

# ADJUNCT HANDBOOK

ASHLAND THEOLOGICAL  
SEMINARY  
910 CENTER STREET  
ASHLAND, OHIO 44805

419-289-5161

[www.ashland.edu/seminary](http://www.ashland.edu/seminary)

# ADJUNCT FACULTY INFORMATION

## Credentials

We need to have a copy of your current curriculum vitae and the transcript for your highest degree on file for review by our accrediting association. Please send this to the attention of the Academic Dean's Office.

## Contracts

Contracts will be made available at the adjunct meeting on September 29, 2005. If possible, please sign and return your contract(s) to Sheila Milligan, the Administrative Assistant of the Academic Dean, the day of the adjunct meeting. (Contracts will be mailed to those not in attendance at the meeting.) If you need to fill out tax forms, they will be included with your contract(s). **All of this paperwork must be signed and returned to the Academic Dean's Office before request for payment will be made.** Even if your class isn't offered until Summer quarter, please return the information as quickly as possible. The contract amount is divided into two payments. The second disbursement is released when final grades are submitted to the registrar and all information is complete.

## Adjunct Evaluations

On the last day of your course, you are to distribute evaluation forms to the students for the purpose of evaluating your teaching methods, strengths and weaknesses. (The Registrar will provide you with evaluations for your class.) These evaluations are returned to you after submission of the grades for the class. Instructions to the students are on the outside of the envelope. Please read the instructions to the class and then leave the room while they complete the evaluation. A student will return the completed forms to the Administrative Assistant of the Academic Dean. After each quarter you will receive the evaluations with a compilation of the scores/responses for each course. A copy of the evaluation form is enclosed for your information.

Before the next academic year (August or September), you will meet with the department chair or the dean/coordinator of the extension in which you primarily teach. During the meeting you will discuss the student evaluations and any concerns that you or the department chair/dean may have. The department chair/dean will complete a report of the meeting and will submit the report to you for initialing. The original will be placed in an assessment portfolio for the seminary at the main campus in Ashland. A copy will be given to you and another will be kept in your file in the academic dean's office in Ashland.

## Academic Calendar

ATS utilizes a ten week quarter system, which includes the final exam. The yearly calendar can be found on page 2 in the *Schedule of Course Offerings* for you to plan your class schedule. When you prepare your syllabi, please be sure to check the vacation schedule.

## Class Enrollment

The *Schedule of Course Offerings* for the academic year 2005-06 is provided in the materials you receive at the adjunct meeting. Students register one quarter at a time (the only exception is the combining of summer and fall registration); the dates for student registration are listed in the calendar in the course offering booklet. Classes taught by adjuncts must have an enrollment of ten students, or we are forced to cancel the class or negotiate a different contract amount. Courses with less than six students will be cancelled. We will immediately notify you and any students registered for the course if it must be cancelled. If a course is cancelled, the Academic Dean may contact the adjunct about working with students by directed study.

## Class Times and Breaks

The time of class meeting is outlined in the schedule of courses. Feel free to negotiate the length and schedule for breaks, twenty minutes total (for block courses).

## Beginning of Class

If you have students introduce themselves to open the class, please do not ask them to tell where they received their baccalaureate degree. Please remember that we have about 10% of students who are admitted without an undergraduate degree, and this has proven to be a very embarrassing question for them.

## Class Lists

You will receive a computerized class list based on student registrations. A final list is generated after the drop/add date (two weeks into the quarter). **It is requested that you verify this roster and report any discrepancies to the Registrar, Lori Lower, as soon as possible.** Near the end of the quarter you will receive a different roster for grades, which you are to complete and return to Lori Lower by the deadline indicated in the cover letter to the grade reporting roster.

## Snow Closing/Class Cancellation Policy

ATS staff, students and faculty members who are attending or teaching classes on the Ashland campus or in Cleveland, Columbus or Detroit have two options for obtaining information on the cancellation of classes, the closing of offices or the closing of program centers due to the weather.

These are:

- 1) Listen or watch for closings on radio and TV stations in the area where class is located. Major TV stations will be notified of seminary closings.

