

# READ FIRST

## Course Submission & Contact Information

- **Submitting Course Component Assignments** - you are provided with a convenient online coursework upload form. This will reduce the number of steps required for coursework submission. The online address is: <https://ims.mdivs.edu/students-alumni/course-submission-form/> Please use this form for all your assignments unless for some reason your computer, smart pad, or other device is incompatible.

In the information given later in this study guide, you will see that coursework can also be sent as an email attachment to: [lessons@mdivs.edu](mailto:lessons@mdivs.edu). This is NOT the preferred method, but as noted above, because some computing devices may have difficulty processing the upload form, you are provided with an alternative coursework submission method. Please use the email attachment method only as an alternative. It is more difficult, but it works with all email clients.

- **Contacting the University or the Course Professor** - the same is true for contacting the University or your course professor. You use email, but you are provided with a convenient online contact form that makes the process easier, and actually speeds up the reply process. The form address is: <https://ims.mdivs.edu/students-alumni/contact-us/>

Now, may God encourage your spirit as you begin this course.

"He will guide you into all truth" (John 16:13)



# MASTER'S International UNIVERSITY of Divinity

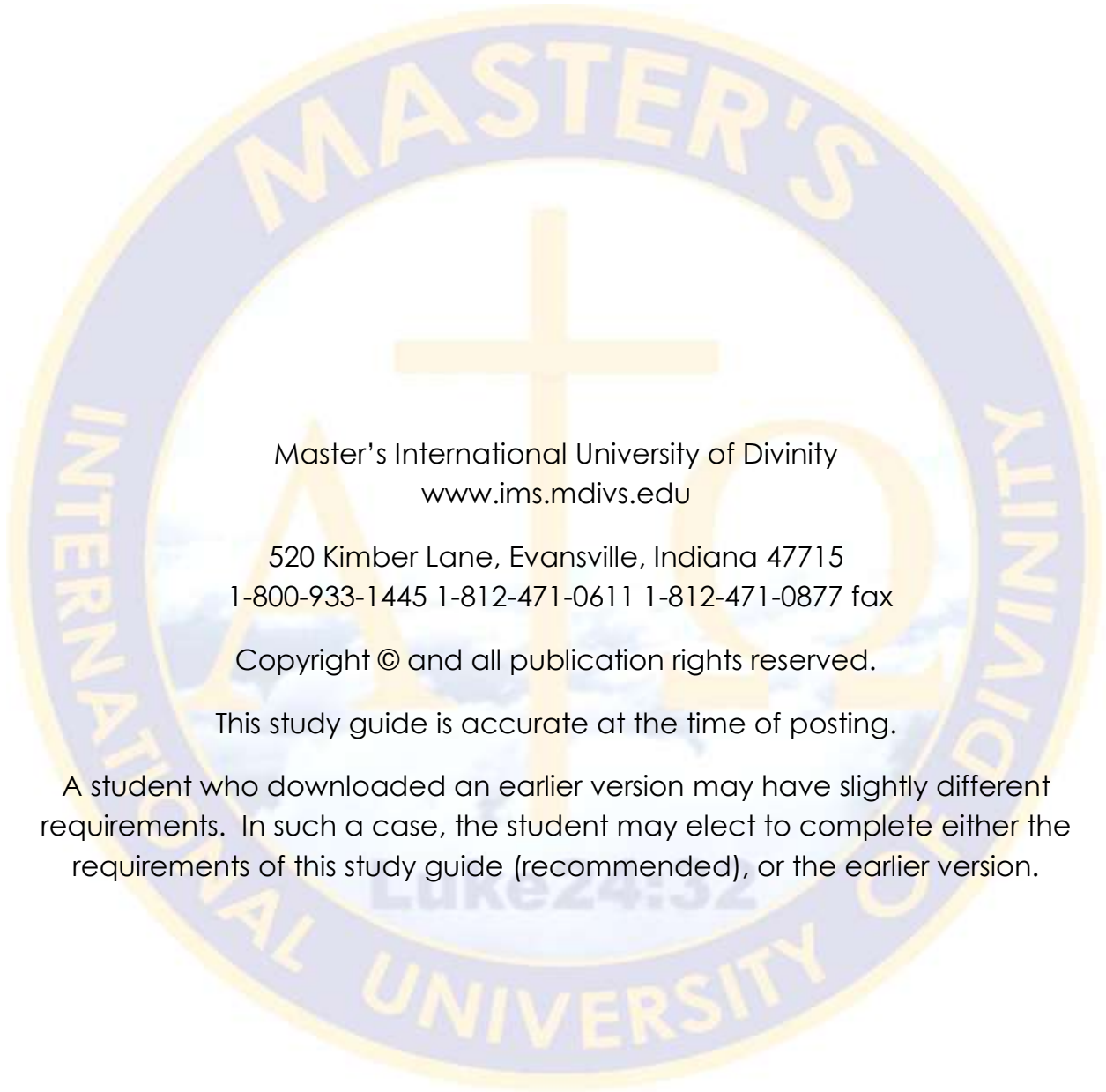
Course Study Guide

## Understanding Biblical Creation BC-201

**3 credits**

Home Page <http://www.ims.mdiv.edu/>  
General Student Portal <http://ims.mdivs.edu/>

"He will guide you into all truth" (John 16:13).



