

COLLEGE POLICIES

ACADEMIC INTEGRITY

The purpose of education is to advance one's own intellectual skills and knowledge and to demonstrate the outcomes of these efforts. An essential and shared value in higher education is presenting one's own work and properly acknowledging that of others. Any violation of this principle constitutes academic dishonesty and is liable to result in disciplinary action. Forms of academic dishonesty include but are not necessarily limited to the following:

- *Plagiarism* – submitting all or part of another's work as one's own in an academic exercise, such as an examination, computer file, or written assignment. This includes, but is not limited to, submitting papers written by someone else, such as a family member or friend, or downloading parts of, or entire, term papers, from the Internet, and then submitting them as your own work. It also includes use of another's words as one's own, be that paraphrasing or direct quotation, without proper citation.
- *Cheating* – using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining, or attempting to obtain, copies of an examination or answers to an examination. This also includes sharing or receiving content, from exams or quizzes, by way of another student.
- *Facilitating Academic Dishonesty* – helping another to commit an act of academic dishonesty, such as substituting for an examination, completing an assignment for someone else or sharing of computer files.
- *Fabrication* – altering or transmitting, without authorization, academic information or records.
- *Multiple Submissions* -- submitting the same paper/project for credit in multiple classes, without permission of the instructors involved.

Reporting Cases of Academic Dishonesty

Step One

Each case of academic dishonesty must be reported to the appropriate Dean in a formal written charge by the faculty member with firsthand knowledge of the violation, as soon as possible after the incident is discovered.

Step Two

The faculty member must have a discussion with the student, regarding violation of the Academic Integrity Policy, within five class days after the incident is reported to the Dean.

Step Three

The incident must then be documented on the Violation of Academic Integrity Policy form, located with Mercy College electronic forms, before notification of the student by certified mail.

Step Four

The faculty member must inform the student of the charge, via certified mail delivery. The written charge must contain the following:

- The particular allegation;
- The names of other participants or witness(es) when appropriate;
- The date and time, location and relevant circumstances of the incident; and
- A copy of the relevant sections of the College Catalog concerning academic dishonesty and the appeal process

Penalty for Academic Dishonesty

During a student's entire academic career at Mercy College, each incident of academic dishonesty will be reported in writing to the appropriate Associate Dean. A disciplinary notation for academic dishonesty will be entered in the student's academic record. A student found to have committed an act of academic dishonesty will not have the option to withdraw from the class in which the first incident occurred. A second finding of academic dishonesty shall exclude a student from consideration for academic honors.

The penalty for the first incident of academic dishonesty will be a score of zero on the particular item being submitted and a written warning. The second incident of academic dishonesty in the same course as the first incident occurred or any other course will result in a failing grade for the course in which the second infraction occurred. A third incident of academic dishonesty will result in disciplinary dismissal, unless appealed. This may be appealed as outlined in the "Student Academic Appeal Process" in the *Student Handbook/College Catalog*. The Associate Dean shall then notify the Registrar to enter the notation "dismissed for academic dishonesty" on the student's academic record.

*NOTE: A college class day is defined as any day that the college holds classes including final examination week.

The policy on academic integrity is published in the Mercy College of Ohio Student Handbook. It is the student's responsibility to know what constitutes academic dishonesty.

Instructor's Comments

Integrity is essential for society to function and one of your MOST valuable assets. Yes, cheating and plagiarism sometimes makes life easier. It's attractive when it means less time spent on a paper or not studying as long for a test. And yes, it seems that cheaters win way too often and unscrupulous businesspeople get rich much too easily. Just check out the underinflated balls scandal in football and the huge paychecks for less than ethical bankers on Wall Street.

While integrity may not be immediately compensated with praise or money, it is essential in our everyday interactions and for our society to function at all. Imagine yourself in any of these situations. 1) Could you trust a spouse/significant other after s/he cheated on you? 2) Do you believe that the auto mechanic's \$900 bill is fair or is it loaded with unnecessary work? 3) Will you let your child go out with friends after you learn s/he lied about the party they attended the last time they went out? 4) Do you trust that pharmaceutical companies are supplying the correct prescriptions and not cheap counterfeits? 5) Is the nurse/sitter taking care of your mom/child doing her job, being negligent, or worse yet, being abusive?

TURNITIN.COM

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers, with all personally identifiable information removed, will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Instructor's Comments

I recognize that many students make mistakes out of ignorance rather than maliciousness; I have done so myself. In college, I did not understand what plagiarism entailed, and I submitted work without enough of my own input. I assumed that there was no way that I could explain a topic as well as a published author, so I added some synonyms and changed a few, unimportant words. Turnitin.com has proven to be a valuable resource for improving one's understanding of plagiarism. It has also turned out to be a great tool to help students write better.

ACCESSIBILITY STATEMENT

Mercy College of Ohio is committed to making individuals with disabilities full participants in its programs, services and activities through compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. If you require accommodations, please contact the Office of Academic Accessibility.

