

College of Nursing and Health  
Undergraduate Academic Misconduct and Academic Mediation Procedures

Academic Misconduct

Academic misconduct as defined in the Wright State University Student Handbook "includes but is not limited to plagiarism (submission of an assignment as the student's original work that is wholly or in part the work of another person) or dishonest conduct during an examination (including possession of tests or notes not authorized by the instructor or of a device prepared specifically for the purposes of cheating; communication with another person, other than the instructor, by any means; looking at another person's paper; violation of procedures prescribed to protect the integrity of an examination; cooperation with another person in academic misconduct)." Penalties for academic dishonesty and student procedure in academic dishonesty prosecution are clarified in the Wright State University Student Handbook and on the Office of Judicial Affairs website [www.wright.edu/students/judicial](http://www.wright.edu/students/judicial).

Examples of Academic dishonesty include, **but are not limited to**, the following behaviors:

Using external assistance during an examination unless expressly permitted by the instructor, including:

- a. Communicating in any manner with another student during an examination;
- b. Copying material from another student's examination;
- c. Permitting another student to copy from your examination;
- d. Using notes, calculators, or other devices during an examination without express permission from the instructor; and
- e. Utilizing the assistance of a third party in completing a "take home" exam when such assistance is not expressly permitted.

Falsifying information for inclusion in an assigned paper or exercise, including:

- a. Inventing or altering data for a laboratory experiment or field project;
- b. Altering the content of a graded paper and resubmitting it to the instructor under the pretense of an error in grading; and
- c. Creating a fictional citation for a research paper.

Taking credit for the work of others, including:

- a. Quoting, paraphrasing, or otherwise using the words or ideas of another as your own without acknowledging or properly citing the other (commonly called plagiarism);
- b. Submitting as your own work any paper, homework assignment, take-home examination, computer program, artistic work, or other academic product created wholly or in part by, provided by or obtained from another.

Engaging in improper conduct such as:

- a. Obtaining or reading a copy of a confidential examination in advance of the time it will be

- administered without the knowledge and consent of the instructor;
- b. Submitting a paper or essay prepared for one class in another class without the knowledge and consent of the instructor of the latter; Creating or making changes to your academic record or changing grades; Stealing, changing, destroying, or impeding the academic work of another student;

### Student Course Concerns

If a student is unhappy or dissatisfied with some aspect of a course and the concern is **not a grade issue**:

1. Confer with involved faculty member.
2. If not resolved, meet with course coordinator (if clinical course with multiple sections). If there is not a course coordinator, then students should make an appointment with the appropriate program director:
  - Undergraduate: Dr. Sherrill Smith, [Sherrill.smith@wright.edu](mailto:Sherrill.smith@wright.edu), 937.775.2665
  - RN to BSN: Dr. Ann Stalter, [ann.stalter@wright.edu](mailto:ann.stalter@wright.edu) 937.775.3947
  - BEACON: Dr. Kathy Keister, [Kathy.keister@wright.edu](mailto:Kathy.keister@wright.edu), 937.775.2604
3. If the issue is still not resolved, then meet with the appropriate CONH Associate Dean
  - Undergraduate Programs: Dr. Deborah Ulrich, [deborah.ulrich@wright.edu](mailto:deborah.ulrich@wright.edu), 937.775.3134
  - Graduate programs: Dr. Donna Miles Curry, [donna.curry@wright.edu](mailto:donna.curry@wright.edu), 937.775.2653

If a student has issues with an assigned course grade, they are to complete the steps listed on the Academic Mediation Form on the following pages.

**POLICY FOR COLLEGE OF NURSING AND HEALTH**  
**ACADEMIC MEDIATION PROCEDURE for an Assigned Course Grade**

The purpose of this policy is to clarify the College of Nursing and Health (CONH), procedures regarding a student's disagreement with a final assigned course grade. In the event that a student and faculty member cannot come to agreement regarding the final assigned grade, this policy can be implemented. The authority to assign a final course grade always rests with the faculty.

**Step 1**

The student assigned will discuss the matter with the faculty member,

**Step 2**

If there is no resolution, the student and faculty member will discuss the matter with the course coordinator if applicable. The course coordinator only offers a perspective.