Master's International University of Divinity  
www.ims.mdivs.edu

520 Kimber Lane, Evansville, Indiana 47715  
1-800-933-1445 1-812-471-0611 1-812-471-0877 fax

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This study guide is accurate at the time of posting.

A student who downloaded an earlier version may have slightly different requirements. In such a case, the student may elect to complete either the requirements of this study guide (recommended), or the earlier version.

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Welcome to this course! The completion of this course will prove to be a significant blessing to you both academically and spiritually. We recommend that you thoroughly read the entire study guide before you actually begin working on the Course Projects. If you are uncertain or unclear on any matter, contact the University for clarification (1-800-933-1445 ~ 1-812-471-0611 ~ [lessons@mdivs.edu](mailto:lessons@mdivs.edu)). Above all other things, we encourage you to pray for God's guidance before you begin this course, and each time you work on it.

Become totally familiar with the Master's Online Digital Library, and make ample use of its resources throughout this course. The address is: <http://odl.mdivs.edu>. You will need your student ID# and a password. This information was sent to you shortly after your initial enrollment. Contact Master's if this has been misplaced or forgotten.

Follow the instructions given later in this study guide related to course formatting and submission. You may also refer to your original Student Orientation Page. IMPORTANT: The instructions on the study guide always supersede any other instructions. If there seems to be a conflict between this study guide and other instructions, always follow the instructions on the study guide.

Your Master's Student Portal is also a convenient place to get information on most subjects related to your student status. Go to: <http://ims.mdivs.edu/students-alumni/>

We strongly recommend that you use reliable word processing software and make frequent use of the spell checker and grammar suggestion aspects. Be sure to save your work frequently, and back up your files! Master's cannot be responsible for keeping backup copies of course work you have submitted.

If you need to contact the professor for this course (or the academic office), we recommend that you do so first by email. If the professor's email address is not listed on this study guide you may request it by email: [lessons@mdivs.edu](mailto:lessons@mdivs.edu).

The total length of time required to complete this course is different for each person. This is because already acquired knowledge of the subject, previous education, and personal situations all influence study habits and ability.



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However, on average, one course credit usually requires between 35-40 clock hours of study. For example, a three-credit course will require between 105-120 hours. Since you are not restricted by classroom hours, on average you might expect to complete a three credit course in about eight to nine weeks by devoting four study hours per day four days per week (i.e. two hours morning and evening). Obviously, these are only general estimates, bearing in mind personal study habits and differing course requirements.

The time between the submission of your coursework, until it is returned to you (graded) will vary, but generally courses sent by postal mail may require as much as two weeks in transit (to and from), and another two weeks to get through the recording and grading process. Email submissions (preferred) generally require about two weeks. These are only averages.

Some courses require a final proctored written final summative exam. If so instructions will be included, further down in this study guide. Be sure to follow very carefully these instructions, and contact the University if you have. If no final exam is required, there will be no instructions given.

*Please keep the University informed if you change your email, postal mailing address or telephone numbers.*

#### Students with Disabilities

Students with documented disabilities who may need special instructional accommodations should notify the University.

May God bless you in your studies, and as you follow the timeless encouragement given by the Apostle Paul as recorded in II Timothy 2:15, *"Study to shew thyself approved unto God, a workman that needeth not to be to be ashamed, rightly dividing the word of truth."*

Also, his words in Galatians 6:9, *"And let us not be weary in well doing: for in due season we shall reap, if we faint not."*

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## GENERAL INFORMATION

**Identifying Course Projects** - This study guide contains assignments that are related to the required textbook(s), instructional materials, lectures (if any), online or off-line research, as well as optional books along with other course materials. The combination of these assignments is called a *Project* or an *Assignment*.

You will complete *Projects and/or Assignments* for this course then be instructed as to how to submit these for grading. About half way through most courses, you will be asked to complete a Self-guided Personal Assessment. This assessment is not to be submitted for grading, but is designed to assist you in recalling and reaffirming your learning experience up to that point.

After you have completed the requirements for this course (if so required), you will be ready to take your final proctored summative exam (not all courses require a final written exam. Follow the instructions. If there are no such instructions, then this course is not one that requires a final proctored exam.

**Instructional Methods** - All of the distance education courses at Master's are taught using a variety of instructional methods including reading (lectures in some cases), research (both online and off-line in some cases), self-directed study, demonstration of comprehension through project creation and assessment, a self-directed mid-course personal assessment, and in some cases, a final proctored summative examination.