**Local radio stations:** WNCO -AM 1340, WNCO-FM 101.3

**Mansfield:** WMAN-AM, WYHT-FM, WIQI-FM, WVNO-FM, WRGM-AM; Local TV station -WMFD-ch. 68

**Wooster:** WKVX-AM, WQKT-FM

**Mt. Vernon:** WMVO-AM, WQIQ-FM

**Columbus:** WNCI-FM, WTVN-AM, WQFM 96, WCOL-AM, WMNI-AM; TV - WBNS - ch. 10, WCMH - ch. 4, WSYX - ch. 6

**Akron:** WHLO-AM

**Lorain:** WZLE-FM

**Cleveland:** WCRF-FM, WTAM-AM 1100; TV - Channels 3, 5, 8, 19, 43

**Detroit:** WWJ- AM 950, TV - Channels FOX 2, WDIV 4, WXYZ 7

- 2) Call Ashland Seminary's general number (419) 289-5161 to hear a list of the classes or program centers that are closed.

**The decision to close evening classes will be made by 3:30 p.m. the day classes are to be closed.**

**Note that not all program centers will close if the main campus closes. Likewise, a program center may close even though the main campus is open. Check with either the program center or the main campus about the status of classes at an extension.**

## I's and E's in Grading

A student who does not complete all course work in a quarter **may** be given an I (Incomplete). (This is given in the event the student does not request an extension.) The student must submit the work within 30 days or the I turns to an F. An incomplete may also result in a lower grade at the discretion of the professor and the final grade submitted should reflect this if desired.

An E (Extension) is given to a student who has done acceptable work but the full amount cannot be completed because of illness or other extenuating circumstances. This grade must be requested by the student on a form, which is secured from Lori Lower (an example is enclosed). There is no decrease of grade given but the work must be submitted before the end of the following quarter (approximately 90 days).

In both of these cases, the student will receive a memo from the Academic Dean's office prior to the deadline for grade change submission. The professor will also receive a copy

of the memo, along with a grade change form. The professor must complete the grade change form and return it to Lori Lower by the deadline indicated. If a change form is not received, you will be contacted as to the status of completion before any grade is changed to F.

See below for the grading scale adopted by the Ashland Theological Seminary faculty.

## **COURSE PREPARATION INFORMATION**

### Textbook Orders

You will be contacted by Renae Osborne (ext. 5161), the Faculty Secretary, two months in advance of the beginning of your class about textbooks for your class. Please be sure to submit the ISBN number for all textbooks and check to make sure they are in print. You may check the publishers' web sites for this information. The Faculty Secretary will forward the textbook request to the main AU bookstore. When the books arrive, they will be available for purchase at the bookstore on the Ashland Seminary campus in the Shultz Academic Center. The AU bookstore will not guarantee the books being available for students unless the syllabus and book order are sent to the Faculty Secretary by the date indicated on the book order form.

### Course Syllabi

We make every attempt to have the syllabi for upcoming classes available for students from the ATS web site. (Students should be encouraged to get course syllabi from the ATS web site.) Please send a copy of your syllabus to Renae Osborne [rosborn1@ashland.edu](mailto:rosborn1@ashland.edu) via email attachment or on a disk, in Word format. The Faculty agrees that each syllabus should include the following:

- ! Number and title of the course
- ! Professor's name, phone number and email address
- ! Course Description (from the catalog)
- ! Course Objectives
- ! Course Requirements
  - Required texts (maximum of three) and Optional Texts
  - Exams, papers and assignments with due dates (include percentage of the total grade each assignment is worth)
- Attendance policy
  - Please include the following statement from the *Student Handbook* in your syllabus. "Students should not miss the first session of any class. ATS is on the quarter system, and the first session of every class is crucial in receiving the requirements and noting the foundational elements for each subject area. Attendance at all class sessions is expected unless the professor has been notified in advance. **Any student missing the equivalent of six class hours will be required to do additional work, receive a lower grade or withdraw from the class, at the discretion of the professor.**"
- ! Grading Scale (see below)

