



Academic Honesty Contract

"The very spring and root of honesty and virtue lie in good education."—Plutarch

One of the functions of an education is to create students with enough confidence and moral integrity to shun cheating, a form of academic fraud. Within the last few years, cheating at schools has increased dramatically. I am committed to academic integrity and has, therefore, outlined my philosophy on academic honesty in my course syllabus.

There are two types of academic dishonesty seen at the high school level: cheating and plagiarism.

- **Cheating** is defined as practicing trickery or fraud -- acting dishonestly -- which includes
 - copying on exams, homework, or research
 - using cheat sheets or crib notes
 - opening books on closed-book exams and assignments
 - buying, selling, or sharing old exams, papers, or homework.
 - Please note that being in groups does not license students to "copy" each other's work. Groups are designed to aid students in thinking, and, unless otherwise instructed by the teacher, the product of group work must be each student's own words and ideas.
- **Plagiarism** is defined as the act of taking and passing off as one's own the ideas, writings, etc. of another and includes
 - using another's exact words (in whole or weaving phrases with one's own words into a "mosaic") without quoting and citing a reference
 - paraphrasing another's ideas without citing a reference.
 - By acknowledging sources, a writer provides an indication of academic honesty, builds his or her ethos, and shows an awareness of audience by making it easier for readers to consult sources.

It is each student's responsibility to preserve academic honesty. Students who help others cheat will be subject to the same penalties as the one copying or plagiarizing. To guard against plagiarism,

- Keep all papers covered during testing and safeguard papers (in hard copy and computer format) from would-be plagiarists.
- Be present when handing your paper to another to receive feedback on a paper.
- Avoid handing your paper to someone when they want to "see what you put" or "need an example", etc.
- When enlisting others to help type a paper, etc., make sure the style and content of the paper is not changed. Although a typist may mean well, this may cost a student a grade.

Although I prefer to focus on the positive actions of students, the ugly reality of academic dishonesty exists. With parental help and student awareness, this can be a positive year in each student's academic development.

What Is Academic Dishonesty?

I value academic integrity very highly and do not permit any forms of dishonesty or deception that unfairly, improperly or illegally enhance a grade on an individual assignment or a course grade. The following is a list of behaviors that constitute academic dishonesty. I am aware, however, that new forms of cheating, plagiarism and other forms of dishonesty may arise and, therefore, I expect every student to interpret the requirement of academic honesty and integrity broadly and in good faith. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher before you do it!

Academic dishonesty includes, but is not limited to:

Cheating

1. Copying from others.
2. Having or using notes, formulas or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
3. Having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information.
4. Taking an exam for another student, or permitting someone else to take a test for you.
5. Asking another to give you improper assistance, including offering money or other benefits.
6. Asking for or accepting money or any other benefit in return for giving another improper assistance.
7. Providing or receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information).
8. Having or using a "cheat sheet" (a piece of paper with answers, formulas, information, or notes of any kind) that is not specifically authorized by the teacher.
9. Altering a graded exam and resubmitting it for a better grade.
10. Working together on a take-home exam, unless specifically authorized by the teacher.
11. Gaining or providing unauthorized access to examination materials.

Note: Simply having possession during an exam of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.

Sources:

1. *Goldkey-Beacom College Academic Honor Code*. <http://goldkey.gbc.edu/advisement/honorcode.html>
2. *University of Pennsylvania Code of Academic Integrity*. <http://www.vpul.upenn.edu/osd/acadint.html>
3. *Cornell University Code of Academic Integrity*. <http://cuinfo.cornell.edu/Academic/AIC.html>

Plagiarism in Papers and Assignments

1. Giving or getting improper assistance on an assignment meant to be individual work. (When in doubt, ask.)
2. Including in any assignment turned in for credit any materials not based on your own research and writing. This includes:
 - a. Using the services of a commercial term paper company.
 - b. Using the services of another student.
 - c. Copying part or all of another person's paper and submitting it as your own for an assignment.
3. Acting as a provider of paper(s) for a student or students.
4. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers (self-plagiarism).
5. Failing to use quotation marks where appropriate.
6. Failing to properly acknowledge paraphrased materials via textual attribution, parenthetical documentation and/or a works cited.
7. Making up data for an experiment ("fudging data").
8. Citing nonexistent sources (articles, books, etc.).

Other

1. Misrepresenting your academic accomplishments, such as by tampering with computer records.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.
3. Failing to promptly stop work on an exam when the time allocated has elapsed.
4. Forging a signature.
5. Hoarding or damaging library materials.

Note: Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.

(from Michael Josephson and Melissa Mertz' *Changing Cheaters: Promoting Integrity and Preventing Academic Dishonesty*. Josephson Institute of Ethics, 2004.)

By signing, I acknowledge receipt of this document. I have read the Academic Honesty Contract and am aware of what constitutes academic dishonesty.

Student signature: _____