

Stautzenberger College's Academic Honesty Policy

In order to establish both consistency and the highest level of professionalism at Stautzenberger College, every student is subject to the following Policy in all courses, whether residential or on-line. Students with questions concerning this Academic Honesty Policy may speak with their Program Director, Student Services or the Dean of Academics.

Honesty and integrity are essential to your success in your chosen profession. Moreover, every student must master a threshold level of knowledge before he or she will be permitted to graduate with a Stautzenberger College degree. That knowledge is based upon understanding the material taught in the classroom or in lab, and upon successful completion of assignments and projects. Grading is designed to assist an Instructor in determining whether a student is performing at the appropriate level. Students who cannot meet the threshold performance standard may require additional assistance; grades assist the College in identifying individuals in need of such assistance. To the extent that academic dishonesty prevents the accurate measurement of a student's grasp of material, it deprives the student of access to resources that may help the student master material essential to his or her success.

In order to ensure that the College may effectively serve all of its students, faculty and employers, it has adopted the following Academic Honesty Policy:

- **Plagiarism**

To plagiarize is to use the ideas and/or words of another without properly identifying and giving credit to the source. If a student uses another's work as if it were his or her own, the student not only fails to learn the necessary information or skill set that he or she must master in order to be effective in his or her field, but also damages the morale of his or her peers. Plagiarism includes copying or paraphrasing ideas, phrases, statements, papers or other information.

The definition of plagiarism does not vary according to the source of the material. The original source may be a published item, such as a book, article, website, lyrics or movie; it may also be an unpublished item, such as another student's work, or an instructor's notes.

Plagiarism will not be tolerated, and anyone who engages in plagiarism will be subject to immediate discipline as outlined below.

- **Tests/Quizzes/Exams**

"Cheating" is defined by the College as the act of using any source of information or information processing (other than the student's own knowledge) during a test, quiz or exam.

Unless otherwise stated by an Instructor, students may not use notes, calculators, books, note cards, computers, cell phones or other aids or electronic devices during a test, quiz or exam. All materials and devices must be removed from students' desks prior to testing. All electronic devices must be turned off during testing unless an Instructor indicates that they are required to complete the test.

Similarly, students may not assist one another on a test, quiz or exam.

Any student who is suspected of cheating or assisting another to cheat will be subject to the discipline outlined below.

- **Collaboration Among Students**

Students must present original work at all times. While we encourage students to form study groups and assist each other in learning course material, all homework, projects, quizzes, tests, research papers and all assignments of any kind must be completed independently by each student, unless otherwise stated by the Instructor. If a student turns in work that an Instructor believes is the same as, or is substantially similar to, the work turned in by another student, both students will be subject to immediate discipline. The College will not distinguish between the student who knowingly provides the materials to be copied and the student who copies the materials as to either quality or kind of discipline. Both will be subject to the disciplinary process outlined below.

- **Disciplinary Process and Consequences**

If a student violates the College's Academic Honesty Policy, he or she will face the following consequences:

- The College will investigate allegations of academic dishonesty by interviewing relevant witnesses, such as the student, the Instructor and others who may have knowledge of the events in question.
- If the violation is the first instance or allegation of academic dishonesty, the student will receive a "0" on that assignment and will be placed on Probation. The student will remain on Probation as long as he or she remains a student at Stautzenberger College. For further information concerning Probational status for academic dishonesty and its impact on a student's career with Stautzenberger College, please see your college catalog.
- If a student engages in any additional academic dishonesty, whether of the same or different nature, the student will be permanently dismissed from Stautzenberger College.

Any student who is placed on Behavioral Probation or who is Dismissed from the College may appeal in writing to the Stautzenberger College Review Board, 8001 Katherine Boulevard, Brecksville, Ohio 44141. The decision of the Review Board may be appealed to the Office of the Vice President, Stautzenberger College, 8001 Katherine Boulevard, Brecksville, Ohio 44141. The decision of the Vice President is final.