

ACLC Academic Integrity Policy
(Adopted by ACLC Governing Board 9/3/03)

This policy will be discussed in detail with all learners on a yearly basis in Humanities courses.

All members of the ACLC community have a responsibility to ensure that academic honesty is maintained. Learners are expected to refrain from cheating and plagiarism and are also expected to report any observed incidents of academic dishonesty. Academic dishonesty includes **but is not limited** to the following examples:

Plagiarism: submitting work that is not one's own work, in part or in whole; paraphrasing/reproducing another's work without sourcing.

Cheating: Examples may include copying from others during a test, communicating answers during a test, obtaining test questions in advance, using unauthorized notes or study aids during a test, altering graded work after it has been returned, allowing another person to do one's own work, turning in work that is not one's own, and copying assignments.

Fabrication: falsifying or inventing data

Falsification of Official documents: altering academic records

Unauthorized access to computerized academic or administrative records: Examples may include altering accelerated math records or accessing facilitators' grade reports.

Obtaining an unfair advantage: Examples may include stealing, reproducing, or circulating an exam

ACLC Academic Senate

The Academic Senate is a committee composed of two facilitators and three learners. Learner representatives will be appointed by the Leadership class. The facilitators shall serve for one year and the two learners shall serve for one semester. One of the facilitators shall serve as the chair of the committee. An alternate facilitator and learner will also be appointed in the case of the Senate members are, themselves, brought before the Academic Senate.

The Academic Senate will hear cases related to academic integrity. All proceedings will be confidential, but the findings for all proven cases be made public without revealing the name of the learner involved. All proven cases shall be penalized as considered appropriate by the Academic Senate. Sanctions may include but are not limited to:

1. Makeup on exam or assignment
2. Parent conference
3. Oral or written disciplinary warning
4. Reducing or failing grade on a specific assignment or test
5. Reduced or failing grade in the course
6. Recommendation to the Lead Facilitator for suspension
7. Recommendation to the Governing Board for notation on official record
8. Recommendation to the Governing Board for dismissal from ACLC

Appeals to any of the above sanctions would go to the Governing Board.

I have read and understand the above Academic Integrity Policy

Learner Signature

