

## Academic Honesty Policy

Continuing Education (CE-HWDSB) expects that all students will be responsible and hand in all work (tests and assignments) as required for the course.

The policies are based on the expectation that all work will be done honestly. Cheating is dishonest and will not be tolerated. This includes course assignments, tests, and examinations as well as the alteration of records, or the possession of tests/examinations that may have been obtained from others. It is the responsibility of all students to not only abstain from cheating, but also to avoid the appearance of cheating and to guard against making it possible for others to cheat (for example, loaning work to someone else). Students are required to present as theirs, only academic work for which they are actually responsible for completing.

***Students who allow their work to be copied by fellow students are as guilty of academic dishonesty as the students who have copied the work.***

Plagiarism is a form of dishonesty. It is using and submitting someone else's work, copied during a test or an exam, or copied from textbooks, newspapers, periodicals, Internet sources, and other students' work as if it is one's own work. In all assignments, students must give credit to the following using the accepted documentation formats:

- a) someone else's ideas or theories
- b) facts, statistics, etc. which the reader may not know or may want to check
- c) opinions which may not be generally known or accepted
- d) brief quotations using the exact words of another
- e) self plagiarism – using one's own work that has been previously submitted for assessment or evaluation

***When evidence of student learning involves cheating or plagiarism, the evidence provided is not considered and the expectations are identified as missing or not yet achieved. In initial instances, teachers inform administration and use appropriate strategies for students to demonstrate achievement of the expectations. Subsequent incidents of academic dishonesty are reported to administration and treated as infractions of the code of conduct. Ultimately a mark of zero may be applied after other interventions have not changed behaviour.***

### How Does This Affect You!!!

1. **Work must be put into the student's own words.** Work that has been copied from any source will be considered as missing or not yet achieved. If work includes copying and pasting from websites, it will not be accepted. The website must be cited.
2. If you give work of any kind or in any form to someone else, that work will be considered as missing or not yet achieved. Take care to protect your work from being copied.
3. If programs and assignments are copied from someone else, all students involved will have the work treated as missing or not yet achieved.
4. If applicable, a letter detailing the event(s) will be sent to your home school for any academic dishonesty.

***In cases of where students continue to engage in academic dishonesty after being referred to the administration, students may be withdrawn from their program with CE and no mark will be issued.***

Registration and attendance in any CE program indicates acceptance of CE policies regarding academic expectations of students.