

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.clipart.com/>

Fonts:

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

Photos:

<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

Room 212 / Rhonda Urban / studentaffairs@midstate.edu / www.alphaiota.org

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. Annual International, District, and Local dues of \$76.00 can be incorporated into the student's financial aid package. The membership application is completed with the Director of Student Affairs. Students are encouraged to renew their membership until graduation and upon graduation members are encouraged to retain their membership as a professional member.

Heartspring was adopted as the Alpha Iota International Service Project in 1949. Located in Wichita, Kansas, it is one of the few residential speech and hearing rehabilitation facilities in the United States. The Sorority has contributed over \$100,000.00 towards the cost of training individual children at Heartspring, and in 1994 was one of the several patron organizations honored at the 60th Anniversary Celebration of Heartspring.

The Peoria Alumnae Chapter volunteers locally at the Center for Prevention of Abuse. The Center for Prevention of Abuse has been a statewide leader to end abuse and make our homes, schools, and communities safer. They provide confidential and compassionate service in a safe environment with one goal in mind, empowering people in our community to live free from violence and abuse. The Center provides housing services, intervention and support, advocacy, and education and prevention.

American Association of Medical Assistants (AAMA) - Central Illinois Chapter & Midstate Medics

Room 205 / Dr. Amber Schappagh, DM-HCML, AHI, RMA / aschappagh@midstate.edu / www.aama-ntl.org

All Medical Assistant A.A.S. Degree students are encouraged to enroll as a student member in the American Association of Medical Assistants (AAMA). As a member of AAMA students are enrolled as members of the chapter of their choice. This membership is important to the development of professionalism and leadership in students attending our accredited (CAAHEP) Medical Assistant program. Student membership is approximately \$38.50 per year, and dues can be incorporated into the student's financial aid package. Students should see their department director for information on how to enroll in the organization. Students are encouraged to renew their membership until graduation and upon graduation members are encouraged to retain their membership as a professional member.

Midstate Medics: All Allied Health students are encouraged to attend the meetings and other activities of this club. Goals of the club are to promote better understanding of health care professions, provide networking, and promote unification throughout the healthcare professions.

American Health Information Management Association (AHIMA)

Room 236 / Dr. Leah Grebner / Igregner@midstate.edu

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, the Illinois Health Information Management Association (ILHIMA). Student membership is \$49.00 per year, and dues can be incorporated into the student's financial aid package. Students should see their department director for information on how to enroll in the organization. Students are encouraged to renew their membership until graduation and upon graduation members are encouraged to retain their membership as a professional member.