- ! Please include the following “Students with Disabilities” statement in your syllabi:  
 “For students who have specific physical, psychiatric or learning disabilities and require accommodations, please let the professor know early in the quarter (preferably the first week) so that your learning needs can be appropriately met. In order to receive accommodations, documentation concerning your disability must be on file with Classroom Support Services, 105 Amstutz Hall, Ashland University, 419-289-5953. Please contact them with any questions you may have.”
- ! Academic Integrity Policy statement in your syllabi:  
 “Ashland Theological Seminary seeks to model servant leadership derived from biblical standards of honesty and integrity. We desire to encourage, develop, and sustain men and women of character who will exemplify these biblical qualities in their ministry to the church and the world. As members of the seminary community, students are expected to hold themselves to the highest standards of academic, personal, and social integrity. All students, therefore, are expected to abide by the academic integrity standards outlined in the Student Handbook.”
- ! Class Schedule (topics and required reading for each class)
- ! Bibliography for further reading
- ! Core substitution requirements if student is taking this course in place of a core class
- ! A reminder to students to include their Ashland mailbox on all class assignments (if students do not have a mailbox, their papers will be mailed if they provide a self-addressed, stamped envelope)

**A copy of each course syllabus is also kept in our files.**

Grading Scale \*

A	97-100	4.0
A-	92-96	3.7
B+	89-91	3.3
B	86-88	3.0
B-	83-85	2.7
C+	80-82	2.3
C	77-79	2.0
C-	74-76	1.7
D+	71-73	1.3
D	68-70	1.0
D-	65-67	.7
F	below 65	0

\*Grading scale adopted 05/03/96 and implemented fall 1996.

### Reserve Library Books

Library books needed for specific course work may be placed on reserve. Lists of the books and the type of reserve desired should be given to the library staff at least two weeks before the beginning of class.

### Library Hours

During the school year, the library is open Monday through Thursday from 7:45 a.m. to 10:00 p.m., Friday from 7:45 a.m. to 5:00 p.m. (or 6:00 p.m. if there is a weekend course), and Saturday from 10:00 a.m. to 5:00 p.m. The library is closed during chapel and spiritual formation meetings. Between quarters, the library closes at 5:00 p.m. every day. The library is closed between Christmas and New Year's Day. (Check with the library staff for hours during other holiday periods.)

Summer hours for the library are Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Friday from 8:00 a.m. to 4:00 p.m. The library is closed on Saturdays unless prior arrangements have been made with the librarian. While summer school classes are in session the library may be open extended hours as needed. Please check our web site for the most current schedule.

### Library Resources

The Library has a wealth of electronic resources. Contact the research librarian, Dr. Russell Morton, extension 5434, for resources available at the library and on line.

### Classroom Assignments

Classrooms are assigned based on the number of students enrolled. The room assignments are posted on the doors of the Shultz (Rooms 101-105) and Gerber (Rooms 201-203 & Auditorium) Academic Centers as you enter the buildings. If you teach in Cleveland, Columbus or Detroit, please call the extension campus director.

### Technology Use

Ashland Theological Seminary is equipped with technology in the classrooms. Multimedia stations are available in all classrooms and the Auditorium. The multimedia stations make available the use of PowerPoint presentations, web, LOGOS software, and word-processing. We also have the capability of showing both VCRs and DVDs. If you require use of one of the technology rooms, you must contact Lori Lower for room assignments.

To access the multimedia stations, please contact Vickie Taylor at (419) 289-5770 or email vtaylor@ashland.edu for password information and training on the equipment.

This training is mandatory for any adjunct desiring use of the equipment. **Request:** If you run into a problem, do not experiment or ask a student to assist; ask for help from Vickie Taylor or the IT Department at (419) 289-5405.

### Administrative Offices

The offices are open from 8:00 a.m. to 5:00 p.m., Monday through Friday during the school year. Summer hours are 7:30 a.m. to 4:00 p.m. People you may need to contact include:

