

## **ACADEMIC HONESTY POLICY**

Academic dishonesty is the willful and intentional fraud and deception for the purpose of improving a grade or obtaining course credit, and includes all student behavior intended to gain or provide unearned academic advantage by fraudulent and/or deceptive means.

The student has the full responsibility for the content and integrity of all academic work submitted. Ignorance of a rule does not constitute a basis for waiving the rule or the consequences of that rule. Students unclear about a specific situation should ask their instructors, who would explain what is and is not acceptable in their classes. Violation of this policy will result in an F on the assignment. A second violation may result in removal from the class and an F grade.

Examples of such unauthorized behavior include but are not limited to:

### **Taking Information**

- Copying graded homework assignments from another student.
- Working together on a take-home test or homework when *not* specifically permitted by the instructor.
- Looking at another student's paper during an examination.
- Looking at text or notes during an examination when *not* specifically permitted by the instructor.
- Accessing another student's computer and using his/her data as one's own.

### **Providing Information**

- Giving one's work to another to be copied or used in an oral presentation.
- Giving answers to another student during an examination.
- After taking an examination, informing a student enrolled in a later period of questions that appear on the examination.
- Providing a term paper or other project information for a student to copy or use as their own.
- Taking an examination, writing a paper, or creating computer data or artistic work for another.

### **Plagiarism**

- Failing to give credit for ideas, statements of fact, or conclusions derived by another author.
- Failure to use quotation marks when quoting directly from another author, whether it is a paragraph, a sentence, or a part thereof.
- Submitting a paper purchased from a "research" or term paper service.
- Copying another person's assignment and handing it in as one's own.
- Giving a speech or oral presentation written by another and claiming it as one's own work.
- Claiming credit for artistic work done by someone else, such as a music composition, photos, a painting, drawing, sculpture, or design.
- Presenting another's computer data as one's own.
- Copying information from the Internet without proper citation references.

### **Other Academic Dishonesty**

- Planning with one or more fellow students to commit any form of academic dishonesty together.

- Having another student take one's examination or do one's computer data or lab experiment.
- Lying to an instructor to increase a grade.
- Submitting papers or speeches that are substantially the same for credit in *two* different courses without prior approval of the instructors involved.
- Altering a graded work after it has been returned, then submitting the work for re-grading unless specifically allowed by the instructor.
- Removing tests from the classroom, without the approval of the instructor, or stealing tests.
- Copying computer software from a disk or a hard drive unless specifically allowed by the instructor.
- Use of an online translator to prepare graded assignments in a Foreign Language class.

Taken directly from the Shasta Union High School District *2007/2008 Student Parent Handbook*