Phone: 419-251-1710

Email: Jennifer.pizio@mercycollege.edu

Website: <http://www.mercycollege.edu/my-mercy/student-formation/academic-accessibility>

Instructor's Comments

One goal of the college is to provide the resources to help each student succeed to the best of her/his ability. Every person is different, and so has different needs. Students with impairments that affect major life activities, e.g., walking, seeing, hearing, speaking, learning, etc., are entitled to environments that allow them to develop and display their talents. The Rehabilitation Act and the Americans with Disabilities Act provide Mercy College the vehicle to aid students with special challenges.

*For these laws to be effective, a student must provide **documented** evidence of the impairment. If you need help doing this, please see our Dean for Student Formation, Jennifer Pizio (419-251-1710), who is well versed on these guidelines and can direct you to the appropriate resources.*

*Having a learning disability is not a sign of weakness, nor are accommodations a unfair disadvantage to the other students in the class. Learning disabilities prevent individuals of **above-average intelligence** from developing or displaying their talents fully. Special testing accommodations are the equivalent of tests in Braille or an ASL signer in lecture.*

ATTENDANCE POLICY

Classroom, (laboratory,) and clinical learning experiences are viewed as essential components to success in a health career. Accordingly, students are expected to fully participate in classroom, (laboratory,) and clinical activities.

Instructor's Comments

Our lives are full of demands and attendance in class is not always possible. One of the great privileges and burdens of adulthood is the right and responsibility to choose how to allocate time. Everyone of us decides whether or not to attend class, and I understand that things happen that prevent people from making it to class. Unfortunately, skipping class may cause you to miss a quiz, a test, an important discussion, a fun exercise, or, worst of all, an invigorating, highly stimulating, and entertaining lecture. I do not grade for attendance, but you are still responsible for mastering the topics covered in class. Moreover, quizzes and participation in discussions, both of which are valuable tools in your learning arsenal (see Learning Tools handout on the internet), cannot be made up. On the other hand, if you must miss class due to an illness or emergency, I am happy to help you catch up in lab and lecture.

*NOTE – Most students perform best the more often they experience the material. **Reading** the information before class, **hearing** the information in class, and **writing down** the information during class, and reviewing the information after class provides a student **four** opportunities to learn.*

CIVILITY STATEMENT

The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn and respect for the professionalism of the faculty are maintained. Student conduct which disrupts the teaching/learning process shall not be tolerated and may lead to disciplinary action and/or removal from the class.

Instructor's Comments

*While in class (as in the rest of life), people are expected to act respectfully and kindly toward each other. A common complaint from students is of being disrupted by fellow students during class. To prevent this, please turn off all cell phones and keep them in your bag/purse, refrain from extracurricular discussions during lecture, do not dominate class discussions, eat quietly, and exit quietly if you need to go to the bathroom, make a phone call, etc. If some material does not make sense and you do not feel comfortable asking a question in front of the whole class, please wait until **after class** before asking a fellow student rather than interrupting your neighbor during the lecture. Rude and disruptive behavior will receive at most one warning; after the second offense, the offender will be asked to leave.*

I prefer an interactive (somewhat loud and chaotic) rather than quiet, highly regulated classroom. Some students may find this difficult to handle. As an instructor, it is my responsibility to maintain a learning environment that is as comfortable as possible for all students. If you find that the class is too disruptive, please speak to me outside of class; I may be able to adjust the classroom environment to make things more comfortable.

MERCY COLLEGE OF OHIO STUDENT LEARNING OUTCOMES

The philosophy behind a Mercy College education is that an individual, regardless of his/her chosen profession, needs to possess both a broad knowledge base and the knowledge that characterize an educated person. At Mercy College, this knowledge base and these learning outcomes are emphasized in all courses. Students demonstrate mastery of the **Mercy College Student Learning Outcomes** through college wide assessment rubrics. These rubrics present documentation that demonstrates the student's work, abilities, and growth throughout his/her academic career at Mercy College of Ohio.

1. Exhibit **proficiency** and competency within one's discipline in service to others.
2. Integrate **critical thinking** skills to reason logically using data from appropriate disciplines to solve problems and make decisions.
3. **Communicate** clearly in both written and oral forms of expression.
4. Demonstrate an understanding of **Catholic beliefs and faith** within one's ethical and professional decision-making.
5. Display an understanding of cultures and experiences that characterize the **global community**.

HUMAN BIOLOGY PROGRAM LEARNING OUTCOMES

1. Demonstrate **competency** in mathematical computations related to understanding and application of scientific principles. – Students will calculate allele and genotype frequencies in populations and analyze the results to determine if the populations are evolving.
2. Apply the **scientific method** to examine and interpret biological questions – Students will describe, set up, run and discuss experiments and their conclusions using appropriate scientific experimental procedures.
3. Demonstrate competency performing **laboratory** techniques – Students will develop their observational skills, both macroscopically and microscopically, while classifying the taxa of life.
4. Be prepared to enter graduate schools or scientific fields. – By the end of this course, students will have completed the biology course requirements for entrance into professional or graduate programs.