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## Understanding Biblical Creation BC-201

**Instructor: Misty Jesse, Ph.D., D.Min.**

Instructor's email address: drjesse@mdivs.edu

Instructor's phone: (812) 471-0611

### Course Purpose:

Students will explore questions and issues in light of Christian religious tradition as it relates to *Beginnings*. An exegetical study of Genesis, Chapter 1-11, will provide the Biblical foundation for the beginnings of all things. Attention will be given to the truth of creation as an act of God's love and grace. The need for trusting God with respect to His beginnings of things, for His creation, and for His graceful, mighty deliverance will also be examined.

### Course Objectives:

1. The student will develop research and analytical skills.
2. The student will reflect on the meaning and application of the biblical witness regarding creation.
3. The student will learn the history and development of the Christian doctrine of creation.
4. The student will think clearly, consistently, historically and biblically about creation, God's relation to creation, and the social and ethical implications of the Doctrine of Creation.

### Required Texts:

*Systematic Theology: volume two: God, Creation* by Norman Geisler. Bethany House, 2003. ISBN: 0-7642-2552-9.

*Holman Old Testament Commentary: Genesis* by Stephen J. Bramer, Kenneth Gangel, and Max Anders. Holman, 2003. ISBN: 978-0805494617.

*The Genesis Factor: Myths and Realities* by Ron J. Bigalke. New Leaf Publishing Group, 2008. ISBN: 978-0890514801.

*Study Bible*. An English Bible in any one of the following translations: King James Version, New King James Version, New American Standard Version, English Standard Version or the New International Version.



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### **Suggested Supplemental Resource:**

*Ancient Near Eastern Thought and the Old Testament: Introducing the Conceptual World of the Hebrew Bible* by John H. Walton. Baker, 2006. ISBN: 978-0801027505.

*The Genesis Record: A Scientific and Devotional Commentary on the Book of Beginnings* by Henry M. Morris, Baker, 2010. ISBN: 0801072826.

### **INITIAL COURSE COMPONENTS:**

#### **Your Textbook Project is:**

**Part One:** Read all assigned areas of the following two (2) required texts:

- a. *Study Bible*. Read the entire book of Genesis.
- b. *Systematic Theology, volume two* by Norman Geisler. Read all of part two: Creation, specifically Chapters 18-24, and the following Appendices:  
Appendix Two: Biblical References to Creation  
Appendix Three: Various views on Origins  
Appendix Four: Various view of the "Days" of Genesis  
Appendix Five: The Age of the Earth  
Appendix Six: The Scientific Evidence for Creation
- c. Create and keep a simple reading log of the dates and time spent reading each book. You will have two separate reading logs (one for each book). Be sure that each reading log includes the title and author of the book, your name, your MISD student number, and the reading log information.

**Part Two:** The following assignment will be taken from Part Two of the *Systematic Theology* text by Norman Geisler. This exercise is designed to grow the student in developing a clear, consistent, historical and biblical understanding about creation; God's relation to creation, and the social and ethical implications of the Doctrine of Creation.

In the Table of Contents you will find that the text is divided into Part One and Part Two, with Chapter and Section subheadings. This exercise will concentrate only on Part Two, Creation. Write out each of the Chapter titles (Chapter 18: Alternative Views on Creation; Chapter 19: The Origin of Material Creation; and so forth). Under each of the Chapter titles, create a *concise* outline that focuses on the core teaching of that Chapter. Do this for each of the Chapters. You may use the outline form and level that you prefer.



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## MID-COURSE SELF- DIRECTED ASSESSMENT TOOL

*This Self-directed Assessment Tool is provided to serve you in two ways.*

**First**, this tool is a vehicle for you to use to go back over the work you have completed up to this point by solidifying terms, concepts, and knowledge that you have encountered along the way.

**Second**, it helps you to stay focused on your work because all of your course work for the First Component of this course must be submitted for grading prior to beginning this assessment. In this way, as a result of grading the First Component of this course, your grading instructor can better understand where you may need assistance as you go forward. If there are any serious concerns, you will be contact right away.

You should also take this time to contact the University if you need to ask questions or clarify points of concern. Remember, if you are encountering difficulties, it is your responsibility to contact us: <http://ims.mdivs.edu/students-alumni/contact-us/>

