

ACADEMIC INTEGRITY AND DISHONESTY POLICY

As you know, at H.J. Cody School we value academic integrity very highly and do not permit any forms of dishonesty or deception that unfairly, improperly or illegally enhance the grade on an individual or group assignment or a final course grade. The following is a list of forms of cheating, plagiarism and other forms of dishonesty that may arise. Therefore, we expect every student to interpret the requirement of academic honesty and integrity, broadly and in good faith. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask your teacher before you do it!

Academic Dishonesty includes, but is not limited to:

Cheating on exams by copying from others, having or using notes, formulas, or other information in a programmable calculator or other programmable device; having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or receive unauthorized information; having or using a cheat sheet; altering a graded exam and resubmitting it for a higher grade; working together on a take home exam unless approved by the teacher; gaining or providing unauthorized access to the examination materials.

Plagiarism by copying part or all of another person's work and submitting it as your own; acting as a provider of a paper or papers for others; submitting substantial portions of the same work in more than one class without consulting with the teachers; failing to use quotation marks where appropriate; failing to properly cite paraphrased materials with footnotes or a bibliography; making up data for an experiment; citing non-existent sources; giving or getting improper assistance on an assignment meant to be individual work; using the services of another student.

Note: Attempted cheating, even when unsuccessful, will be treated as academic dishonesty. Simply having observable possession of any prohibited or unauthorized information or device during an exam, even if it is not used, is an act of academic dishonesty. It will be dealt with as such. Tampering with teacher grades (on assignments; in gradebooks; in computer databases) will result in reduction of grade possibly including failure of the course.

Students that violate the Academic Integrity and Cheating Policy will receive a zero grade on the assignment in accordance with section 1.8 in the Discipline Policy.