



HIGH SCHOOL OF AMERICAN STUDIES  
AT LEHMAN COLLEGE  
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## **POLICY ON ACADEMIC HONESTY**

We want students at the High School of American Studies to take pride in their work and to respect the intellectual efforts of others. Students should comport themselves at the High School of American Studies with a clear sense of integrity and honor, both socially and academically.

To that end, the faculty will not tolerate any form of cheating or plagiarism. As ninth graders, students will receive explicit instruction in what constitutes plagiarism and the proper forms of citation. Furthermore, teachers in all grades will be vigilant in assessing students' work and conduct.

In all work submitted for academic credit, students are expected to represent themselves honestly. The presence of a student's name on any work submitted is considered to be an assurance that the work and ideas are the result of the student's own intellectual effort, stated in his or her own words, and produced independently, unless clear and explicit acknowledgment of the sources for the work and ideas is included. This principle applies to essays, compositions, papers, reports, quizzes, tests, homework assignments, artistic productions, laboratory reports, computer programs, and all other assignments. If a group project has been assigned, students are expected to identify accurately their contributions and to be honest about representing the work as a group or individual effort.<sup>1</sup> Students who have questions about how to cite sources must speak to their teacher *before* submitting work for evaluation.

Cheating, plagiarism, and collusion (i.e. providing illegal assistance) are considered serious academic *and* disciplinary offenses at the High School of American Studies. The New York City Department of Education's Discipline Code classifies "scholastic dishonesty" as a Level Three offense. Scholastic dishonesty occurs if a student has engaged in cheating, plagiarism, and/or collusion. Cheating is defined as "copying from another's test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test; substituting for another student or permitting another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test." Plagiarizing is defined as "appropriating another's work and using it as one's own for credit without required citation and attribution, e.g., copying written work from

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<sup>1</sup> Adapted from Vanderbilt University's Honor Code

the Internet or any other source.” Collusion is defined as “engaging in fraudulent collaboration with another person in preparing written work for credit.”<sup>2</sup>

The High School of American Studies has established, in concert with the provisions of the Discipline Code, the following consequences for engaging in acts of scholastic dishonesty. Consequences will escalate if a student has committed multiple violations of this policy. To assist in detecting and deterring patterns of cheating, a report will be filed with the dean in all cases. The number of offenses committed by a student is recorded cumulatively *over his/her entire period of registration* at the High School of American Studies.

- Cheating on a homework assignment
  - both students receive a zero
  - parents are notified
  - the school may take disciplinary action including detention, exclusion from extra-curricular activities, principal’s suspension, and/or superintendent’s suspension
- Plagiarism on a paper
  - First offense
    - paper receives a grade of zero
    - student will re-write the paper for a maximum grade of 70%
    - parents are notified
    - the school may take disciplinary action including detention, exclusion from extra-curricular activities, principal’s suspension, and/or superintendent’s suspension
  - Second offense
    - paper receives a grade of zero with no option of re-writing
    - parents are notified
    - the school may take disciplinary action including detention, exclusion from extra-curricular activities, principal’s suspension, and/or superintendent’s suspension
  - Subsequent offenses
    - paper receives a grade of zero
    - parents are notified
    - the offense will be reported to all of the colleges to which a student has applied or will apply
    - the school may take disciplinary action including detention, exclusion from extra-curricular activities, principal’s suspension, and/or superintendent’s suspension
- Cheating on a quiz or test
  - First offense
    - test or quiz receives a grade of zero
    - parents are notified
    - the school may take disciplinary action including detention, exclusion from extra-curricular activities, principal’s suspension, and/or superintendent’s suspension
  - Subsequent offenses
    - Test or quiz receives a grade of zero

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<sup>2</sup> New York City Department of Education, Discipline Code, September 2007, p. 21.

- parents are notified
- the offense will be reported to all of the colleges to which a student has applied or will apply
- the school may take disciplinary action including detention, exclusion from extra-curricular activities, principal's suspension, and/or superintendent's suspension