

Policies

Attendance

For on campus classes, a student should attend all classes in keeping with his role as a student. Students are allowed two weeks of absences per class without a reduction in grade. A student is counted absent if he misses more than twenty minutes of a class. Being tardy **two times** also constitutes an **absence**. Each absence above the allowed absences will result in a five percent deduction in grade for the class in which the absence occurs.

For online students, if a student fails to log in to their class for two weeks in a row, they automatically fail the course. If a student fails to log in to their online classes for three weeks within a semester, they automatically fail the class. If a student is auditing an online class and does not apply to the above attendance criteria, they will not receive audit recognition on their transcript.

Participation

Students must participate in all discussions, lectures, projects, and activities unless previously excused. Failure to do so will result in a zero for that assignment.

Due Dates

The professor has the authority to assign due dates as he/she sees fit. Most of our online classes are set up for Monday-Saturday each week. All submitted assignments are due on Saturday by 11:59 pm EST.

Late Policy

It is the student's responsibility to arrange the time to take tests and quizzes missed due to excusable absences. Students are also responsible to find out what assignments they have missed. A missed exam should be taken before or on the first day the student returns to class. Unless the absence is for sickness, school business, or an emergency, a deduction will be reflected in the final grade. Late policies for all other assignments are per the professors discretion.

Academic Honesty Statement

Union Bible College believes in and requires absolute honesty and integrity in its students. Honesty is not just the “best policy,” it is the only policy! One cannot have a right relationship with God and be less than honest and truthful in every are of life.

“Cheating” is defined as “submitting work for academic evaluation that is not the student’s own, copying answers from another source during an examination, (unless it is explicitly an “open-book exam”), using prepared notes or materials during an examination, or other misrepresentation of academic achievement submitted for evaluation and a grade.”

“Plagiarism” is defined as follows: “To plagiarize is to include someone else’s writing, information, or idea in a paper and fail to acknowledge what you took by indicating whose work it is.” Plagiarism is considered cheating and applies to all forms of intellectual property. Harris (2006) indicates, “Plagiarism results when a writer fails to document a source so that the words and ideas of someone else are presented as the writer’s own work” (p. 292). According to the *Publication Manual of American Psychological Association* (2006), also referred to as APA, “Each time you paraphrase another author (i.e. summarize a passage or rearrange the order of a sentence and change some of the words), you will need to credit the source in the text” (p. 349). Even when you use other people’s thoughts or concepts without crediting them as the source, then you have stolen their intellectual work.

It is not plagiarism to quote material from a book, article, or web site if the author or source of the material is properly cited. Similarly, it is not plagiarism to copy a chart or a diagram from such a source if the source is clearly credited. It is plagiarism to copy verbatim or closely paraphrase a chart or illustration, or material from any book, article, or web site without clearly identifying the source from which it was obtained.

A general rule of thumb for course assignments: quoted or paraphrased material with cited references should not exceed 25% of an assignment; 75% of an assignment should consist of your own words, thoughts and ideas. You are expected to give credit when borrowing, quoting, summarizing, or paraphrasing, using appropriate in-text citations and a References List.



PO Box 900 Westfield, IN 46074 Phone: (317) 896-9324 Fax: (317) 867-0784 Web: ubca.org

If you submit a research paper or any other kind of assignment to a class other than the class from which it was originally submitted, you are cheating unless you have received explicit permission from the professor to do so.

References

Harris, M. (2006). *Prentice Hall reference guide* (6th ed.) Upper Saddle River, NJ: Pearson
Prentice Hall, *Publication manual of the American Psychological Association* (6th ed.).
Washing, DC: American Psychological Association.