

## **Academic Integrity**

Lincoln Southwest is committed to reinforcing high academic standards. Core values of diligence, civility, and honesty demonstrate academic integrity.

### **Due Process Procedure:**

Any work that violates the rights of another in academic work or that involves misrepresentation of a student's work is considered dishonest.

1. The teacher and student will conference. The teacher must write a discipline referral.
2. Teacher calls and informs parents/guardians.
3. Administrator will meet with the student to process the referral and determine consequence(s).
4. Teacher and administrator will determine if the student will be expected to complete an alternative assignment / form of the assessment for full, partial, or no credit. In addition, the student will complete the "Cheating/Plagiarism Assignment and Goal Setting" worksheet and review the responses to the questions with an administrator.
5. One instance of academic dishonesty may mean possible exclusion/dismissal from National Honor Society.
6. In the case of multiple events, additional and more severe consequences will follow (i.e. possible exclusion from the academic honors, additional disciplinary action, etc.)

### **Context and Definitions:**

**Cheating-** Using or attempting to use unauthorized materials, information, or study aids to gain an unfair advantage over other students in any academic exercise. Examples include using notes/cell phones to obtain materials or talking during a test or exam; copying from another student's homework, class work, test, or quiz; and receiving information between exams in multiple sections of a course.

**Plagiarism-** Representing the words or ideas of another as one's own in any academic exercise. Examples include failing to enclose a direct quotation from a reference source in quotation marks or paraphrasing the words or ideas of another person without proper citation or documentation.

**Fabrication-** Falsifying or inventing information or citations in an academic exercise. Examples include making up fake statistics for an essay or padding a works cited page with references not cited in the text.

**Forgery** – Imitating or counterfeiting of images, documents, signatures, and the like.

**Multiple Submissions-** Submitting the same assignment in two or more courses without the prior permission of the respective instructors. Examples include submitting the same (or essentially the same) term paper/essay in two classes without obtaining both instructors' permission or giving the same or essentially the same speech for credit in two classes without obtaining both instructors' permission.

**Misuse of Materials-** Abuse or unauthorized removal of academic materials from the classroom, library, or any other campus location. Examples include removing the pages from a book or magazine in the library, taking a book from the library without checking it out, taking pictures of academic materials with a cell phone, or stealing an exam from a faculty member's office or desk.

**Misrepresentation-** Presenting false excuses or using deception to receive a higher grade or to avoid fulfilling the specific requirements of an assignment or course. Examples include giving a false excuse to miss a test, or obtaining unauthorized help from another student on a take-home exam.

**Computer Misuse-** Disruptive, unethical, or illegal use of the school's computer resources, including any actions which violate the school's rules and regulations. Misuse of computers also includes disruptive, unethical or illegal use of computers of another school or agency in which students are performing part of their academic program.

**Cell Phone/Electronic Device Misuse-** Misuse of cell phones, Apple watches, and any other electronic devices including but not limited to: storing notes on the cell phone/electronic device or calculator, sending text messages with questions, answers, or pop quiz warnings, looking up answers on the internet, and using a cell phone/electronic device camera to take pictures of the test/assignment.

**Facilitation of Academic Dishonesty-** Helping another student to violate any of these provisions. Examples include allowing a student to copy from your paper on homework, class work, or during an exam; informing another student of the contents of an exam before he/she takes it; writing a paper for another student who subsequently submits it for course credit; and transmitting a false excuse for another student to a faculty member.

*Adapted from Central Michigan University Policy on Academic Integrity, Clayton High School Plagiarism Policy, LHS Cheating and Plagiarism Procedures, LNS Academic Integrity Procedures, and LSE Academic Integrity Procedures*