*We are here to assist you!*

### **The Mid-term Self-Directed Assessment Instructions:**

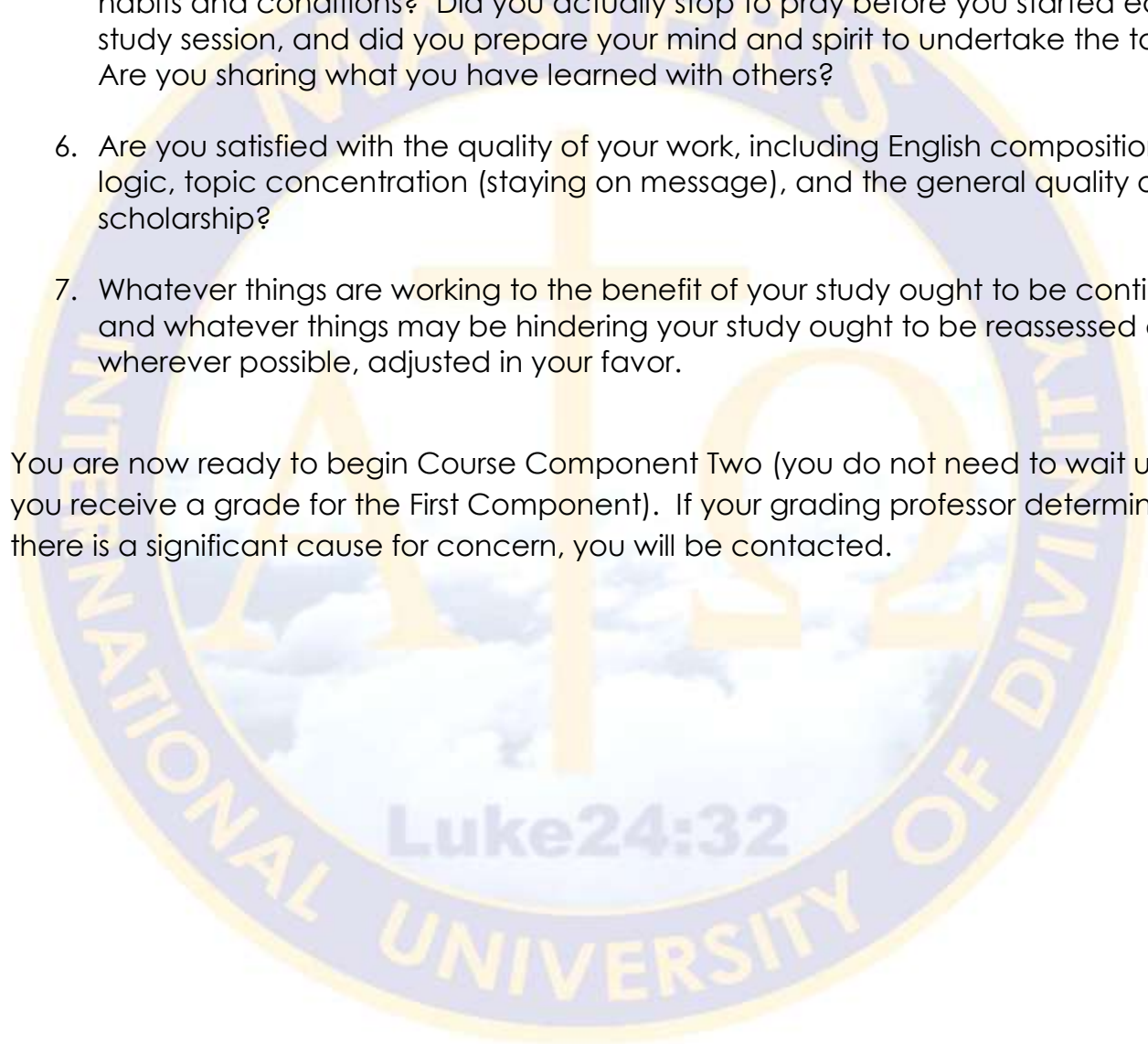
1. Go back through the work that you have just submitted for grading. Re-read your own work, looking for areas where you may still feel unclear or uncertain.
2. After identifying areas where you may feel unclear or uncertain, return to the section of the textbooks or other resources where that information is to be found.
3. Locate the area(s) of your concern, and attempt to clarify and strengthen your understanding of the issue(s).
4. If you are still not satisfied, contact your professor for the course or the University for assistance. We recommend that you do so first by email. If the professor's email address is not listed on this study guide you may request it by email:

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[lessons@mdivs.edu](mailto:lessons@mdivs.edu).

5. Finally, consider the length of time it has taken you to complete the First Component of this course. Are you satisfied with your time management, study habits, location of study (home, office, library, etc.)? Do you feel you have sufficient resources? Have you made good use of the Master's Online Digital Library <http://odl.mdivs.edu>? In what ways are you able to improve your study habits and conditions? Did you actually stop to pray before you started each study session, and did you prepare your mind and spirit to undertake the task? Are you sharing what you have learned with others?
6. Are you satisfied with the quality of your work, including English composition, logic, topic concentration (staying on message), and the general quality of your scholarship?
7. Whatever things are working to the benefit of your study ought to be continued, and whatever things may be hindering your study ought to be reassessed and wherever possible, adjusted in your favor.

You are now ready to begin Course Component Two (you do not need to wait until you receive a grade for the First Component). If your grading professor determines there is a significant cause for concern, you will be contacted.