**Step 3**

If there is no resolution, the student will submit a formal written form to the appropriate Director (Adena, BSN, RN-BSN, BEACON) or Associate Director (Master or DNP). This form must be submitted within ten (10) working days of posting of the final course grade. The Director/Associate Director only offers a perspective.

**Step 4**

After receiving the mediation form the Director/Associate Director will meet with the student, within 10 working days to ascertain:

- whether or not the student has already discussed the assigned grade with the faculty member who assigned the grade and the course coordinator. And if applicable, has given a copy of the formal complaint to the faculty member.
- that no computational or other error has been made in reporting the grade.
- review the complaint with the faculty member and offer a perspective for the faculty member's consideration. The decision to change the grade or to have the grade remain unchanged will then be made by the faculty member.

**Step 5**

The faculty member will inform the student in writing of her/his decision. This should be accomplished within 10 working days after the student has met with the Director/Associate Director.

**Step 6**

If the course grade is unchanged, the student may appeal the decision to the appropriate Associate Dean of the College within 10 working days after receiving notification from the faculty member. The Associate Dean will select three objective faculty members who have had no involvement in the case.

The selected faculty will:

- ask the faculty member for any additional information that should be considered,
- seek further information from any involved party, if they have reason to believe that pertinent information might be available,
- meet to formulate their joint recommendation,
- and report their findings to the faculty member with a copy to the Associate Dean. This should be accomplished within 10 working days after the appeal has been filed with the Associate Dean.

**Step 7:** After receiving the perspectives from the selected faculty members, the faculty member responsible for the grade will:

- convey his/her decision to the student in writing within 10 working days of receiving the report from the faculty committee.
- notify the Associate Dean of the decision and when conveyed to the student.

**Step 8:** The Associate Dean will review all the documentation and make a recommendation to the Dean regarding the grade. After reviewing all documentation the Dean will make the decision for the grade to stand as posted or be changed to the grade recommended by the committee within 10 working days of receiving the recommendation from the Associate Dean. Only the Dean can change a grade posted by a faculty member. The Dean will notify the student and the faculty in writing regarding the final decision and if necessary initiate the grade change.

The form for initiating this procedure is on the next page

Approved by CONH UG Curriculum 05/17/10. Revised and approved by UG Curr 03/12/12. Approved by Grad Curr 4/16/12  
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### Request for Mediation of an Assigned Grade

Completion of this form provides documentation that the student and faculty have followed the College of Nursing & Health policy for grade mediation.

Student	UID
Course	Grade assigned
Faculty responsible for assigning the grade	
Brief description of the grade dispute	
<b>Step 1</b> Student/faculty verification of meeting	Student _____ Date _____ Faculty _____ Date _____
<b>Step 2</b> Student/Course coordinator verification of meeting* <i>Note this step is only required in courses with a clinical or laboratory component.</i>	Student _____ Date _____ Coordinator _____ Date _____
<b>Step 3</b> Mediation form should be initiated at this point if no resolution.	
<b>Step 4</b> Student/Director or Associate Director verification of meeting*	Student _____ Date _____ Director _____ Date _____
<b>Step 5</b> Faculty member notifies the student of decision	Faculty decision Grade stands as assigned _____ Grade will be changed to _____* *The faculty member is responsible for initiating the process for changing the grade. Faculty _____ Date _____
<b>Step 6</b> By signing below the student appeals to the Associate Dean of the College of Nursing & Health to convene a three member faculty to panel to review the student's request for mediation of an assigned grade. Student _____ Date _____	
<b>Step 7</b> Panel Recommendation to the Dean of the College of Nursing & Health Chair _____ Grade should stand as assigned _____ Grade should be changed to _____ Panel Chair: _____ Member _____ Member _____ Date _____	
<b>Step 8</b> Dean's Decision grade stand as assigned _____ grade will be changed to _____ Dean _____, Date _____	

**\*Note** The authority to assign a grade either on a class assignment or for the course always ends with the faculty. The course coordinator, directors, associate directors and associate deans can offer a perspective only. In the final step, only the Dean may change a grade assigned by a faculty member.

