



## Academic Integrity Policy

Below is a guideline of what academic misconduct includes:

- **Plagiarism (both intentional and unintentional):** Plagiarism is basically taking someone else’s work and presenting it as your own. Use your TurnItIn.com account as a guideline; your originality score should not exceed 5% or 15 words. Plagiarism includes but is not limited to the following:
  - Copying and pasting parts of text without proper documentation
  - Using work from another class for a current assignment
  - Inadequately paraphrasing someone else’s work
  - Improperly documenting source material
  - Submitting another student’s work as your own
  - Downloading a paper or a response from a “paper-mill” or internet source
- **Cheating (Cheating and Unauthorized Assistance):** Cheating encompasses both the giving/distributing/selling of answers as well as the accepting/taking/stealing/buying answers. You may not use notes, smart phones, or the Internet during any quiz/test. You may not accept help during a quiz/test.
- **Impersonation:** Taking the identity of another person to give an advantage to that student.
- **Bribery:** Like cheating, applies to both the one selling and the one buying answers or exchanging service for reward.
- **Deception:** Misleading of any sort is unacceptable. This would include claiming to have submitted work or giving a false excuse for missing a deadline.
- **Fabrication:** Forging a signature, creating false data, or making up citations.

Academic Misconduct is regarded as a serious offense. Many institutions of higher education expel students found guilty of this lack of integrity. The established policy is an effort to prepare all Northwest Liberty School students for the future. For a full discussion of NWLS’s expectations regarding Academic Integrity, please visit our website.

Violation	Procedure	Disciplinary Actions
<b>1<sup>st</sup> Offense*</b>	The misconduct is documented. The student and parent are contacted and, in most cases, will meet with Administration to discuss the issue.	<ul style="list-style-type: none"> <li>• Misconduct documented in student file</li> <li>• Zero credit for activity</li> <li>• Academic Eval. Fee (\$100) per course</li> <li>• All future quiz/exam may require proctoring (\$100 Proctor Fee/course)</li> <li>• Misconduct may be reported to school of record</li> <li>• Course closed during investigation without extension.</li> </ul>
<b>2<sup>nd</sup> Offense</b>	The misconduct is documented. The student and parent are contacted and will meet with Administration to discuss the issue.	<ul style="list-style-type: none"> <li>• Misconduct documented in student file</li> <li>• Academic Eval Fee (\$100) per course</li> <li>• Failed Course. “F” on transcript. Forfeiture of tuition</li> <li>• This re-enrolled course and all future courses must be proctored (\$100)</li> <li>• Additional AIU assignments</li> <li>• Misconduct will be reported to school of record/common app</li> <li>• Course closed during investigation without extension</li> </ul>
<b>3<sup>rd</sup> Offense</b>	The misconduct is documented. The Administration informs student and parent of final infraction and disciplinary actions.	<ul style="list-style-type: none"> <li>• Misconduct documented in student file</li> <li>• Academic Eval Fee (\$100) per course</li> <li>• Student/Parent contact-meeting</li> <li>• Expulsion from NWLS. “F” on transcript. Forfeiture of tuition</li> <li>• Student excluded from future NWLS offerings</li> <li>• Misconduct will be reported to school of record/common app</li> <li>• Course closed during investigation without extension</li> </ul>

*\* At NWLS’s discretion, 1st offense may elevate to 2<sup>nd</sup> or 3<sup>rd</sup> level.*

To deter and detect academic misconduct, students may be required to submit assignments to TurnItIn.com, or the teacher may conduct an Internet search or other means of detection, relevant to the coursework.

I have read and agree to the NWLS’s Academic Integrity Policy.

Parent signature

Student signature

Date