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## FINAL COURSE COMPONENTS

**Your Textbook Project is:** Read all of the text, *The Genesis Factor*. Read the first eleven chapters of Genesis in Holman's Old Testament Commentary (pgs. 1-101), including the commentary notes.

1. Create and keep a simple reading log of the dates and time spent reading each book. You will have two separate reading logs (one for each book). Be sure that each reading log includes the title and author of the book, your name, your MISD student number, and the reading log information.
2. Each chapter of the Holman's Old Testament Commentary is divided into eight (8) subsections. Subsection eight is titled "Issues for Discussion". Choose this for all assigned chapters (Genesis 1-11). In providing the answers use the following format:

### Chapter Title and Number

**Question Number:** (write out the Number and the entire question).

**Answer:**

**Example:**

Chapter: Genesis 4:1-6-8

Question 3: What do you think the intent of the author of Genesis was in giving the ages of the various men when they died?

Answer: Your answer would go here.

**Your Final Writing Project is:**

This paper consists of two parts: (1) state and argue for *your own* view of the doctrine of creation, and (2) demonstrate how *your view* of creation relates, integrates, and influences other subjects in both religion and the liberal arts. You need not discuss every single topic and issue listed below, but you should discuss several of the most significant from each paragraph.



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(1) Articulate carefully *your* doctrine of creation. Make sure to include discussion of: various aspects of creation *ex nihilo*, emanation, fallen creation, natural theology, divine action/providence, freedom, purpose, new creation, eschatology, etc. *Why do you hold this view* (use biblical, logical, theological, historical, experiential arguments)? Respond to possible objections.

(2) Explain and demonstrate how your view of creation interacts, integrates, supports, challenges, forms and is formed by the following, and give at least *one fully developed example of each* subtopic (3) below. For example: theological doctrines you could choose God; disciplines within the study of religion you could choose youth ministry; disciplines within liberal arts you could choose literature.

(a) Other *theological doctrines* (God, humanity, sin, Christ, salvation, sanctification, last things, etc.);

(b) by other *disciplines within the study of religion*: e.g. church history, missiology, New and Old Testament studies, Christian ethics, Christian education, youth ministry, philosophy of religion, and so on;

(c) other *disciplines in the liberal arts* (e.g. world or American history, psychology, sociology, political science, philosophy, literature, music, arts, and hard sciences (like biology, chemistry, physics, etc.).

Your paper must be limited to not less than 2,500 words (about eight to 10 pages), and no more than 3000 words (about 12 pages). Writing less or more than the required amount may diminish your grade. Be sure to keep within the writing volume guidelines.

*Please note:* Students will be evaluated according to their overall grasp of the subject matter, the clarity of explanation, the extent and depth of integration, and the quality of research demonstrated in their paper. Additional research and resource materials are available through Master's On-Line Library at <http://odl.mdivs.edu>. Grammar and spelling are important. Include proper footnotes/endnotes (MLA, APA, or Chicago-Turabian are acceptable) and a bibliography.

**IMPORTANT: Be sure to inform us of any change to your email address, postal address or telephone numbers.**



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## GENERAL INFORMATION ON HOW TO SUBMIT YOUR COURSEWORK

### [Read Me 1 of 6](#)

ALL COURSES SENT ONLINE **MUST** BE IN THE FOLLOWING FORMAT:

ALL course assignments **MUST** be completed in the form of a single document file transfer attached to an email message. **DO NOT** paste your assignments into the body of the email message. Be sure the assignment is attached as a single file transfer. ALL assignment files must be sent in either one of two forms:

1. Microsoft Word® - or - 2. Any form of text (such as ASCII, Text Only, RTF, Text, etc.). Assignments submitted in unreadable formats will be returned for resubmission in the proper format. Send your assignments to [lessons@mdivs.edu](mailto:lessons@mdivs.edu).

### **MAKE BACK UP COPIES OF EVERY COURSE!**

*TIP:* You may create your lesson in your favorite word processor, and when you save it, select "Save As," and then select: .doc, .docx, .rtf, .txt. Remember, all the *text* types are simple, clean and easy way of submitting your courses.

**HOWEVER, only the .rtf format is likely to retain all or most of the text formatting that you may have worked so hard to produce. THEREFORE, if you are not submitting your coursework in Microsoft Word (recommended), we strongly suggest that you save to .rtf formatting.**

**DO NOT SEND COURSES IN ANY OTHER FILE FORMAT. DO NOT SEND COURSES AS A ZIP FILE.** In only rare cases will you be instructed to sent course components in multiple files. Unless instructed to do so, always send a completed course component as a single file with all of the projects and assignments for that component saved within a single file. Courses not sent according to these instructions may be refused and a request will be made for resubmission.

### [Read Me 2 of 6](#)

THIS INFORMATION IS *ONLY* FOR STUDENTS WHO MUST PRINT THEIR COURSE SUBMISSIONS AND SEND THEM BY POSTAL MAIL, AND FOR THOSE FEW COURSES THAT REQUIRE THAT THE COURSE BE SENT BY POSTAL MAIL.

