

MONROE CAREER AND TECHNICAL INSTITUTE

SECTION: PUPILS

TITLE: ACADEMIC INTEGRITY

ADOPTED: September 14, 2015

REVISED:

FIRST READING: August 3, 2015

<p>1. Purpose</p> <p>2. Authority Pol. 218</p> <p>3. Definitions</p>	<p style="text-align: center;">243. ACADEMIC INTEGRITY</p> <p>The Monroe Career and Technical Institute (MCTI) supports students’ learning and academic achievement by encouraging them to produce academic work that is their own best efforts, done with integrity, and displaying the best academic ethical behavior. MCTI requires all students to demonstrate honesty and responsibility and to abide by ethical standards in preparing and presenting materials, as well as in testing situations. Grades should reflect the student’s own work. Academic dishonesty, cheating, or plagiarism involves an attempt by the student to show possession of a level of knowledge or skill that s/he does not possess. It involves any attempt of a student to substitute a product of another, in whole or in part, as his/her own work. It also includes theft, possession, or unauthorized use of any answer key.</p> <p>Violation of this policy will subject the violator(s) to disciplinary action as outlined in the school’s disciplinary code(s). This policy covers all school-related tests [including the Keystone Exams and the National Occupational Competency Testing Institute (NOCTI) Testing], quizzes, reports, class assignments, and projects both in and out of class.</p> <p>A lack of academic integrity is cheating. Cheating will be defined as the following and the attempt to do the following:</p> <ol style="list-style-type: none"> 1. Copying/Sharing Assignments – Copying or giving an assignment to a student to be copied, unless specifically permitted or required by a teacher. 2. Plagiarism – The willful submission of any work that is not the student’s own. It also includes the submission or use of falsified data or records. Plagiarism is further defined as the act of appropriating the literacy composition of another, or parts of passages of his/her writings, or the ideas or language of the same, and passing them off as the product of one’s own mind. It involves the use of any outside source without proper acknowledgement. In the academic setting, an outside source includes any work, published or unpublished, by a person other than the student. Plagiarism may be word-for-word copying of a source, paraphrasing the source without giving proper credit, and/or mosaic in which phrases and terms are copied and embedded in the student’s work. It also includes the borrowing of a sequence of ideas, the arrangement of materials or the pattern of someone else’s thought without proper acknowledgement.
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<p>4. Guidelines</p> <p>Pol. 218, 233</p>	<p>3. Cheating On Exams or On Major Projects – The use of unauthorized material(s) including textbooks, notes, calculators, electronic equipment, or computer programs during an examination or on a major project without the consent of the instructor. It also includes supplying or communicating in a way with unauthorized material(s) including textbooks, notes, calculators, electronic equipment, or computer programs during an examination or major project.</p> <p>4. Forgery/Stealing – The unauthorized access to an exam or answers to an exam. It includes the use of an alternate, stand-in, or proxy during an examination. It also includes the alteration of computer and/or gradebook records or forgery of signatures for the purpose of academic gain, as well as sabotaging or destroying the work of others.</p> <p>5. Falsifying Records – Any student who attempts to misrepresent data, manipulate, or tamper with school records that include but are not limited to attendance, academic, and discipline records.</p> <p>This is not considered to be an exhaustive list of conduct that may constitute cheating, but rather serves to provide examples. Similar or other instances of cheating will result in discipline as well.</p> <p><u>Consequence</u></p> <p>Cheating is a very serious matter. The teacher, in consultation with the building principal, will determine the appropriate consequence based on the severity of the cheating incident. The consequence could range from a zero (0) on the test or assignment, a failing grade for the class, a suspension from school, or a hearing before the Board of School Directors.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 218, 233</p>
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