

## ACADEMIC HONESTY POLICY

Honesty is the responsibility of each student. Teachers will teach students acceptable and appropriate ways to present work. They will require students to present work that they have done by themselves. They will teach appropriate ways of using and citing the Internet, reference materials and other sources. Cheating, copying, and plagiarizing require deliberate action on the part of a student; such behavior is without excuse. It is the responsibility of each student to be academically honest, to do his/her own work, and to make proper use of written material and the Internet.

### What is Cheating?

Cheating is getting or trying to get credit for work by dishonest or fraudulent means.

Some examples of cheating are:

- Copying another student's homework.
- Using notes on tests or quizzes, unless allowed by the teacher.
- Getting copies of tests or test questions without the teacher's permission.
- Copying from another student during a test or quiz.
- Allowing another student to copy from your test, quiz, or homework.
- Discussing answers or ideas relating to a test or quiz with students who have not yet taken the test or quiz.
- Altering answers to a test after the test has been returned and resubmitting for re-scoring as if the altered answers were the original answers.
- Plagiarizing. (See section on Plagiarism).

### What is Plagiarism?

Plagiarism is academic dishonesty. It is taking another person's work and presenting it as your own--without giving proper credit to the source. Acknowledgment of the original author or source must be made using the appropriate style recommended in each course of study.

Some examples of plagiarism are:

- Turning in written work as if it is originally one's own when it is either partially or completely someone else's work.
- Failing to properly cite someone else's ideas, statements, facts, or conclusions.
- Failing to use quotation marks when directly quoting someone else's work.
- Failing to properly cite sources from any written material.
- Paraphrasing of another's writing without proper citing of the source.
- Cutting and pasting from the Internet without citing the source.

A teacher who determines that a student violated the academic honesty policy *will* take the following course of action:

- The student will receive a failing grade on the assignment, test, exam, or project, and
- will not be allowed to make-up the assignment, test, exam, or project.
- The teacher will contact the parent of the student to explain the cheating or plagiarism.
- The teacher will notify the student's counselor in writing regarding the cheating or plagiarism. The counselor will place a report regarding the incident in the student's discipline folder. This report and any subsequent reports will remain active until graduation.
- The teacher may suspend the student from class for the day of the incident and the next day.
- The teacher may request a parent conference to discuss the violation(s).

At the third violation, the student will be placed on a performance contract by the dean. A violation of this contract may be considered as an act of defiance that is punishable by suspension under California Education Code 48900.

(Sources: California State University College Catalogs, California Community College Catalogs, Los Angeles Center for Enriched Studies, Don Bosco Technical Institute)