



## **Academic Integrity Policy**

Each student enrolled in a INFINITY online course will adhere to the Academic Integrity Policy. Any violation of this policy will result in disciplinary action and may jeopardize the student's continuation in the course and any award of academic credit.

### **What is Academic Integrity?**

A student who upholds a high standard of academic integrity maintains that the work he or she turns in is authentic and true to the knowledge he or she has acquired. You, as the student, agree to the following:

1. Your work on each assignment will be completely your own.
2. Your collaboration with another classmate on any assignment will be pre-approved by your instructor.
3. You will not practice plagiarism in any form.
4. You will not allow others to copy your work.
5. You will not misuse content from the Internet.

### **Plagiarism includes but is not limited to...**

1. Buying a paper from a research service or term paper mill
2. Turning in another student's work without that student's knowledge.
3. Copying a paper from a source text without proper acknowledgement.
4. Copying materials from a source text, supplying proper documentation, but leaving out the quotation marks.
5. Turning in a paper from a "free term paper" site.
6. Copying information from an internet site without proper permission or documentation.

### **Suggestions for avoiding plagiarism:**

Always ask yourself if the information you are providing is an original idea or if it came from someone else. If it came from someone else, make sure to cite the content with the author and source.

Whenever you quote, paraphrase or summarize other people's ideas, then it is appropriate to acknowledge the source.

The web site listed below will define plagiarism and offer tips to students on how to avoid plagiarism.

- Plagiarism and the art of Skillful Citation – by John Roberts, Ph. D. at Baylor College of Medicine. <http://www.bcm.tmc.edu/immuno/citewell/>

## **Username and Passwords**

To access INFINITY online courses, you will be required to login to the INFINITY web site. User names and passwords are to be kept confidential. Sharing your username and password is in violation of the Academic Integrity Policy and may result in student being dropped from the online course.

## **Consequences**

At INFINITY, we take academic integrity very seriously. If you are caught violating this Academic Integrity policy, INFINITY has specific policies and consequences.

Any instance of plagiarism will be referred to the academic intervention process. All plagiarism issues will be documented and all stakeholders (parents, counselors) informed. Infinity administration and the instructor will work together to determine appropriate consequences based upon the following guidelines:

- 1<sup>st</sup> offense: verbal warning; opportunity to redo and resubmit for grading.
- 2<sup>nd</sup> offense: written warning; zero on assignment; no opportunity to redo
- 3<sup>rd</sup> offense: student is removed from their courses and the Infinity Online program, resulting in an “F” on the student’s official transcript

Infinity reserves the right to deviate from these guidelines based upon the severity/situation.