

# Academic Integrity

We live in a time when the Internet and digital technology make cheating and plagiarism easy. The Classical Learning Resource Center endeavors to impress upon its students the essential value of academic integrity. It's not just about "playing by the rules." It's a matter of personal character.

The first step in helping students to avoid these easy pitfalls is to clearly define for them what qualifies as an act of cheating or plagiarism.

"Cheating" includes:

- the clandestine exchange and usage of information from prohibited sources for the purpose of gaining a higher grade on assignments or "closed book" tests.
- accessing test or assignment answers without authorization in an attempt to increase scores.
- enlisting another individual to provide answers or complete assignments and/or tests for a student.

"Plagiarism" is the representation of another person's work as one's own. For example,

- including copied material from any source (written materials, recordings, websites, course lessons, textbooks, etc.) without appropriate citation of the source.
- submitting another student's work as one's own.
- paraphrasing another person's writings too closely without proper attribution.
- turning in work that has already been submitted for credit for another class (or school) for which high school graduation credit has already been awarded or is currently being earned.

In general, the CLRC's response to incidents of cheating or plagiarism involves:

- assuring that the student and his/her parents clearly understand how the student's actions represent cheating or plagiarism;
- instructing the student in how to rectify the incident and resubmit acceptable work;
- and encouraging the student's commitment to integrity, providing him/her with strategies for avoiding future incidents, including acceptable ways to get help if the student finds an assignment to be difficult or unclear.

## **Addressing a student's first incidence of cheating/plagiarism:**

If an instructor finds evidence of cheating or plagiarism in a student's work, he/she will award no points for the assignment, and will provide the student with written notification of the infringement within three school days of discovering the problem. The student's parents and the CLRC's Academic Director will be copied on the correspondence. The instructor will follow up with a phone call to the parents to verify that they are aware of the incident. The instructor will consult with the Academic Director, sharing evidence of the student's academic misconduct. This may include links to websites that have been plagiarized, references to "collaboration catchers" embedded in quizzes/exams, time and date stamps on assignments, inconsistency in quality of work, etc. Finally, the instructor will confer with the student to clarify the student's mistakes, providing feedback and specific instructions for resubmitting acceptable work for a grade.

A notation of the incident will be made on the student's CLRC grade report but will not be included on the official transcript.

## **Addressing a student's second incidence of cheating/plagiarism:**

The procedure for a first infringement will be followed. However, the student will not have the opportunity to resubmit the work for a grade. The incident will be reported to the student's other CLRC instructors, as well. At that point, the student's work will be run routinely through plagiarism identification software.

In consultation with the student's parents and instructors, the CLRC's Academic Director will determine if other disciplinary action should be taken. Formal training classes in academic honesty may be required.

An account of the second infringement and disciplinary determination will be included on the student's official CLRC grade report and transcript.

## **Addressing a student's third incidence of cheating/plagiarism:**

The instructor will refer the student to the CLRC Academic Director. In consultation with the student's parents and teachers, the Academic Director will determine the level of discipline required:

- Failure in the course
- Suspension from CLRC courses
- Expulsion from CLRC courses

An account of all three incidents and disciplinary determination will be added to the student's official grade reports and CLRC transcripts.