Lori Lower	Registrar	(419) 289-5907	
<a href="mailto:llower@ashland.edu">llower@ashland.edu</a>			
Dr. Dale Stoffer	Academic Dean	(419) 289-5985	
<a href="mailto:dstoffer@ashland.edu">dstoffer@ashland.edu</a>			
Shawn Oliver	Associate Academic Dean	(419) 289-5170	
<a href="mailto:soliver1@ashland.edu">soliver1@ashland.edu</a>			
Rev. Mylion Waite	Cleveland Director	(216) 987-2538	
<a href="mailto:mwaite@ashland.edu">mwaite@ashland.edu</a>			
Dr. Brenda Colijn	Columbus Coordinator	(419) 289-5980	(614) 794-4849
<a href="mailto:bcolijn@ashland.edu">bcolijn@ashland.edu</a>			
Dr. Ron Emptage	Detroit Dean	(248) 559-1400	
<a href="mailto:dtheoctr@juno.com">dtheoctr@juno.com</a>			
Dr. Mike Reuschling	Dir., Midwest Couns.	(419) 289-5968	
<a href="mailto:mreuschl@ashland.edu">mreuschl@ashland.edu</a>			
Jerrolynn Johnson	Dir., Detroit Couns.	(248) 559-1400	
<a href="mailto:ae5012@wayne.edu">ae5012@wayne.edu</a>			
Renee Mann	EMERGE Couns.	(800) 621-5207	
<a href="mailto:renee@EMERGE.org">renee@EMERGE.org</a>			
Vickie Taylor	Director of Technology	(419) 289-5770	
<a href="mailto:vtaylor@ashland.edu">vtaylor@ashland.edu</a>			
Sheila Milligan	Adm. Asst. to Adjuncts	(419) 289-5963	
<a href="mailto:smilliga@ashland.edu">smilliga@ashland.edu</a>			
Dr. Russell Morton	Research Librarian	(419) 289-5434	
<a href="mailto:rmorton@ashland.edu">rmorton@ashland.edu</a>			
Renae Osborne	Syllabi & Book Orders	(419) 289-5161	
<a href="mailto:Rosborn1@ashland.edu">Rosborn1@ashland.edu</a>			

### Copying

If you have materials that you wish to have copied for your class, please remember that the seminary's office hours are from 8:00 am to 5:00 pm. Please give at least three days lead-time for the secretary to adjuncts, Sheila Milligan, to complete the copying. If you have over 200 pages of total copying, you must arrange with Sheila Milligan to have the copying sent to the AU Print Shop. Be sure to leave one week lead-time for copying done at the Print Shop.

## GENERAL INFORMATION

### Fall and Spring Lecture Series

The seminary sponsors both a fall and spring lecture series. All classes are to break for these lectures. Please check with Sheila Milligan regarding the dates, times and locations for these lectures. (If at all possible, indicate in your syllabus any times when your class will need to break for the lecture series.)

### Chapel and Spiritual Formation Groups

As you do your planning for your class, please note that students on the main campus are to be released for chapel services at 9:30 a.m. on Mondays and Fridays and spiritual formation groups at 9:30 a.m. on Wednesday. Chapel and spiritual formation groups run from 9:40 to 10:20 a.m. Classes are to resume at 10:30 a.m.

### Adjunct Absence From Class

The Academic Dean is to be notified whenever an adjunct professor must miss class. In the event of a scheduled absence, the adjunct faculty must submit the enclosed “**Request for Class Absence Form**” to the Academic Dean at the beginning of the pertinent quarter. Be sure to note any class absences in your syllabus and how you will cover the absence. In the event of an emergency, contact the Academic Dean’s office at (419) 289-5963. The administrative assistant to adjuncts will contact the students if a class session needs to be cancelled.

### Course Grade Appeal Process

The following procedures are set forth in the *Student Handbook* concerning student grade appeals:

When a student believes that a grade for a course is unfair or not correct, the following process of appeal should be followed:

1. Discuss the issue with the instructor of the course providing the student’s reasoning of why the grade should be changed. This should be done within thirty days of the issuing grades. If the student still disagrees with the results, or the instructor does not respond by the end of the following quarter, he/she may
2. Discuss the matter with the Academic Dean\* who will examine the student’s point of view; the Academic Dean will also discuss the matter with the instructor to obtain his/her point of view. The Academic Dean will make a decision based on his/her research. If the student is still not satisfied, he/she may

3. Appeal to the Academic Committee, in writing, providing the details of the case. The Academic Committee may consult the instructor and the syllabus for the course. The decision of the Academic Committee is final.

\*At the Cleveland, Columbus and Detroit extension sites, the student may take the matter first to the director of that site. Students in any of the counseling programs should take their concerns initially to the directors of the counseling programs before taking it to other seminary personnel.