Most of the instructions for sending courses apply whether you print and mail your courses or elect to send them online.

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When printing be sure to print on only one side of the page, but be sure that your name, student number and the name plus number of the course is printed on each page (header or footer is acceptable).

If you wish to have us return your graded course, you must include with your submission a return envelop of sufficient size and affixed with sufficient postage to allow us to return your graded course. If you forget to do this, your student account will be charged for the cost of shipping and handling. Send your course submissions to: Master's International University of Divinity, PO Box 5009, Evansville, IN 47716-5009.

### [Read Me 3 of 6](#)

BEFORE SENDING YOUR FIRST COURSE, PLEASE BE SURE TO READ VERY CAREFULLY THE INSTRUCTIONS THAT ARE A PART OF THIS PARTICULAR COURSE. IN MOST CASES (THERE ARE SOME EXCEPTIONS) YOU WILL BE REQUIRED TO SEND THE FIRST PART OF THE COURSE, COMPLETE A SELF-ASSESSMENT, THEN BEGIN THE FINAL PART OF THE COURSE, AFTER WHICH YOU MAY BE REQUIRED TO COMPLETE A PROCTORED FINAL WRITTEN SUMMATIVE ESSAY EXAM. **INSTRUCTIONS ON THE CURRENT STUDY GUIDE ALWAYS SUPERSEDE ANY OTHER INSTRUCTIONS.**

NOW, LET US LOOK AT THE GENERAL PAGE FORMATTING & WRITING STYLE GUIDELINES THAT YOU SHOULD FOLLOW AS YOU COMPLETE YOUR COURSE.

Page margins are one inch (top, bottom, left and right). Use page numbering, and place the page numbers at the bottom right of each page. Page number one (1) will be the very first page of your first course project and so-forth. Always double-space.

Use a font that is easy to read (Ariel, Century Gothic (preferred), Verdana, etc.) as well as a font size that is appropriate (usually 12 point so that it is not too small or too large).

Put your name, student number, degree level, and course name in the "Properties" section of your course file. To find the "Properties" box for your file (this may be different for your word processing program), click on "File" at the top left of your word processor. Next, select "Properties" and key in the required information. This will permanently identify your document. You may select any recognized writing style you prefer (A.P.A., M.L.A., Chicago/Turabian), but be consistent in your style selection.

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Courses not sent according to the proper submission steps may be returned for proper compliance. PLEASE understand that with thousands of lessons sent each year; this requirement is a matter of high importance and self preservation for both you and our staff. Thank you for your understanding.

### [Read Me 4 of 6](#)

When you send your lesson as a file transfer, use the course number followed by your first, middle (if you have a middle name), and last initials as the name for the file. For example: Let us say you are completing the course "Advanced New Testament I ANT-701." In this example, a course from, let us say, student Steve L. Pack, might have a file name of [ANT-701slp.rtf](#) (if it were saved as an RTF file), or [ANT-701slp.doc](#) if it is a Word document. The point being that the course number is followed by the initials of your name.

In order to be sure that your faculty member knows that the work on your lesson has actually ended, you "must" place the following statement on the last line of the last page of your component submission: **\*\*Last page of this lesson\***.

Of course, you are ultimately responsible for creating and maintaining a secure backup file of all courses sent to Master's (online as well as offline). While the occurrence of a course being lost is rare, it does happen.

In some cases, it may be necessary for new students to take a computer/word-processing course from a vendor in his or her own community, or to secure the help of a friend who has mastered the basics.

Of course, as online skills relate specifically to the use of any of Master's Internet based resource, we certainly *are* prepared to assist you in any way possible.

If ever you are just "plain old stuck", send a message to: [lessons@mdivs.edu](mailto:lessons@mdivs.edu) explaining your situation in detail. There is a solution to every problem, and together we will find it.

Each course must be completed with a passing grade of not less than a "C" (75%) for undergraduate programs, and a "B" (85%) for graduate level programs. If a grade falls below the required minimum, you will not be automatically failed, but will be assisted in knowing exactly what is required for a successful re-submission. The goal is always to assure that you will receive the highest quality education possible, and you may be confident that we will actively work with you toward this goal. Please refer to the Course Evaluation Criteria located a couple of pages below.



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[Read Me 5 of 6](#)

Be sure that the following information is *always* included at the very top of the first page of each and every Course Component.

Name:

Student I.D. Number:

E-Mail Address:

Date:

Course Name:

Level of Study and Program Area (Example, Bachelor of Ministry in Biblical Counseling):

Postal Address:

City: State:

Postal Zip or country code:

Country:

Office Telephone & Home Telephone:

**You MUST add the above information at the very beginning of your work. COURSES NOT SENT ACCORDING TO THE ABOVE, MAY HAVE TO BE REFUSED, AND A REQUEST WILL BE MADE FOR RE-SUBMISSION.**

[Read Me 6 of 6](#)

HOW TO REQUEST YOUR NEXT COURSE IF THE ONE YOU ARE SUBMITTING IS NOT THE FINAL COURSE.

