**Academic Integrity** involves helping maintain a culture of honesty, trust, fairness, respect, and responsibility in all aspects of learning. Academic integrity means avoiding cheating and plagiarism in all forms and taking responsibility and ownership of your own work.

**Academic Misconduct** is intentionally or unintentionally breaking the codes of honesty, trust, fairness, respect, and responsibility in the academic process. Misconduct will be dealt with seriously and judiciously \* see academic integrity infractions.

Since academic integrity involves taking responsibility of one’s own learning, it is important to know and recognize the following forms of dishonesty and avoid them:

**Cheating**

* Giving or receiving unauthorized assistance (e.g., copying, stealing exams, using electronic aids/devices, Internet sources, using aids like *SparkNotes* instead of reading the original work) in any academic work, quiz, test, or examination.
* Using graphic calculators to store information/formulas, using camera phones or text messages to store or share testing information and/or other academic work.

**Plagiarism** is to steal and pass off the ideas or words of another as one's own. All of the following are considered plagiarism:

* Using a direct quotation from a text without quotation marks, even if the source has been cited correctly.
* Paraphrasing/summarizing ideas or text of another work without documenting the source.
* Substituting a word or phrase for the original while maintaining the original sentence structure.
* Citing sources incompletely with intention to deceive.
* Patch writing: using words and phrases from a source text (that may or may not have been acknowledged) and patching them together in new sentences.
* Using graphics, visual imagery, video or audio without permission of the author or acknowledgment of the source.
* Translating text from one language to another without citing the original work.
* Falsification – Falsifying or inventing information, data, and citations.
* Multiple Submission – Submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher.
* Turning in someone else's work as your own.

I vow to always acknowledge material that has been borrowed by providing the correct information necessary from the original source and will follow all of the guidelines stated above. I am also aware that a copy of these guidelines is posted on our class website.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_