

Academic Integrity Policy

Academic Integrity is defined as “the pursuit of scholarly activity in an open, honest and responsible manner. All students should act with personal integrity, respect other students’ dignity, rights and property, and help create and maintain an environment in which all can succeed through their own efforts” (Penn State University).

Academic Honesty is also important so that your instructor can assess mastery or address any concerns.

Scholarship requires hard work and original, creative, and critical thinking; it also requires academic honesty.

All work should be from the individual student without help from anyone else unless it is done collaboratively. Be very careful: even when collaborating, you are never allowed to “copy” from each other (see “Hitchhiking” information).

Not only can cheating, plagiarism, and other forms of academic dishonesty result in a failing grade, they can also have lasting, damaging effects on a student’s reputation, including participation in honor societies and school activities.

Dishonesty will not be tolerated in this course. I expect each student to work as hard as he or she can – and if not prepared, deal with the consequences and be honest about it. Remember, all of us have bad days where we may not be as prepared as we would like; but we should never have a “bad” day regarding our integrity and honesty.

Academic dishonesty includes, but is not limited to, cheating, collusion, malpractice, plagiarizing, fabricating information or citations, copying someone else’s work or allowing someone else to use your own work as theirs, unauthorized use of technology for work, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students (see definitions on the last page).

****In addition, students violate academic integrity standards when they try to take shortcuts by looking up answers online rather than doing the required critical thinking for assignments or using “cut and paste” and snippets from other sources to guide work that should be original. The internet makes this problem more of a challenge than ever, but a good “rule of thumb” is **that if research is NOT part of the assignment, it should not be used to complete the assignment.****

Unauthorized collaboration: Students should not ask for or provide any assistance during assignments (in or outside of class, on paper or online) that are designed to test individual mastery. I often hear from students when their work is too similar or even verbatim that they “worked together.” Don’t work together to complete assignments unless they are designed for collaboration.

Hitchhiking: When a student “hitchhikes” in class, he or she is allowing a partner or group members to do a disproportionate amount of work in a collaborative project while the hitchhiker does not participate equally. This lack of equal contribution to a collaborative assignment constitutes academic dishonesty and will be penalized as such.

Students who are found to be dishonest will receive academic sanctions, such as an “F” grade on the assignment and will not be allowed to make up the assignment. They will also be reported to the administration for possible further disciplinary action, with a follow-up to advisers of school organizations (especially honor societies).

Definitions

Malpractice – any behavior that results in, or may result in, a student or group of students gaining unfair advantages in academic work. Malpractice includes but is not limited to plagiarism, collusion, duplication of work, cheating, and falsifying data/work.

Plagiarism – the representation of the ideas or work of another person as one’s own. Examples –

- Submitting as one’s own work an examination, paper, homework assignment, or other project (laboratory report, artistic work, computer program, etc.) that was created entirely or partially by someone else.

- Failure to use quotation marks to signal that one is using another person's precise words. Even brief phrases must be enclosed in quotation marks and properly cited.
- Failure to identify (cite) the source of quotations and paraphrases. Of course one must cite the source of quotations; one must also cite the source of ideas and information that are not common knowledge even when paraphrased (presented in one's own words). Sources include unpublished as well as published items—for example, books, articles, material on the internet, television programs, instructors' lectures, and people, including other students, friends, and relatives.
- Failure to identify the source of the elements of a nonverbal work (for example, a painting, dance, musical composition, photograph/image, or mathematical proof) that are derived from the work of others.

Collusion – supporting the malpractice by another student or assisting another student's academic dishonesty.

Examples –

- Writing a paper or other project for another student.
- Allowing another student to copy from one's examination, paper, homework assignment, or other project.
- Assisting another student on a take-home examination, paper, homework assignment, or other project if one knows or suspects such assistance is not authorized by the instructor.
- Sharing information regarding assessment contents and questions with other students.

Cheating – the use or attempted use of unauthorized assistance during an examination, on a writing assignment, homework assignment, or other project.

Examples –

- Copying answers from another student's examination, paper, homework assignment, with or without that person's consent.
- Providing work to be copied (collusion).
- Communicating in any way with another student or a third party during an examination without the permission of the instructor.
- Using unauthorized materials or devices (including notes, textbooks, universal translator, cell phone, calculator, or any other electronic device) during an assignment or examination without the permission of the instructor.
- Obtaining and/or reading a copy of an examination before its administration without the permission of the instructor.
- Collaborating with other students or third parties on a take-home examination, paper, homework assignment, lab work or other project without the permission of the instructor. Further clarification: In science, the student's internal assessment is a compilation of his/her lab reports. It is considered collusion in IB for students to work together on lab reports other than the Group 4 project.

Fabrication – the creation of false data or citations. Examples –

- Fabrication of data: Inventing or falsifying the data of a laboratory experiment, field project, CAS activity, or other project.
- Fabrication of a citation: Inventing a phony citation for a research paper or other project.
- Alteration of an assignment: Altering a graded examination, paper, homework assignment, or other project and resubmitting it to the instructor in order to claim an error in grading.

Duplication of work – Using the same work for more than one course without clear permission from the instructor.

Students are expected to produce original work for each course of study. Examples –

- Submitting a paper or project in more than one course for a grade
- Submitting a lab report for more than one course without discussing it with both teachers involved.

Violations of the Academic Integrity Policy will be subject to the consequences delineated in the WWHS Academic Integrity Policy, and students will be reported to administration. Club advisors, honors clubs advisors, coaches, and other extracurricular sponsors will also be notified.