

## Academic Integrity

Academic integrity is the honest completion of work without fraud or deception. In contrast, academic dishonesty includes, but is not limited to, cheating (which includes discussing or sharing images of an assessment), plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used, or tampering with the academic work of other students. Academic dishonesty is a very serious offense which inhibits your pursuit of knowledge and damages your character.

The Bard faculty takes academic integrity very seriously. Listed below are guidelines to help students maintain academic integrity in their work:

- All work submitted must be the author's. Authors should be able to trace all of their sources and defend the originality of the final argument presented in the work. When taking notes, students should record full bibliographical material pertaining to the source and should record the page reference for all notes, not just quotations.
- All phrases, sentences, and excerpts that are not the author's must be identified with quotation marks or indentation.
- Footnotes, endnotes, and parenthetical documentation (called in-noting) must identify the source from which the phrases, sentences, and excerpts have been taken.
- All ideas and data that are not the author's must also be attributed to a particular source, in either a footnote, endnote, or in-note (see above).
- Bibliographies must list all sources used in a paper. Students who have doubts as to whether they are providing adequate documentation of their sources should seek guidance from their instructor before preparing a final draft of the assignment.
- Students may not submit the same work, in whole or in part, for more than one course without first consulting with and receiving consent from all professors involved.
- Students are prohibited from completing assignments for other students, with or without monetary compensation.
- Students and faculty members have a responsibility to report incidents of suspected plagiarism, cheating, or other violations of this policy.

At BHSEC Baltimore, faculty members observe the following policy steps for cases of suspected academic integrity violations:

Formative Assessments (e.g., classwork, homework)

- 1) The faculty member convenes a meeting with a student to discuss the suspected policy violation.
- 2) If a violation can be substantiated, the student receives a grade of zero on the assignment
- 3) The student participates in a restorative conversation with the teacher and is referred for academic and emotional support.

Summative Assessments (e.g., tests, quizzes, exams, projects)

<b>Person Responsible</b>	<b>First instance</b>
Faculty member	<ol style="list-style-type: none"> <li>1) The faculty member convenes a meeting with the student to discuss suspected policy violation.</li> <li>2) If a violation can be substantiated, the student must retake the assessment for 50% of the original credit.</li> <li>3) The student's parent/guardian is contacted.</li> <li>4) Faculty member notifies the Dean of Studies of the case and its resolution. Dean of Studies adds the information to student's file.</li> </ol>

<b>Person Responsible</b>	<b>Second instance</b>
Faculty member Dean of Studies	<ol style="list-style-type: none"> <li>1) Convenes a meeting with the student to discuss suspected policy violation.</li> <li>2) If a violation can be substantiated, the student will receive a grade of zero on the assignment with no possibility of resubmission.</li> <li>3) The student is referred for academic/emotional support and is placed on academic probation for the remainder of the quarter. Probation status will be removed if there are no further incidents by the end of the quarter.</li> <li>4) Faculty member notifies the Dean of Studies of the case and its resolution. Dean of Studies adds the information to the student's file.</li> </ol>

	5) Dean of Studies convenes a conference with the student and his/her parent/guardian to discuss potential future consequences.
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Person Responsible	Third and subsequent instances
Faculty member Dean of Studies Principal	1) Convenes a meeting with the student to discuss suspected policy violation.  2) If a violation can be substantiated, the student will receive a grade of zero on the assignment with no possibility of resubmission. The student is referred for additional academic/emotional support and remains on academic probation.  3) Faculty member notifies the Dean of Studies of the case and its resolution. Dean of Studies adds the information to the student’s file.  4) Dean of Studies and Principal convene a conference with the student and his/her parent/guardian to assess additional consequences. These may include suspension from school activities and/or loss of eligibility for the associate’s degree.

For summative assessments, students’ academic integrity records and any count of previous instances will be reset upon promotion to the eleventh grade. The count of instances will begin anew at that point.

*Restoration*

In cases where a student has lost privileges due to repeated academic integrity violations, restoration of privileges may be possible. This will be determined on a case by case basis and through a restorative conference with all parties involved (student, faculty member, parent, administrator, and others as applicable).

*Appeals Process*

Bard Baltimore is committed to a process that both upholds academic integrity, is evidence-based, and honors the rights of students and families.

A student may contest a finding of an academic integrity policy violation by appealing to the following administrators:

<b>First instance</b>	Dean of Studies
<b>Second instance</b>	Principal
<b>Third and subsequent instances</b>	Dean of the Bard Early Colleges

Appeals decisions will be final.