



Santa Barbara County Education Office Clear Administrative Services Credential Program



Academic Integrity Policy

Principle:

The Santa Barbara County Education Office emphasizes the mutual responsibility of all members to seek knowledge honestly and in good faith. Program participants are responsible for doing their own work, and academic dishonesty of any kind will be subject to formal review by the Program Director who may impose additional sanctions up to and including removal of the candidate from the program. This document represents the Academic Integrity Policy of the SBCEO CASC Program as it pertains to program participants (Administrator Candidates and Coaches) as well as the Program Director in handling cases of alleged academic dishonesty.

Authority:

The SBCEO CASC Program is fully accredited by the California Commission on Teacher Credentialing. The Program Director is responsible for ensuring that all administrator candidates submit documentation that supports the CTC Administrative Services Credential standards. Falsification of this documentation puts the candidate in jeopardy of meeting the CTC's credentialing expectations.

Academic Integrity Violations

Academic dishonesty can take a number of forms including, but not limited to the following:

Cheating: Copying of work or submitting another candidate's work as your own. This includes intentionally misrepresenting or falsifying the completion of academic exercises assigned by the program. This includes misrepresenting the number of coaching hours completed for the program.

Fabrication: The falsification or invention of any information or citation in an academic exercise. This includes falsifying/omitting data and/or sources, otherwise violating the ethical principles of research.

Facilitating Academic Dishonesty: Knowingly helping or attempting to help another to violate any provision of this policy. This includes allowing another candidate to copy one's work or having another person complete an assignment for oneself.

Plagiarism: Representing the words, research findings, or ideas of another person as your own in any academic exercise. This includes copying word for word without proper attribution and/or paraphrasing without proper attribution and/or using phrases from another source embedded into original material without proper attribution. **Using Artificial Intelligence (AI) generated work without proper citations is a form of plagiarism.** We want *your* original thoughts and content!

Misrepresentation of Academic Records: Misrepresenting, tampering with, or attempting to tamper with any academic document, either before or after enrolling in the CASC Program. This includes creation or falsification of transcripts, or forgery, alteration, or misuse of official academic documents.

Consequences for Violating Academic Integrity

Any program participant who is found to have violated the academic integrity policy will meet with the Program Director who will determine consequences. Depending on the severity of the violation, possible sanctions include:

- A. The candidate may need to complete an alternate assignment.
- B. The candidate may be formally dropped from the CASC Program and could be required to clear their credential through a different institution or through SBCEO in another year at the cost of the candidate.
- C. If a district-assigned coach is found to be culpable in violating this policy, the Program Director will work with the district HR designee to determine the appropriate consequences.