

# Academic Integrity Policy

## Mercyhurst Preparatory School

Mercyhurst Preparatory School is committed to academic integrity among its students, teachers, administrators, staff, parents, and all stakeholders. IB describes academic integrity as “the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work” (IB *Academic Integrity*). Mercyhurst Prep, in concert with the International Baccalaureate, and as voiced in the IB *Mission Statement* and *Learner Profile*, aims to develop inquiring, knowledgeable, principled, balanced, reflective, open-minded and caring lifelong learners who strive to be inquirers, thinkers, communicators, and risk-takers, MPS is committed to creating a community in which all may deepen their spiritual awareness, broaden their intellectual endeavors, strengthen their personal integrity, enhance their individual talents, and embrace their global responsibility (MPS *Vision Statement*).

The *Mercyhurst Prep Graduate Profile* isolates personal integrity as the core quality to which all MPS students should aspire throughout their lives and in all pursuits. Thus, it is expected that all students exercise academic integrity in all aspects of their work. Teachers, administrators, and staff are called to be teachers and role models of this trait. It is of the utmost importance that students understand what constitutes intellectual honesty and that there are consequences for academic misconduct.

### **It is the responsibility of the administration, the IBC, the teachers, and the staff to:**

- Promote and foster a school environment that values academic integrity.
- Review the *Academic Integrity Policy* and *Student Handbook* of the school
- Be familiar with the IB *Learner Profile*
- Be familiar with the IB publication *Academic Integrity*
- Clearly inform students of IB and MPS policies on academic integrity, including definitions, explanations, and consequences
- Actively encourage students to understand and embrace the benefits of intellectual honesty and to engender in them respect for the integrity of all academic work
- Make students aware of what constitutes academic misconduct
- Make students aware of consequences ( IB *Academic Integrity*; MPS *Student Handbook*)
- Clarify and give examples of academic misconduct in specific subject areas
- Teach proper citation
- Guide students in understanding how to properly paraphrase and summarize
- Guide students in understanding the difference between collaboration and collusion
- Refrain from providing assistance beyond that which is acceptable according to the relevant IB subject guide

- Use search engines to detect potentially plagiarized work
- Authenticate student work
- Model practices that demonstrate academic integrity in their own work and in the selection of classroom materials
- Ensure secure storage and handling of IB examination materials
- Ensure compliance with IB policy in the conduct of IB examinations

**It is the responsibility of the student to:**

- “Act honestly, responsibly and ethically” (IB *Academic Integrity*)
- Submit authentic and genuine work that is based on the student’s individual and original ideas with the work and ideas of others fully acknowledged
- Seek guidance for clarification when needed
- Use proper citation
- Work collaboratively only in appropriate situations
- Use information technology responsibly and appropriately (MPS *Student Handbook*)
- Comply with all stated and posted IB procedures for IB exams
- Not engage in any form of academic misconduct

**It is the responsibility of the parent/guardian to:**

- Model behaviors that demonstrate personal integrity
- Be familiar with the IB *Academic Integrity* policy
- Support the student’s understanding of and compliance with IB policies and procedures (IB *Academic Integrity*)
- Refrain from giving the student assistance that could result in an unfair advantage (IB *Academic Integrity*)

**Academic Misconduct**

In the IB publication *Academic Integrity*, student academic misconduct is defined as “deliberate or inadvertent behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment.” Academic misconduct can occur in completion of coursework if a student “seeks and receives assistance... beyond what is recommended in the subject guidelines” (IB *Academic Integrity*). This unfair assistance could be obtained in person or on-line. Students should thus avoid websites offering unauthorized “help”. Student academic misconduct can also occur related to examinations. This could range from possession of unauthorized materials to behavior that may disadvantage other students (IB *Academic Integrity*). According to the IB publication, examples of academic misconduct include but are not limited to the following:

- *Plagiarism*: “the representation, intentionally or unintentionally, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgment” (*General Regulations: Diploma Programme* qtd. in *IB Academic Integrity*)
- *Collusion*: supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessments by another candidate (*MPS Student Handbook*)
- *Duplication of work*: presentation of the same work for different assessment components or curriculum requirements ( *IB Academic Integrity*)
- *Copying*: taking work from another student, with or without his/her knowledge or giving your work to another student for copying purposes (*MPS Student Handbook*)
- Improper use of social media platforms that may result in an unfair advantage (*IB Academic Integrity*; *MPS Student Handbook*)

### **Process for Investigating Alleged Student Academic Misconduct**

- Procedures listed in the IB document *Academic Integrity* will be followed.
- The teacher performs preliminary investigation, identifies similarities, uses search engines, etc.
- The teacher reports to the Dean of Students/Academic Dean and the IBC.
- The Dean of Students/Academic Dean and IBC perform thorough investigation, interview all interested parties, and review all evidence.
- The Dean of Students/Academic Dean and IBC consult to determine if academic misconduct has occurred based on findings.
- Records and evidence are retained.
- If it is determined that academic misconduct has occurred, the Dean of Students/Academic Dean issues disciplinary consequences.
- The Dean of Students/Academic Dean and the IBC determine whether or not the work identified as not authentic has been submitted to IB for assessment.
- If identified work has been submitted to IB, the IBC will inform the IB directly as soon as possible.

### **Consequences of Academic Misconduct**

- Parent notification is made.
- No credit is given for graded work.
- If not yet submitted, the work will not be submitted to IB.
- The Dean of Students/Academic Dean will issue appropriate disciplinary consequences, which may include the following: Tier 2 Saturday detention, Tier 3 Saturday detention and \$75 fine, activities suspension, possible expulsion.
- If submitted, the academic misconduct shall be reported to and investigated by the IB with full cooperation by the Mercyhurst Preparatory School administration, the IBC, the Dean of Students/Academic Dean, the teacher, the parent, and the student. A range of sanctions/penalties may be issued by IB based upon the results of the investigation.

***The Academic Integrity document is a dynamic work and MPS will continue to review and update regularly.*** Reviewed and updated April 2022.

**References:**

IB Publication: *Academic Integrity*

IB Publication: *General Regulations: Diploma Programme*

IB Learner Profile

MPS *Student Handbook*

## Acknowledgment of Academic Integrity Policy

I have received and read the attached document entitled *Academic Integrity Policy*. I understand this policy and I agree to abide by the requirements therein.

Student's Name (printed): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Name (printed): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

IB Coordinator's Name (printed): \_\_\_\_\_

IB Coordinator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Candidate consent to upload submitted work

By signing this declaration, you understand and consent to the programme coordinator or another authorized school staff member uploading your work to the IB's eCoursework system.

You also confirm that you are **at least** 15 years old and that the version of any materials you pass to your programme coordinator or another school staff member is the correct and final version, is your own work and that you have correctly acknowledged the work of others. Failure to do this will be investigated as a breach of IB regulations.

Student's Signature.....

Student's Name (printed) .....

Date.....