### Concealed Weapons

Weapons are not allowed at Ashland Theological Seminary, including property and buildings. Ohio Revised Code § 2923.126(B)(5) now states that a license to carry a concealed handgun does not authorize a licensee to carry a handgun into "[any premises owned or leased by any public or private college, university, or other institution of higher education, unless the handgun is in a locked motor vehicle or the licensee is in the immediate process of placing the handgun in a locked motor vehicle." The statute even implies that a university or college (public or private) has no discretion to permit concealed weapons - Revised Code § 2923.126(C) states that "nothing in this section shall negate or restrict a rule, policy, or practice of a private employer that is not a private college, university, or other institution of higher education" relating to concealed handguns. Neither of these provisions requires a sign."

### Ashland Theological Seminary Academic Integrity Policy

Ashland Theological Seminary seeks to model servant leadership derived from biblical standards of honesty and integrity. We desire to encourage, develop, and sustain men and women of character who will exemplify these biblical qualities in their ministry to the church and the world. As members of the seminary community, students are expected to hold themselves to the highest standards of academic, personal, and social integrity. All students, therefore, are expected to abide by the academic integrity standards outlined in this policy.

#### Section 1. Purpose

Academic integrity is an essential aspect of every believer's identity in Christ. As people who are called to speak the truth and live the truth (Eph. 4:15, 25; 2 John 1-2, 4); as people who are to follow the One who is the way, the truth, and the life (John 14:6); as people who are to be blameless and above reproach (Phil. 1:10; 2:15; 2 Pet. 3:14), we in Ashland Seminary ought to regard academic integrity as a necessary part of our personal and intellectual development. For these reasons student infractions relating to academic integrity must be considered very serious, since they damage the educational process and undermine the biblical and spiritual foundations of our community.

## Section 2. Conduct which Violates Academic Integrity

Ashland Theological Seminary expects each student to uphold the seminary's core value of academic excellence by contributing to an environment that is both challenging and supportive. In such an environment a student will neither seek nor offer improper assistance. All students have an obligation to be forthright in their academic endeavors and to respect ethical standards. The work that one submits for academic evaluation must be his/her own, unless an instructor expressly permits certain types of collaboration. Academic integrity requires that each student will use his/her own capabilities to achieve his/her fullest potential and will neither offer nor accept aid that is not in keeping with regularly accepted standards of academic integrity. Failure to conform to this conduct shall constitute academic dishonesty.

## Section 3. Forms of Academic Dishonesty

Proper acknowledgment of ideas and sources is central to academic honesty. To ensure academic honesty, it is important to examine that which constitutes academic dishonesty. Academic dishonesty includes:

### **Plagiarism**

Plagiarism is the intentional or unintentional presentation of someone else's words, ideas or data as one's own work. In the event the faculty member deems the plagiarism is unintentional, he/she shall typically require the student to rewrite the assignment. In the event the faculty member believes the plagiarism is willful, the sanctions in this document will apply. If the work of another is used, acknowledgment of the original source must be made through a recognized reference practice, and, if verbatim statements are included, through quotation marks as well. To assure proper crediting, a student will acknowledge the work of others,

1. Whenever one quotes another person's actual words.
2. Whenever one uses another person's idea, opinion or theory, even if it is completely paraphrased in one's own words.
3. Whenever one borrows facts, statistics, or other illustrative materials, unless such information is of such common knowledge so as not to be questioned.

### **Fabrication**

Fabrication is the intentional falsification or invention of research, data, citations, or other information. Examples of fabrication include:

1. Citing information not taken from the source indicated.
2. Including in a reference list sources which have not been consulted.

3. Inventing or altering data or source information for research or other academic exercise.
4. Submitting as his/her own any academic assignment (e.g. written work, sermons, sermon outlines, etc.) prepared totally or in part by another.
5. Using a portion of a piece of work previously submitted for another course or program to meet the requirement of the present course or program without the approval of the instructor involved.
6. Permitting one's work to be submitted by another person as if it were his or hers.
7. Taking a test (or other evaluation) for someone else or permitting someone else to take a test for oneself.
8. Other offenses of this form which incorporate dishonesty for academic gain.

### **Cheating**

Cheating is an act of deception in which a student represents mastery of information that he/she has not mastered. Cheating may be suspected if an assignment that calls for independent work results in two or more solutions, sequences, or verbal expressions so similar as to merit the charge. Cheating may be suspected if there is a statistical inconsistency in the student's performance and the student cannot explain or reproduce both the intricacies of the solution and the techniques used to generate the solution; or in the case of an essay examination, the student cannot explain or reproduce the thought-processes used to generate the writing. Examples include:

1. Copying from another student's test paper.
2. Allowing another student to copy from a test paper.
3. Sharing previous copies of exams with other students.
4. Using notes, textbooks or other information in homework, examinations, tests or quizzes, except as expressly permitted.
5. Securing, giving or exchanging information during examinations without authority to do so.
6. Having someone else do your work for an on-line course.
7. Other offenses of this form which incorporate dishonesty for academic gain.

