



AMERICAN ACADEMY OF MONTREAL

INTEGRITY
POLICY



AMERICAN ACADEMY OF MONTREAL

Academic integrity means valuing and demonstrating positive regard for intellectual honesty, personal truthfulness, learning for its own sake, the creations and opinions of others (i.e., intellectual property). You are acting with academic integrity to the extent that you demonstrate these values, and in particular:

- Take full credit for your own work, and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Collaborate only as specifically directed and authorized.
- Report breaches of academic integrity to a teacher, counselor, or administrator.

Academic dishonesty is using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as the theft or falsification of records and files.

Forms of Academic Dishonesty

1. Looking at someone else's work product, or knowingly allowing someone else to look at one's work product during an exam, test, or quiz.
2. Using any kind of "cheat notes" during an exam, test, or quiz.
3. Copying any work assigned to be done independently or letting others copy one's work (It is the responsibility of the individual teacher to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi).
4. Having unauthorized access to or using stolen exams, tests, or quizzes.
5. Providing or selling exam, test, or quiz information to other students.
6. Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz.
7. Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher.
8. Lying about the ability to complete assignments and/or assessments.
9. Attempting to misrepresent the authorship of student work (e.g., having someone else write a paper).
10. Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research.
11. Using the views, opinions, or insights of others without proper acknowledgment.



STUDENT CODE OF CONDUCT

12. Submitting the same work for more than one assignment without express permission from your teacher(s).
13. Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
14. Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only.

Student Responsibilities

The student will:

- Set aside sufficient time to study.
- Participate actively in class and attend regularly.
- Protect work—do not lend or borrow work.
- Not represent as his or her own the work of a parent, brother, sister, or anyone else.
- Not change a test item in any way when the test is returned for review.
- Learn how to attribute work properly by citation, footnote, and bibliography.
- Review the definition of plagiarism and the use of copyrighted material provided in this Handbook.

Parental Responsibilities

The parent will:

- Communicate with the student values of moral and ethical behavior.
- Refrain from placing undue pressure for high grades at any cost.
- Be aware of a student's need for a quiet time and a place to study.
- Support the student's efforts, but not edit, type, or in any other way do the work.
- Encourage wise use of time.

Teacher Responsibilities

The teacher will:

- Review at the beginning of each open house the Academic Integrity Policy along with their course descriptions/syllabi/ that spell out clearly the consequences for academic dishonesty in their classes; review the various examples and forms of academic dishonesty that should be avoided.
- Keep completed assignments and tests scoring keys and rubrics secure.



STUDENT CODE OF CONDUCT

Consequences

Consequences for a first-time violation may include (but are not limited to):

- Point deduction on a quiz, test, paper, project, or homework assignment, a zero or negative points assigned as the grade.
- Grade lowered one (1) letter grade for the quarter or semester report card.
- A teacher may decline to write a letter of recommendation or report it in a letter. A teacher may also rescind a recommendation after it has been sent.



American Academy of Montreal
americanacademymontreal.ca