



ACADEMIC HONESTY/ANTI-PLAGIARISM POLICY AND PROCEDURES

American Academy places a high value on academic integrity and expects students to produce independent and original scholarship. Academic dishonesty violates school values and decreases the value of the achievements of the entire American Academy community. Accordingly, American Academy views violations of the academic dishonesty policy as one of the most serious offenses that a student can commit while in school. Students with questions about academic honesty may consult with their teachers or the Head of School or Deputy Head.

Academic dishonesty is prohibited at American Academy. Violation of the Academic Honesty/Anti-Plagiarism Policy will result in discipline as described below.

“Cheating” is defined as intentionally using or attempting to use unauthorized materials, information, or study aids in any academic assignment.

Examples:

- Unauthorized use of notes, text, or other aids during an exam;
- Copying from another student’s examination, research paper, case write-up, lab report, homework, computer files, etc.;
- Talking during an examination;
- Turning in the same paper for more than one course without the explicit permission of the instructor;
- Reading or reviewing a test before it is given;
- Hiding notes in a calculator for use during an examination;

“Fabrication” is defined as intentional and unauthorized falsification, misrepresentation, or invention of any information, data, or citation in an academic exercise.

Examples:

- Making up the data or sources for a research paper;
- Altering the results of a lab experiment or survey;
- Listing a citation for a source not used;
- Stating an opinion as a scientifically proven fact.



“Plagiarism” is defined as intentionally or knowingly representing the words or ideas of another as one's own in any academic assignment without providing proper documentation of a source by way of a footnote, endnote, or citation within the text.

The following sources demand notation:

- Word-for-word quotation from a source, including another student's work;
- Paraphrasing: using the ideas of others in your own words;
- Unusual or controversial facts - not likely to be found in many places;
- Interviews, radio and television programs, and telephone conversations.

“Unauthorized collaboration” refers to instances when students, each claiming sole authorship, submit separate reports that are substantially similar to one another. While several students may have the same source material (as in case write-ups), the analysis, interpretation, and reporting of the data must be each student's.

Participation in academically dishonest activities is also prohibited.

Examples:

- Stealing an examination;
- Purchasing a pre-written paper from a person or service, including via the internet;
- Using unauthorized assistance from a third party (parent, sibling, friend, tutor) to complete an assignment;
- Selling, loaning, or otherwise distributing materials for the purpose of cheating, plagiarism, or other academically dishonest acts;
- Alteration, theft, forgery, or destruction of the academic work of other students, library materials, laboratory materials, or academic records including transcripts, course registration cards, course syllabi, and examination/course grades;
- Intentionally missing an examination or assignment deadline to gain an unfair advantage.

“Facilitating academic dishonesty” is defined as intentionally or knowingly helping to, or attempting to violate, any provision of this policy.

Examples:

- Inaccurately listing someone as co-author of a paper, case write-up, or project who did not contribute;
- Sharing with another student information about an in-class or take-home examination, homework assignment, case write-up, lab report, and so on, without the explicit permission of the instructor;
- Taking an examination or writing a paper for another student.

All members of the American Academy community - students, faculty, and staff - share the responsibility to bring forward known acts of apparent academic dishonesty. Any member of the academic community who witnesses an act of academic dishonesty should report it to the appropriate faculty member or to the Head of School.

The teacher, as a professional educator, makes the final decision as to whether cheating has occurred. In a case of a student looking at another student's work during a test, for example, a teacher needs no further evidence than to be sure that this is what he/she saw.



CONSEQUENCES

The student found to be violating the school's Academic Honesty/Anti-Plagiarism Policy:

- Will be reported in writing to the Head of School;
- May receive a zero on the project in question, including, but not limited to exams;
- May be suspended from school one day for first offense, two days for second offense and so on;
- May lose a full letter grade from the marking period for the course in which cheating occurred and/or
- May lose academic credit in the course for which academic dishonesty occurs more than once.

The student determined to have violated the school's Honesty/Anti-plagiarism Policy for the second time at American Academy may be expelled from school.

The parent(s)/guardian(s) shall be notified in writing. A conference may be required, with the student, parent(s)/guardian(s), a member of the Administration, and the teacher involved.