## **Other Forms of Academic Misconduct**

Examples include:

1. Obtaining confidential information about examinations, tests or quizzes other than that released by the instructor.
2. Stealing, buying, or otherwise obtaining all or part of an unadministered test in which the origins of the materials are suspect.
3. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
4. Inducing any other person to obtain an unadministered test or any information about the test.
5. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, computer file, on a test, a "change of grade" form, or other official academic record of Ashland Seminary which relate to grades.
6. Cooperating with another person in academic dishonesty, either directly or knowingly, as an accessory.
7. Using computing resources in a manner which violates the Seminary's academic integrity policies.
8. Copying sermons or papers in part or whole from the internet without proper documentation (see *Writing Handbook* for proper documentation).
9. Buying materials from an internet on-line paper service.
10. Other offenses of this form which incorporate dishonesty for academic gain.

These examples are not meant to be exhaustive. Be aware that the above policies also apply to all on-line courses.

### Section 4. Procedures Following an Allegation of Academic Dishonesty at Ashland Theological Seminary

- A. If a faculty member suspects a student of academic dishonesty, whether by direct observation or inference, he/she will meet with the student to ascertain whether a violation has occurred and whether formal action ought to be taken.
- B. If the faculty member feels that formal action should be taken and has actually observed a student violating any of the policies stated herein, he/she will meet informally with the Academic Dean to process the nature and willfulness of the violation.
- C. If the faculty member and Academic Dean agree that a violation of the academic integrity policy has occurred, the faculty member shall file an allegation of

- academic dishonesty, with supporting documentation, with the Academic Dean. (Use the “Academic Integrity Incident Report” form.)
- D. If a faculty member has not directly observed a student violating any of the policies stated herein, but has a firm conviction of academic dishonesty, based on probative evidence and on meeting with the student, the faculty member shall likewise meet with the Academic Dean informally. If both agree that the situation warrants formal action, the faculty member shall file an allegation of academic dishonesty, with supporting documentation, with the Academic Dean. (Use the “Academic Integrity Incident Report” form.)
  - E. Upon the filing of an allegation of academic dishonesty, the faculty member shall inform the student of the nature of the allegation and supply the student with documentation. The faculty member will also make the student aware of the formal process to be followed, as outlined in the *Student Handbook*.
  - F. Within two weeks of notification of the student of the allegation, the faculty member and Academic Dean will meet with the student and determine the nature and severity of the academic dishonesty. The Academic Dean and faculty member will meet privately after conferring with the student and determine the penalty for the infraction. The penalty will be noted on the “Academic Integrity Incident Report” form.
  - G. The faculty member will notify the student of the penalty in writing.
  - H. All paperwork will be filed in the student’s academic file in the registrar’s office.

#### Section 5. Penalties

- A. If there is a violation of the academic integrity policy, the faculty member has the discretion of assigning a grade of zero for the assignment or test involved and/or assigning an F for the course. If it is discovered that this is a second violation of the academic integrity policy, the student will face dismissal from the Seminary. This action will be taken by the Academic Dean. Note: Any grade appeal in process will be suspended until any integrity violation is resolved.
- B. In determining the penalty for a violation, the faculty member and Academic Dean will take into consideration the seriousness of the offense, including:
  - 1. the willfulness of the incident; e.g., an incomplete citation is less serious than no attempt to credit the work of another;
  - 2. the extent to which the student had been previously instructed or warned about the academic integrity policy;
  - 3. previous violations of academic integrity.

#### Section 6. Student Appeal Procedure

- A. The student shall have an opportunity to appeal the decision of the faculty member and the Academic Dean to the Academic Committee.
- B. The Academic Committee shall consider the appeal at its next meeting following reception of the appeal.
- C. The decision of the Academic Committee will be final in all cases.
- D. If the Academic Committee determines that no academic dishonesty has occurred, all paperwork relating to the case will be removed from the student’s file.