



## Code of Academic Integrity

The Alliance for Global Education expects its students to uphold the highest standards of academic integrity, and enforces a zero-tolerance policy for academic dishonesty. Any confirmed violations of this code of academic integrity will carry an appropriate penalty, and student's home institutions will be notified, which may lead to further judicial or academic sanctions.

### Definition of Academic Dishonesty

Academic dishonesty is defined as cheating of any kind, including misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization, and the fabrication of information.

Common examples of academically dishonest behavior include, but are not limited to, the following:

- *Cheating* - intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying from another student's examination; submitting work for an in-class examination that has been prepared in advance; representing material prepared by another as one's own work; submitting the same work in more than one course without prior permission of both instructors; violating rules governing administration of examinations; violating any rules relating to academic conduct of a course or program.
- *Fabrication* - intentional and unauthorized falsification or invention of any data, information, or citation in an academic exercise.
- *Plagiarism* - intentionally representing the words, ideas, or sequence of ideas of another as one's own in any academic exercise; failure to attribute any of the following: quotations, paraphrases, or borrowed information.
- *Falsification and forgery of academic documents* - knowingly making a false statement, concealing material information, or forging an official's signature on any academic document or record. Such academic documents or records may include transcripts, forms
- *Facilitating academic dishonesty* - intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

### Procedures for Papers, Reports, and Other Written Work:

The most general rule is that any use of another person's ideas - whether the source is published or not - should be acknowledged fully and in detail. Since disciplines show some differences on how this should be done, instructors should be consulted as to the form and nature of the acknowledgments required by each field.

1. When preparing all written work, take great care to fully acknowledge the source or sources of all ideas, language, diagrams, charts, or images which are not your own. If you intentionally appropriate the ideas, images or language of another person and present them without attribution, you are committing plagiarism. This includes the purchase or acquisition of papers or other material from any source. For specific questions consult with your faculty member, but the following rules must be observed:
  - a) Any sequence of words appearing in your essay which are not your own must be enclosed in quotation marks and the source identified in a manner designated by the instructor.
  - b) A paraphrase should not be enclosed in quotation marks, but should be footnoted and the source given.
  - c) An interpretation based on an identifiable source must be so attributed.
2. If you wish to seek assistance from another student (i.e., proofreading for typographical errors), consult your instructor to determine if such assistance is permissible. If permitted, such assistance should be acknowledged in the written work.

### **Procedures for Taking Examinations, Tests and Quizzes:**

1. To eliminate suspicious behavior during any type of examination, all books, notes, note cards, papers, materials and instruments are to be left in a designated location away from the testing area, except for those materials previously specified by the faculty member.
2. The faculty member may remain in the room. If the faculty member leaves the room after the initial questions have been asked, he/she must remain accessible and may return to answer questions that arise during the examination.
3. Requests for clarification of questions must be directed only to the faculty member.
4. Silence is to be maintained in the exam room.
5. If possible, students should occupy every other seat.
6. You are not to leave the test area unless an emergency arises, or by special permission. Faculty members' policies on leaving the testing area should be specified beforehand. If you do leave the room, your test paper must be left behind.
7. In fairness to all students, you must finish the examination by the end of the examination period. The examination time can be lengthened only if established at the beginning of the period and only if the extension applies to all students. Students with advance special permission are exempt.

### **Violations of the Code of Academic Integrity**

Violating any of the above procedures constitutes a violation of the Code of Academic Integrity.

In addition, the following also constitute violations of the Code of Academic Integrity

1. Submitting the same work for credit in more than one course without permission of each instructor involved.
2. Attempting to give or to receive unauthorized assistance on academic work, and attempting to hinder others in their academic work.
3. Furnishing false information to program staff or faculty on matters relating to academic work. This may include but is not limited to:
  - a) False information provided for the purpose of obtaining special consideration (for example, postponement of examinations or of deadlines for written work).
  - b) Fraudulent transcripts submitted for acceptance.
  - c) Signing the name of an absent person to an attendance sheet.

- d) Reporting the results of experiments or surveys not performed.
4. Attempting to gain unauthorized access to exams or tests.
5. Cheating during examinations, which includes:
  - a) Attempting to look at another student's exam.
  - b) Attempting to communicate concerning the content of the exam with another student.
  - c) Attempting to use any materials (such as notebooks, notes, textbooks) not specifically authorized by the faculty member.

### **Procedure for Addressing Alleged Violations of Academic Integrity**

1. If you have violated an academic regulation, you may report yourself to your faculty member or Resident Director within 36 hours of the infraction. Self-reporting will increase the leniency of possible sanctions.
2. If you suspect that a violation has occurred, you may submit to the faculty member or Resident Director a written, dated, and signed report of the suspected violation within 5 days of witnessing or discovering the violation. Persons who have knowledge of the violation may be summoned by the faculty member or the Resident Director to be questioned and to give testimony.
3. If a faculty member suspects you of having violated the Code of Academic Integrity, she or he will notify you and your Resident Director that an inquiry is being initiated.
4. The faculty member is responsible for documenting the alleged violation and forwarding it to the Resident Director.
5. The Resident Director will allow the student to prepare a statement within 5 days of the report of the violation, and will forward all materials related to the alleged violation to the Director of Academic Affairs.
6. The Director of Academic Affairs will review the materials, including a second member of senior management in the review and adjudication process, and render a decision on whether a violation has occurred.
7. If a violation has been found, the Director of Academic Affairs will determine the appropriate sanction and communicate it to the student and to the student's home institutions.
8. The review and adjudication process will take no longer than one month after the initial alleged violation has been reported.
9. Once the judgment has been rendered, no further appeal within the Alliance is possible. Students must take any appeals to their home institution.

### **Sanctions**

Sanctions for violations of the Code of Academic Responsibility include but are not limited to:

1. Formal written warning.
2. Lowering the letter grade for the work involved.
3. Lowering the letter grade for the course.
4. Resubmission of work or additional assignments.
5. Grade of F for the course.
6. Dismissal from the program.