



## Academic Integrity Contract

Academic integrity at Rose and Alex Pilibos Armenian School is based on a respect for individual achievement that lies at the heart of academic culture. Every faculty member and student belongs to a community of scholars where academic integrity is a fundamental commitment.

### A. Basic Standards of Academic Integrity

Enrollment at Rose and Alex Pilibos Armenian School requires adherence to the Schools standards of academic integrity. These standards may be intuitively understood, and cannot in any case be listed exhaustively; the following examples represent some basic types of behavior that are unacceptable:

**Cheating:** using unauthorized notes, study aids, or information on an examination or assignment; altering a graded work after it has been returned, then submitting the work for consideration; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course.

**Plagiarism:** submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.

**Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) unauthorized collaborating on an academic assignment (c) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (d) utilizing mobile devices or aids without the consent of the teacher to obtain information during exam or in class assignment.

**Aiding and Abetting Academic Dishonesty:** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.



**Falsification of Records and Official Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, report card, letter of permission, or any other official document.

**Unauthorized Access to computerized academic or administrative records or systems:** viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

## B. Due Process and Student Rights

In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded the following rights:

1. Investigation of all charges of academic dishonesty, to be conducted, insofar as possible, in a manner that prevents public disclosure of the student's identity.
2. A hearing or meeting at which the student involved may be heard and the accuracy of the charge determined by Academic Integrity Committee.
3. Academic Integrity Committee will consist of administrators, teachers and peers.

## C. Procedures

1. Suspected cases of academic dishonesty should be reported to the Dean's office by teacher(s) or other student(s).
2. Dean of Students will meet with student suspected of Academic Integrity violation. After the meeting the Dean of Students will determine if student needs to have a hearing with the Academic Integrity Committee.
3. If the case does not require a hearing The Dean of Students will proceed with the appropriate consequence. If the case requires a hearing, a hearing will be set up with the Academic Integrity committee. The Academic Integrity Committee will hear both sides and make an appropriate recommendation to the Dean of Students or Principal.
4. The Dean of Students and Principal will take the recommendation and proceed with a decision.



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#### **D. Consequences**

**All proven cases of academic dishonesty should be penalized as appropriate under the circumstances.**

1. Reduced or failing grade.
2. A defined period of probation, with or without the attachment of conditions.
3. Withdrawal from the class (Students in AP classes can and will lose the privilege of being in AP class regardless which quarter or semester)
4. A defined period of suspension, with or without the attachment of conditions.
5. Withdrawal from Rose and Alex Pilibos Armenian School.
6. Any appropriate combination of 1-5 above.

Additional consequences may include, but are not limited to, denial of academic honors. It should also be understood that there is no necessary connection between a first-time offense and a letter of reprimand. Depending on the nature of the offense, a student may be suspended or permanently excluded as a result of a first-time offense.