



Academic Honesty Policy

United Cyber Academy

Students enrolled in United Cyber Academy courses are expected to do their own work. Any actions from students, parents, staff, or visitors that in any way interferes with the delivery of educational services, jeopardizes the health, safety, and well-being of any student, teacher, or associate, or threatens the integrity and stability of the United Cyber Academy course administration will not be tolerated.

The following are examples of infractions of the Academic Honor Policy that may subject the student to disciplinary actions, which could include or result in suspension or expulsion from the coursework if the actions occur during any learning opportunity:

- **Cheating** – Acting dishonestly, copying, or using someone else’s work in an unacceptable educational practice.
- **Plagiarism** – The act of taking someone else’s ideas, words, or writing, and attempting to pass them off as your own or using them in any way without permission is an unacceptable educational practice.

Academic Honor Policy Instances of Violations

If any student is caught cheating or plagiarizing, at any time, the following actions may be taken:

Academic Referral Violation would be provided with the first offense. The student will earn a failing grade (0%) for the assignment in which the cheating occurred, and a written warning (Academic Referral) will be documented. To earn up to half credit (50%), a student will be given the opportunity to resubmit the work (with directions from the Teacher Facilitator for the first offense). If the work is not submitted within the required time frame designated by the Teacher Facilitator, a zero (0%) will be awarded.

- **Assignment Violation:** If two assignments (anything other than Mid-Unit Quizzes, Exams, Final, and/or Major Course Requirements) are in violation of Academic Honesty Policy, this would be counted as an **Academic Referral Violation** and an Academic Referral will be submitted. An Academic Referral will be filed for each and any Assignment Violation. The first Assignment Violation will be considered an **Academic Referral Warning**.

Note: If an Exam Violation is issued after a Warning Violation is filed, a student may immediately be considered for an Academic Referral Removal, rather than a second Assignment Violation being filed.

Academic Referral Violation would be submitted when two assignments are in violation of Academic Honor Policy.

- **Exam Violation:** If Mid-Unit quizzes, exams, or finals and/or major course requirements (this is including, but not limited to term papers, major projects/written assignments, etc.) are in violation of Academic Honor Policy, then this would be considered an **Academic Referral Violation** and an Academic Referral will be submitted. **Academic Referral Violation** would be submitted when exams are in violation of Academic Honor Policy.

Academic Referral Removal from a course would occur if a student violates the Academic Honor Policy after an Academic Referral Violation has already been issued.

- When two separate instances of violation (this includes, but is not limited to, one Assignment Violation and one Exam Violation) of the Academic Honor Policy have been completed by a student, the situation will be

reviewed by the Teacher Facilitator, Department Chair, and a United Academy Supervisor/Director, and further action will determine if the student will be removed from course.

- **Insubordination** – Not accepting directions or refusing to cooperate with United Cyber Academy course administration is an unacceptable educational practice. Any student participating in a United Cyber Academy Course who has posted in an assignment, discussion board forum, emailed, or verbally communicated in a disrespectful tone or threatening manner to a Teacher Facilitator or student may immediately result in parents being contacted. The dialogue will be removed from any public forum and this may result in an Academic Referral Violation and an Academic Referral may be filed. Any second offense will result in permanent removal from the discussion board, email, and any other communication tool used or another Academic Referral may be filed.

We are an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, and/or handicap in our activities, programs, or employment practices.

Academic Honor Code

Academic Referral Warning

1st Assignment Violation = Academic Referral Warning

Academic Referral Violation

1st Assignment Violation + 2nd Assignment Violation = Academic Referral Violation

Exam Violation = Academic Referral Violation

Course Requirement Violation = Academic Referral Violation

Possible Removal from Course

1st Assignment Violation + 2nd Assignment Violation + 3rd Assignment Violation = Possible Removal from Course

1st Assignment Violation + 2nd Assignment Violation + Exam violation = Possible Removal from Course

1st Assignment Violation + 2nd Assignment Violation + Course Requirement Violation = Possible Removal from Course

1st Assignment Violation + Exam Violation = Possible Removal from Course

1st Assignment Violation + Course Requirement Violation = Possible Removal from Course

Exam Violation + 1st Assignment Violation = Possible Removal from Course

Course Requirement Violation + 1st Assignment Violation = Possible Removal from Course

Exam Violation + Course Requirement Violation = Possible Removal from Course

Course Requirement Violation + Exam Violation = Possible Removal from Course

Exam Violation + Exam Violation = Possible Removal from Course

Course Requirement Violation + Course Requirement Violation = Possible Removal from Course

I have read all of the above information, and I agree to comply with these policies and regulations. I understand that failure to do so may result in disciplinary measures by the school against the student as described herein, and may include suspension or expulsion.

Student/Date

School Representative/Date

Parent or Guardian/Date

UNITED CYBER ACADEMY

Student Name:

Student ID:

Course Name (including Part 1 or 2):

Assessment Name:

Infraction of Academic Honor Code: (see attachment for additional details)

Violation (please highlight one of the following):

1st Assignment Violation – Academic Referral Warning

2nd Assignment Violation – Academic Referral Violation

Exam Violation – Academic Referral Violation

Course Requirement Violation – Academic Referral Violation

2nd Instance of Violation to the Academic Honor Code – Possible Removal from Course

Action Taken by United Academy:

Teacher Facilitator Signature:

Student Signature:

Representative Signature: