**ILUNO Academic Integrity Policy**

**What is Academic Integrity?**

Academic integrity\* means that you as a student should be honest about the work given to your teachers for a grade. If you are dishonest about work that you give to your teachers, you are not acting with integrity.

The University of Nebraska at Omaha defines different ways that all students can be dishonest:

* Cheating
	+ Copying or trying to copy the work of another student;
	+ Using or trying to use information, notes, study aids or electronic devises (phones, tablets, etc.) for an academic test or quiz;
	+ Using a translator or translation devices/sites against teacher’s instructions;
	+ Sharing information to help another person for an academic test, examination or assignment.
* Fabrication\* and Falsification\*
	+ Falsifying or fabricating any information or citation in any academic exercise, work, speech, test or examination. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information.
* Plagiarism
	+ Presenting the work of another as your own (i.e., without proper acknowledgment of the source) and submitting examinations, theses, reports, speeches, drawings, laboratory notes or other academic work in **whole** or **in part** as your own when that work has been prepared by another person or copied from another person.
* Abuse\* of Academic Materials and/or Equipment
	+ Destroying, stealing, etc. library or other academic resource material.
* Complicity\* in Academic Dishonesty
	+ Helping or attempting to help another student to commit an act of academic dishonesty.
* Falsifying Grade Reports
	+ Changing or destroying grades, scores, or markings on an examination or in an instructor's records.
* Misrepresentation\* to Avoid Academic Work
	+ Using an excuse\* such as illness, injury, accident, etc., that is not true in order to avoid turning in academic work on time or to avoid or delay the taking of a test or examination.

A student who photographs and/or gives others copies of an exam will receive an F in the course and may be expelled from the ILUNO program immediately.

**Glossary**

Abuse(n): the use of something in a way that it should not be used

Complicity (n):  the involvement in or knowledge of a situation, especially one that is morally wrong or dishonest

Excuse (n): A false reason for careless, wrong, or offensive behavior

Falsify (v): to change texts, figures, records, etc. so that they contain false information

Fabricate (v): to create or make up (something, such as a story) in order to trick people

Integrity (n): the quality of being honest and fair

Misrepresent (v): to deliberately give false information to someone

**Effects of Academic Dishonesty**

If an ILUNO student breaks the rules for academic integrity by copying, cheating, plagiarizing, or any other action, the following steps will be taken:

1. The first time a student breaks the rules for academic integrity, this form will be completed and the teacher will review the rule with the student. If it is a homework assignment, the teacher will give that student one chance to redo it for **partial credit** (ten percentage (10%) point deduction). If a student is dishonest on a test or quiz, they will receive a score of zero (0) on that exam.
2. The second time a student breaks the rules for academic integrity, this form will be completed again. The student will receive a zero (0) on the assignment or exam but will not be permitted to rewrite it. The student will report to the Director of Intensive English for disciplinary action.
3. The third time a student breaks the rules for academic integrity, this form will be completed again. The student will receive an automatic F in the class and must meet with the Director of Intensive English to discuss this situation. This may result in further discipline, dismissal from the ILUNO program, or termination of a student’s SEVIS record.

A student who photographs and/or gives others copies of an exam will receive an F in the course and may be expelled from the ILUNO program immediately.

I understand the academic integrity policy and agree to the conditions above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Printed Name Signed Name Date NUID

Updated 12/21/2022