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College of Nursing and Health  
Graduate Academic Mediation Procedure

**POLICIES**

**Academic Standards:** See current graduate catalog online at  
<http://www.wright.edu/sogs/policies/mreqs.html#6.30>

**Academic Mediation Policy:**

**POLICY FOR COLLEGE OF NURSING AND HEALTH  
ACADEMIC MEDIATION PROCEDURE for an Assigned Course Grade**

The purpose of this policy is to clarify the College of Nursing and Health (CONH), procedures regarding a student's disagreement with a final assigned course grade. In the event that a student and faculty member can do not come to agreement regarding the final assigned grade, this policy can be implemented. The authority to assign a final course grade always rests with the faculty.

**Step 1**

The student assigned will discuss the matter with the faculty member,

**Step 2**

If there is no resolution, the student and faculty member will discuss the matter with the course coordinator if applicable. The course coordinator only offers a perspective.

**Step 3**

If there is no resolution, the student will submit a formal written form to the appropriate Associate Dean. This form must be submitted within ten (10) working days of posting of the final course grade. The Associate Dean only offers a perspective.

**Step 4**

After receiving the mediation form the Associate Dean will meet with the student, within 10 working days to ascertain:

- whether the student has already discussed the assigned grade with the faculty member who assigned the grade and the course coordinator, if applicable, and has given a copy of the formal complaint to the faculty member.
- that no computational or other error has been made in reporting the grade.
- review the complaint with the faculty member and make a recommendation for the faculty member's consideration. The decision to change the grade or to have the grade remain unchanged will then be made by the faculty member.

**Step 5**

The faculty member will inform the student in writing of her/his decision. This should be accomplished within 10 working days after the student has met with the Associate Dean.

**Step 6**

If the course grade is unchanged, the student may appeal the decision to the Dean of the College within 10 working days after receiving notification from the faculty member. The Dean will select three faculty members who have had no involvement in the case. The selected faculty will:

- ask the faculty member for any additional information that should be considered,
- seek further information from any involved party, if they have reason to believe that pertinent information might be available,
- meet to formulate their joint recommendation,
- and then report their findings to the faculty member with a copy to the Dean. This should be accomplished within 10 working days after the appeal has been filed with the Dean.

**Step 7**

After receiving the perspectives from the selected faculty members, the faculty member responsible for the grade will:

- convey his/her decision to the student in writing within 10 working days of receiving the report from the faculty committee.
- notify the Dean of the decision and when conveyed to the student.

The form for initiating this procedure is available from the College of Nursing and Health student handbooks

**Request for mediation of an assigned grade**

Completion of this form provides documentation that the student and faculty have followed the college of nursing health policy for grade mediation.

Student		UID	
Course		Grade assigned	
Faculty responsible for assigning the grade			
Brief description of the grade dispute			
Date student met with faculty			
Student/faculty verification of meeting		Student _____ date _____  Faculty _____ date _____	
Date student met with course coordinator <i>Note this step is only required in courses with a clinical or laboratory component.</i>			
Student/ coordinator verification of meeting <b>Note</b> The authority to assign a grade either on a class assignment or for the course always rests with the faculty. The course coordinator only offers a perspective.		Student _____ date _____  Coordinator _____ date _____	
Date student met with associate dean			
Student/Associate Dean verification of meeting <b>Note</b> The authority to assign a grade either on a class assignment or for		Student _____ date _____	

<p>the course always rests with the faculty. The Associate Dean only offers a perspective.</p>	<p>A. Dean _____ date _____</p>
<p>Faculty decision grade stands as assigned _____ grade will be changed to _____ * *The faculty member is responsible for initiating the process for changing the grade.</p>	<p>Faculty _____ date _____</p>
<p>By signing below the student appeals to the Dean of the College of Nursing &amp; Health to convene a three member faculty to panel to review the student request for mediation of an assigned grade.</p> <p>Student _____ Date _____</p>	
<p>Faculty Panel Chair _____, Member _____ Member _____</p>	
<p>Faculty decision grade stands as assigned _____ grade will be changed to _____ * *The faculty member is responsible for initiating the process for changing the grade.</p>	<p>Faculty _____ date _____</p>