

TRANSFER STUDENTS

Students transferring from another regionally accredited college may receive credit for courses completed with a grade of “C” or better if the course is applicable to the student’s program at Midstate. Midstate College accepts transfer students who meet admissions requirements and who present an official transcript from the collegiate institution last attended. Admissions representatives will send for official transcripts during the enrollment process. Transfer of credit is based upon the student’s official transcript.

One-third of all credit hours for any degree or diploma must be completed at Midstate. In addition, the student must take the final term at Midstate to qualify for a Midstate degree or diploma. All transfer credit must be applied prior to the last term.

Students enrolled in a baccalaureate degree program must complete a total of 60 quarter hours, with 32 quarter hours in upper-division major coursework at Midstate College. Midstate College does not accept more than 92 quarter hours at the 100-200 course level. Any exceptions to this policy must be approved by the Director of Student Success or be a component of a formalized articulation agreement.

The College may require proficiency testing to determine the level of the student’s competency in certain courses and also reserves the right to refuse transfer credits. If Midstate College placement test scores reflect the need for developmental English or math and the student has successfully completed a higher level transfer English or math class at another college or institution, a proficiency exam will be administered at no cost to the student to assist in determining skill levels. The Director of Student Success will review the test results and any other pertinent information that may be available to determine appropriate class placement.

Midstate College is a participant in the Illinois Articulation Initiative (IAI). The General Education Core Curriculum (GECC) became effective for entering students as of the summer of 1998. This agreement benefits the students who transfer credit in from other institutions and all transcripts marked with the IAI GECC seal will be accepted as equivalent to the GECC here at Midstate; therefore, students will not be required to retake such courses.

- ❖ Midstate College will only accept individual IAI GECC courses with a grade of “C” or better. Any GECC courses with IAI approval will apply to Midstate’s general education requirements. (See General Education Philosophy and individual course descriptions for IAI code numbers for GECC courses.)
- ❖ Any student who attended an Illinois college, transferred “in good standing” with a completed Associate of Arts, Associate of Science, or Associate of Arts and Sciences, and completed the GECC requirements in force since the summer of 1998, will be approved as having satisfied his/her lower division general education requirements at Midstate College.
- ❖ GECC courses must be completed prior to transfer of credit to be accepted by Midstate.
- ❖ When a course being transferred meets Midstate College’s requirements with a “C” or better, Midstate will accept GECC courses from non-IAI affiliated institutions.
- ❖ Midstate is committed to careful review and consideration of transfer credit(s). For more information about the Illinois Articulation Initiative, go to www.itransfer.org.

ACADEMIC INTEGRITY

Midstate College believes in providing an educational experience in an open, honest, respectful, and fair manner engendering a mutual trust between all students, faculty, and administrators. Academic integrity is a basic principle of the College’s function. Students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student’s personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken. The student may appeal the decision to administration, whose decision will be final.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student’s writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

The following are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty is addressed in the Student Handbook and in each class syllabus.

Plagiarism

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against Midstate College's academic policy. Its seriousness requires a measured response which includes consequences for inappropriate and/or no citation.

Cheating

Copying from another's work; using or attempting to use unauthorized assistance, material, study aids, or computer programs in completing academic assignments and examinations; providing unauthorized academic assistance to another student; submitting an assignment as one's own when it was created by others; and submitting work from one course to fulfill an assignment in another are examples of cheating.

Deception

Providing false information to faculty such as requesting an extension of time on an assignment using an untrue reason, claiming to have submitted work that was not submitted, or falsification of data or research results are examples of deceptive practices.

Sabotage

Preventing others from doing or completing an assignment using tactics such as removing or destroying limited library resources needed for an assignment or tampering with another's electronic files are examples of sabotage.

Computer Misuse

The inappropriate use of campus computers such as violation of the College's usage policy, tampering with another's electronic files, exchanging stolen information, violation of copyrights, and illegal access to other computer systems beyond what is provided to students in the Midstate College network are examples of computer misuse.

Copyright Infringement**The Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages fixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court may, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Appropriate Usage

Midstate College computer usage (to include, but not limited to, Internet and email) is a privilege and should be treated as such. All on-campus computer usage should be school related and may be monitored at any time. Reasonable use of computer/network resources for a student's personal use is acceptable. Examples of unreasonable use of computer/network resources include, but are not limited to the following: peer-to-peer file sharing, printing non-school related material, generating excess network traffic (including continuous access to streaming audio or video), downloading files unrelated to school or sending non-school related communication with Midstate email accounts.

Unauthorized transferring of copyrighted materials to or from the Midstate College computer system without expressed consent of the owner is a violation of Federal law. Use of Midstate College equipment for commercial gain, profit, or promotion is not allowed from Midstate College. Users are expected to refrain from using email to harass or annoy other users of the network. Obscene or derogatory material which violates the Midstate College policy of non-discrimination will not be tolerated. Midstate College reserves the right to take whatever action necessary to prevent, correct, or discipline behavior that violates this policy.

Violation of this policy can result in discipline by the administration of Midstate College, civil action, or criminal prosecution. Midstate College reserves the right to immediately suspend user privileges for potential violations of these guidelines to protect the integrity and security of the Midstate College network and computer systems. Apparent abuse of this policy will be reported to the Director of Student Success or Dean of Academics to determine any further disciplinary actions.

Alternatives to Illegal Downloading

Illegal downloads hurt artists and deter the incentive to create. U.S. laws protect the rights of individuals regarding their own works. Below are lists of sites that offer free or inexpensive products that can be used without violating copyright law.

Clipart:

<http://www.coolarchive.com/>
<http://www.presentermedial.com>
<http://www.clipart.com/>

Fonts:

<http://www.blambot.com/>
<http://www.fonts.com/>

Photos:

<http://www.freefoto.com/>
<http://www.photospin.com>

Music:

<http://www.download.cnet.com>
<http://www.epitonic.com/>
<http://www.betterpropaganda.com/>

STUDENT ACTIVITIES

The Student Affairs office has activities planned for the students throughout the year. Students have opportunities to participate in community and career-related organizations, volunteer programs, and more. Organizations and volunteer opportunities are listed below.

Alpha Iota Sorority (Alpha Beta Chapter and Peoria Alumnae Chapter)

This organization is an international honorary business sorority for women of high scholastic achievement. Its purpose is to make each member a better businesswoman through the development of self-confidence, leadership skills, and awareness of responsibility to herself and her community. The spirit of loyalty, friendship, cooperation, and education fostered during college years continues for life. Dues can be incorporated into the student's financial aid package. Please see the Director of Student Affairs for information.

American Health Information Management Association (AHIMA)

All Health Information Technology A.A.S. Degree students are encouraged to enroll as a student member in the American Health Information Management Association (AHIMA). Students are enrolled as members of the Illinois Component State Association, and Illinois Health Information Management Association (ILHIMA). This membership provides the students with access to:

- ❖ Valuable peer networking opportunities through the AHIMA Communities of Practice (CoP)
- ❖ Subscription to the peer-reviewed Journal of the American Health Information Management Association
- ❖ Eligibility for scholarships through the AHIMA Foundation of Research and Education (FORE)
- ❖ Access to the FORE Library and HIM Body of Knowledge
- ❖ Access to the AHIMA Job Bank
- ❖ Discounts on AHIMA books and other products

Standards of the Commission on Accreditation for Health Informatics and Information Management Education recommend exposing students to the professional organization. Student membership is \$45 per year, and dues can be incorporated into the student's financial aid package. The application for membership is completed during the student's enrollment process with the Program Director. Students are expected to renew their membership annually until graduation.