ACADEMIC STATUS

At the end of each semester, the academic record of every student on the Marion campus is carefully reviewed to determine the appropriate status. Any questions about academic status should be directed to the Academic Advising Office (740–725–6107). It should be noted that academic performance/status is directly connected to a student’s eligibility to receive Financial Aid. See pages 38–39 for information on financial aid standards.

A. Dean’s List

Students completing a minimum of 12 graded credit hours with a point-hour ratio of 3.50 or higher for any given semester will be named to the Dean’s List for that semester in the college in which they are enrolled. Normally courses graded Satisfactory/Unsatisfactory (“S/U”) or Pass/Non-Pass (“PA/NP”) do not count toward the minimum of 12 graded hours, and a grade of “U,” “NP,” or an “Incomplete” will disqualify you from making the Dean’s List even if you meet the numerical criteria.

B. Academic Misconduct

What is Academic Misconduct? The university’s Code of Student Conduct defines academic misconduct as “any activity that tends to compromise the academic integrity of the university or subvert the educational process.”

While many people associate academic misconduct with “cheating,” the term encompasses a wider scope of student behaviors which include, but are not limited to, the following:

- Violation of course rules.
- Violation of program regulations.
- Knowingly providing or receiving information during a course exam or program assignment.
- Possession and/or use of unauthorized materials during a course exam or program assignment.
- Knowingly providing or using assistance in the laboratory, on field work, or on a course assignment, unless such assistance has been authorized specifically by the course instructor or, where appropriate, a project/research supervisor.
- Submission of work not performed in a course: This includes (but is not limited to) instances where a student fabricates and/or falsifies data or information for a laboratory experiment (i.e., a “dry lab”) or other academic assignment. It also includes instances where a student submits data or information (such as a lab report or term paper) from one course to satisfy the requirements of another course, unless submission of such work is permitted by the instructor of the course or supervisor of the research for which the work is being submitted.
- Submitting plagiarized work for a course/program assignment.
- Falsification, fabrication, or dishonesty in conducting or reporting laboratory (research) results.
- Serving as or asking another student to serve as a substitute (a “ringer”) while taking an exam.
- Alteration of grades in an effort to change earned credit or a grade.
- Alteration and/or unauthorized use of university forms or records.
Cases of alleged academic misconduct are adjudicated through a formal hearing process by the Committee on Academic Misconduct (COAM), a standing committee of the University Senate. To insure a broad representation on the Committee, COAM draws its members from throughout the university’s academic community: faculty (appointed by University Senate); graduate students (appointed by the Council of Graduate Students); and undergraduate students (appointed by Undergraduate Student Government). Many of the most common questions regarding the academic misconduct process at The Ohio State University are answered at the following website: http://oaa.osu.edu/coamfaqs.html.

C. Code of Student Conduct

Students who enroll at Ohio State agree to abide by the Code of Student Conduct, available on the web at http://studentlife.osu.edu/csc. Each student is responsible for becoming familiar with the rules and regulations of The Ohio State University. The Office of Student Judicial Affairs has prepared the following synopsis of the Code of Student Conduct:

“The code exists to protect the persons, their rights, and the property of the university community. The code applies to the conduct of all students and registered student organizations while on University premises; while on professional practice assignments; on assignment which is associated with academic course requirements; or while involved with a University–related activity or a registered student organization activity. There are certain types of conduct which may lead to disciplinary action against a student or student organization in addition to criminal charges in some cases.”

Student conduct also refers to academic integrity in coursework. Academic misconduct refers to any activity that compromises the academic integrity of the university or subverts the educational process. Examples of academic misconduct include, but are not limited to:

- Violations of course rules as contained in the course syllabus or other information provided to the student.
- Knowingly providing or receiving information and/or assistance during examinations.
- Being in possession and/or use of unauthorized materials during examinations.
- Submitting the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement without permission of the instructor of the course for which the work is being submitted.
- Submitting plagiarized for an academic requirement (see below).
- Falsification, fabrication, or dishonesty in creating or reporting laboratory results, research results, and/or any other assignments.

More information tips for avoiding academic misconduct can be found at the Committee on Academic Misconduct website.
D. Plagiarism

Every student is responsible for reading and understanding this statement.

The following statement is adapted from the definition of plagiarism as understood by the Department of English. Although this statement was developed to apply specifically to the courses in first-year English composition, it is referred to widely in cases involving charges of plagiarism throughout the university.

Because the purpose of university writing assignments is to improve your ability to express yourself in writing, your papers and exercises must be your own work. To submit to your instructor a paper that is not truly the product of your own mind and skill is to commit plagiarism. To put it bluntly, plagiarism is the act of stealing the ideas and/or the expression of another and representing them as your own. It is a form of cheating and a kind of academic misconduct, which can incur severe penalties. It is important, therefore, that you understand plagiarism, so that you will not unwittingly jeopardize your college career.

Plagiarism can take several forms. The most obvious form is a word–for–word copying of someone else’s work, in whole or in part, without acknowledgment, whether that work be a magazine article, a portion of a book, a newspaper piece, material from a website, another student’s essay, or any other composition not your own. Any such verbatim use of another’s work must be acknowledged by (1) enclosing all such copied portions in quotation marks and by (2) giving the original source either in the body of your essay or in a footnote. As a general rule, you should make very little use of quoted matter in your essays, papers, or other written work.

A second form of plagiarism is the unacknowledged paraphrasing of the structure and language of another person’s work. Changing a few words of another’s composition, omitting a few sentences, or changing their order does not constitute original composition and therefore can be given no credit. If such borrowing or paraphrase is ever necessary, the source must be scrupulously indicated by footnotes.

Still another form of plagiarism is more difficult to define. It consists of writing a theme based solely on the ideas of another. Even though the language is not the same, if the thinking is clearly not your own, then you have committed plagiarism. If, for example, in writing a theme you reproduce the structure and progression of ideas in an essay you have read, or a speech you have heard, you are not engaging your own mind and experience enough to claim credit for writing your own composition.

How then, you may ask, can I be original? Am I to learn nothing from others? There are several answers to such questions.

Of course, you have come to the university to learn, and this means acquiring ideas and exchanging options with others. Copying the phrasing of someone else never genuinely teaches an idea or concept. Only when you have thought through an idea in terms of your own experience can you be said to have learned; when you have done that, you can develop it on paper as the product of your own mind. It is your mind we are trying to train and evaluate.

When, therefore, you are given a writing assignment, do not merely consult books or articles or websites or friend’s themes in search of something to say. If an assignment baffles you, discuss it with your instructor. If you are directed to use printed sources in English or in other courses,
consult your instructor about how to proceed. There is an art to taking notes; careless note taking can lead to plagiarism.

Why be so concerned about plagiarism ... because it defeats the ends of education. If a student were given credit for work that is not his or her own, then those grades would be meaningless. That student’s college degree would become a mere sheet of paper, and the integrity of the university would be undetermined. To protect the conscientious student, therefore, and to guarantee the quality of an Ohio State education, the university assesses heavy penalties against those who plagiarize. By Faculty Rules, penalties for plagiarism range from an “E” grade in the course to dismissal from the university. If these penalties seem severe, remember that your integrity and the integrity of the university itself are at stake.

Finally, the university cannot prevent a student from plagiarizing, but it can make sure that every student knows what plagiarism is, the penalties for committing plagiarism, and in what jeopardy it places his or her future career; hence this statement. Read it carefully. If you do not understand it fully, consult your instructor.

If you have any doubts about the originality of a paper you have written, see your instructor before you turn it in.

Every student is responsible for reading and understanding the above statement.