(A) Purpose. Dishonest scholarship practices include, but are not limited to, taking, using or copying another’s work and submitting it as one’s own or intentionally falsifying information or taking another’s ideas with the intention of passing these ideas as one’s own.

(B) Guidelines.

(1) It is recognized by the college that the prime responsibility for academic honesty is the individual student. However, the instructor will endeavor to create a learning environment that discourages cheating and encourages honest scholarship.

(2) The judgment regarding a dishonest scholarly practice should, in most cases, be made by the individual instructor.

(3) The basic criterion that will be used to judge the dishonest scholarly practice is the intention of the student to enhance his/her own position within the class by employing a dishonest or unacceptable scholarly practice. Examples include, but are not limited to:

(a) Work copied verbatim from an original author without proper credit.

(b) Work copied with only a few words altered from the original without proper credit being given.

(c) Answers copied from another’s test paper.

(d) Evidence of a deliberate and calculated plan to engage in a dishonest academic practice such as gaining access to examinations prior to the exam time or the extraction of information regarding an examination from other students.

(e) Falsification of clinical records.

(4) The instructor shall report all incidents of dishonest academic practice to the appropriate dean and chair of the department. The dean shall see that appropriate action is taken and shall notify the instructor and chair of the action taken.

(5) The student shall be notified, in writing by the dean, of the consequences and the right to appeal.

(6) Consequences for proven cases of dishonest scholarly practices are as follows:

(a) The first offense will result in an equivalent grade of “F” being given for the particular test, project or paper on which the cheating has occurred. The instructor may require the student to demonstrate mastery of the objectives for the particular test, project or paper, the grade will remain an “F”.

(b) The second offense (two total offenses, not necessarily in one course) will result in the student being assigned a failing grade for the course in which the second offense occurred.

(c) Any student involved in three total offenses (not necessarily in one course) will immediately be dismissed from the college for one full academic semester. Upon readmission, a student that had been dismissed for dishonest practices will be immediately dismissed from the college upon any subsequent single offense involving a dishonest academic practice.
(7) If a student feels that he/she has been wrongly accused, appeal procedures exist. The penalty for a proven case of dishonest scholarly practice will stand through appeal.

(a) If the appeal ruling is in favor of the student, the following will apply:

(i) For the first offense, the test, project or paper will be graded on the criteria for that assignment.

(ii) For the second offense, the student’s grade will be evaluated based on the criteria for the course.

(iii) For the third offense, the student will be reinstated to the college without penalty.

(8) All reports of incidents of dishonest academic practice shall be maintained in the student’s permanent file in the record’s office until the student graduates.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

<table>
<thead>
<tr>
<th>Promulgated under:</th>
<th>RC Sec. 111.15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statutory authority:</td>
<td>RC Sec. 3358.08</td>
</tr>
<tr>
<td>Rule amplifies:</td>
<td>RC Sec. 3358.08</td>
</tr>
<tr>
<td>Prior effective dates:</td>
<td>N/A</td>
</tr>
</tbody>
</table>