Except when you are submitting your final course for the program, it will be necessary for you to request your next course (it will not be sent to you automatically). BEFORE you do so, please read the following:

If you do not already have the study guide for your next course, you will need to request that it be sent to you. Except in very rare circumstances, we do not recommend that students request future study guides far in advance. Courses are constantly being up-dated, and study guides that were current many months ago, may have undergone revisions.

To order your next course, use the Study Guide Request Form on your Program Access Page or the Student Portal. You may also go to:

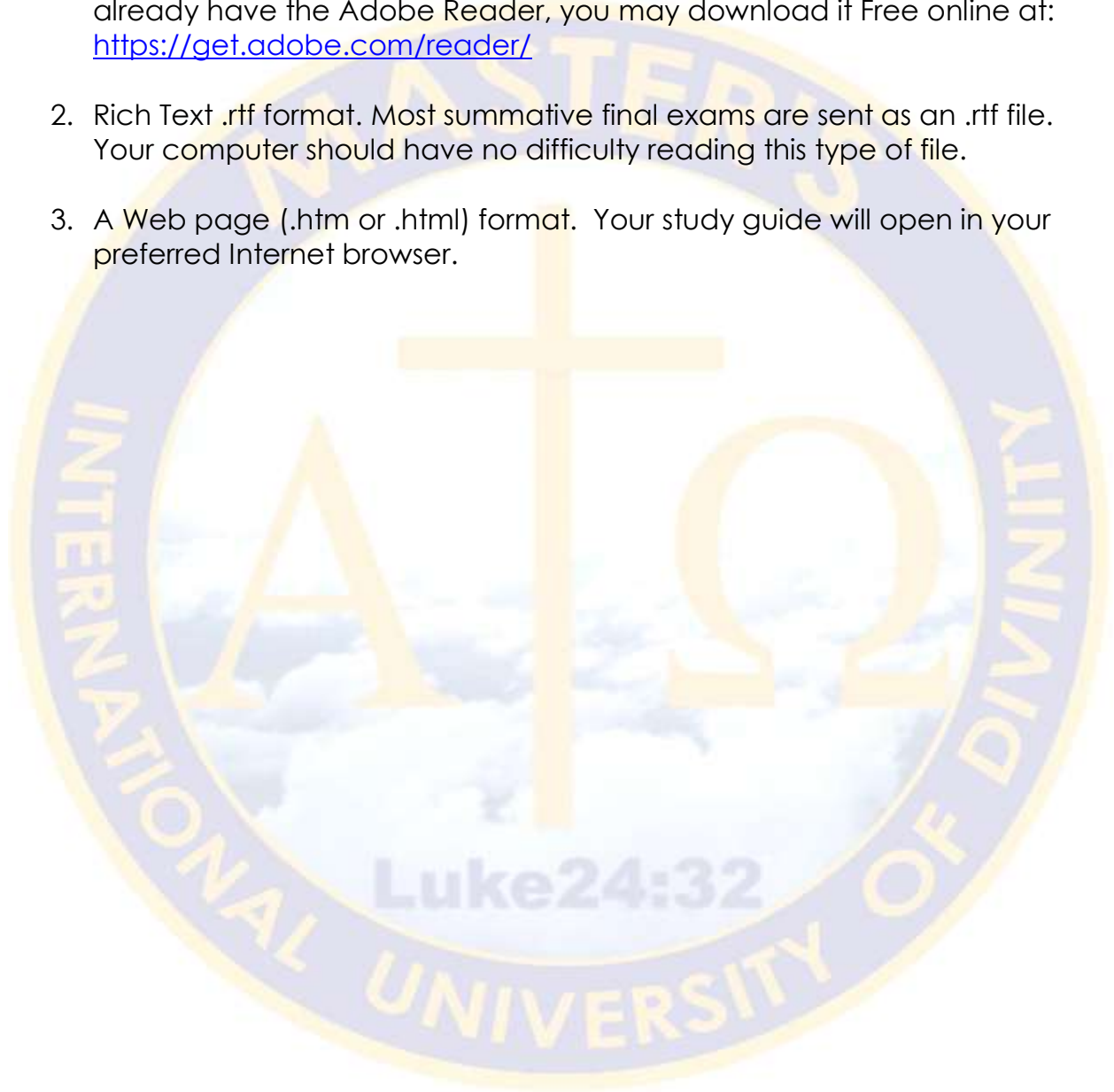
<http://ims.mdivs.edu/students-alumni/request-a-study-guide/>



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Your study guides will come to you in one of three formats:

1. Adobe .pdf format. This is the standard file format in higher education, and is increasingly the standard in general. It is most likely that you already have an Adobe .pdf reader installed on your computer. If you do not already have the Adobe Reader, you may download it Free online at: <https://get.adobe.com/reader/>
2. Rich Text .rtf format. Most summative final exams are sent as an .rtf file. Your computer should have no difficulty reading this type of file.
3. A Web page (.htm or .html) format. Your study guide will open in your preferred Internet browser.



