the Tutoring Resource Center for assistance in preparing papers if you have any doubt about how to properly cite your sources.
- (4) Consult the many online guides for avoiding inadvertent plagiarism in your work:
 - Center for Online Education
<https://www.onlinecolleges.net/for-students/avoid-plagiarism/>
 - MIT Comparative Media Studies
<https://cmsw.mit.edu/writing-and-communication-center/avoiding-plagiarism/>
 - Northern Illinois University Academic Integrity Tutorial
<https://www.niu.edu/academic-integrity/students/plagiarism/index.shtml>
 - Purdue Online Writing Lab (OWL)
https://owl.purdue.edu/owl/research_and_citation/using_research/avoiding_plagiarism/index.html
- (5) Discourage dishonesty among other students.
- (6) Refuse to assist students who cheat.
- (7) Inform the faculty member if you are aware of other students cheating.

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