

.02 Academic Integrity Policy – Students are expected to do their own academic work. Faculty and students are encouraged to take an aggressive approach to combating acts of inappropriate academic behavior.

Academic dishonesty occurs when a student submits the work of someone else as his/her own or has special information for use in an evaluation activity that is not available to other students in the same activity.

Students who observe or become aware of violations of academic integrity are urged to report these violations to the instructor in whose course the dishonest acts occur. Examples include but may not be limited to the following:

a. Cheating on an examination

- (1) Copying from another student's examination.
- (2) Possessing or using during an examination material not authorized by the person giving the exam.
- (3) Collaborating with or seeking aid from another student during an exam without permission from the instructor.
- (4) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an examination used in whole or in part by any SMA class.
- (5) Substituting for another student or permitting another student to substitute for one's self to take a test.
- (6) Obtaining a test or information about a test that is used by any SMA class.

b. Plagiarism is the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it as one's own work. This could include the failure to cite sources correctly.

c. Penalties

- (1) Penalties may range from dismissal from the school to a lesser penalty.
- (2) If the penalty is a failing grade for the course in which the violation occurred, the grade will count in the computation of the student's GPA even if the course is repeated.
- (3) No student who has violated the Academic Integrity Policy will be allowed to graduate from San Marcos Academy with honors.
- (4) At the point of discovery, the instructor shall inform the student of the alleged violation of academic integrity and hear his/her explanation of the circumstances. If the instructor determines there is no violation, the case is dropped. If the instructor decides the violation is unintentional or minor, this will be included in the report to the school Academic Dean. In such cases, the school administrator may decide to require the student to rewrite the paper in question, take a modified exam, or take some similar action. If, in the judgment of school administration, the alleged violation is deemed to be serious and intentional, the instructor will follow the procedure outlined below in steps 2–5.
- (5) Before imposing a penalty for a violation, the instructor shall consult with the school Academic Dean. The instructor shall then make a written report outlining the incident and the recommended penalty. A copy of this report shall be given to the Academic Dean and head of the department in which the course is offered. This report shall be included in a Disciplinary Review Board that will determine the outcome of the incident.
- (6) From the point of discovery, and within ten (10) working days, the instructor shall complete the process outlined above.
- (7) The School Office shall maintain files of all violations of academic integrity.

d. The student has the right to appeal the charge of violating academic integrity and/or the penalty assessed in accordance as per adopted school procedures.