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## GENERAL COURSE EVALUATION CRITERIA USED BY MASTER'S

IMPORTANT: Undergraduate students must achieve not less than 75/C grade level, and graduate/doctoral students not less than 85/B. Student's failing to attain the minimum passing grade, will be asked to resubmit either the entire course, or the portion of the course needing remedy.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | KNOWLEDGE: recalls details of learned material, including relevant facts and theories.  |
| 20 PTS.<br>MAX           |   |
| <input type="checkbox"/> | COMPREHENSION: Answers are relevant to questions and projects. Student grasps the meaning of the learned material. Correctly explains, interprets, and summarizes as appropriate. |
| 20 PTS.<br>MAX           |   |
| <input type="checkbox"/> | APPLICATION: Applies rules, methods, concepts, and principles as required by questions and projects.  |
| 20 PTS.<br>MAX           |   |
| <input type="checkbox"/> | ACADEMIC LEVEL: Answers are insightful, original and developed with adequate detail and depth.  |
| 10 PTS.<br>MAX           |   |
| <input type="checkbox"/> | ACADEMIC LEVEL: Student follows accepted norms of written submission including spelling, grammar and syntax.  |
| 10 PTS.<br>MAX           |   |
| <input type="checkbox"/> | PROPER CITATION OF REFERENCES: References are appropriate.  |
| 10 PTS.<br>MAX           |   |
| <input type="checkbox"/> | SUBMISSION REQUIREMENTS: The course has been submitted neatly and in accordance with course submission guidelines.  |
| 10 PTS.<br>MAX           |   |
| <input type="checkbox"/> | 100-96 = A      79-75 = C<br>95-90 = A-      74-70 = C-<br>89-85 = B      69-65 = D<br>84-80 = B-      64-60 = D-   |
| 100 PTS.<br>MAX          |   |

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#### ADDITIONAL GRADE CRITERIA

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Exemplary development of ideas.                | <input type="checkbox"/> Excellent recall of material.                          | <input type="checkbox"/> Submission requirements not fulfilled.   |
| <input type="checkbox"/> Strong in the area of application.             | <input type="checkbox"/> References very strong and relevant.                   | <input type="checkbox"/> Grammatical errors excessive.            |
| <input type="checkbox"/> Unique and helpful expressions employed.       | <input type="checkbox"/> Aware of important intricacies of the issues involved. | <input type="checkbox"/> Lack of flow in communication.           |
| <input type="checkbox"/> Nice mix of theological and/or pastoral ideas. | <input type="checkbox"/> Overall work at the peak of or above grade level.      | <input type="checkbox"/> Overall work somewhat below grade level. |

#### MASTER'S ACADEMIC INTEGRITY POLICY

The following statements express the policy of Master's International University of Divinity pertaining to academic dishonesty:

##### Cheating/Plagiarism

A student who submits written material as his/her own work which has been copied in whole or in part from another person's writing without proper acknowledgment is guilty of plagiarism.

Material (whether published or unpublished), copied from another writer must be identified by the use of quotation marks and documentation with specific citation of the source. Paraphrased material must likewise be attributed to the original author. Copying another student's paper, with or without his/her permission, or using his/her ideas with only minimal reworking is plagiarism just as is copying material from printed books and magazines without giving credit to the original source. Having another person do his/her work and submitting it as his/her own is considered cheating.

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## Reporting Procedures

### First Offense

The grading faculty member will confront the student and the student will be given an opportunity to respond. Taking the student's response into account, the professor will indicate to the student what action will be taken according to the University policy and what procedures will be carried out for reporting the matter to the Dean of Academic Affairs.

The professor may require that the student sign an academic misconduct incident report and give the student a copy of the report. If this is a first incident of plagiarism, the student will receive an "incomplete" for the assignment and the instructor will require the paper to be rewritten in correct form.

### Second Offense

The student will receive a "0" for that assignment and will need to re-submit the assignment with a full letter grade reduction as penalty. A notice of the academic offence will be submitted to the Dean of Academic Affairs with a copy of the incident report form and the plagiarized paper or relevant material put in the student's file.

### Third Offense

The Professor will send a copy of the incident report to the Dean of Academic Affairs. The student will meet by telephone conference or in person with the Dean of Academic Affairs for consultation regarding academic integrity. The student will fail the course. The student is placed on disciplinary probation. The offending course must be completely repeated if the student is to remain in the program.

**\*\* This is the end of this study guide. \*\***