

The following is Market Square Education’s Academic Integrity Policy. Academic Misconduct includes any of the following:

- **Plagiarism:** The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment.
  - Some examples might include but are not limited to:
    - Copying a portion of another’s work without citing it
    - Paraphrasing ideas without documentation
    - Downloading a paper from an “essay-mill” or internet source
    - Submitting another student’s work
    - Copying and supplying proper documentation but leaving out quotes or indents
    - Word-count: More than 5% is directly from outside sources. (e.g., one double-spaced page: 13-15 words)
- **Fabrication:** The falsification of data, information, or citations in any formal academic exercise.
- **Deception:** Providing false information to an instructor concerning any formal academic exercise. (e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work)
- **Cheating:** Any attempt to give or obtain assistance in any formal academic exercise (e.g. a quiz, test, exam).
- **Bribery:** Giving or selling completed assignments, assignment answers or test answers for money or any exchange.
- **Sabotage:** Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.
- **Impersonation:** Assuming a student’s identity with intent to provide an advantage for the student.

Academic Misconduct is regarded as a serious offense. Many institutions of higher education expel students found guilty of this lack of integrity. The established policy is an effort to prepare all Market Square Education students for the future.

Violation	Procedure	Disciplinary Actions
<b>1<sup>st</sup> Offense*</b>	The misconduct is documented. The student and parent are contacted and, in most cases, will meet with Administration to discuss the issue.	<ul style="list-style-type: none"> <li>• Reported in student file.</li> <li>• “0” credit for each assignment/quiz/test.</li> <li>• Academic Evaluation Fee of \$200 per course.</li> <li>• All quizzes/exams may require proctoring. Proctoring Fee:\$100.</li> <li>• Student’s school admin/counselor may be informed.</li> </ul>
<b>2<sup>nd</sup> Offense</b>	The misconduct is documented. The student and parent are contacted and will meet with Administration to discuss the issue.	<ul style="list-style-type: none"> <li>• Reported in student file.</li> <li>• Failed course and “F” on the transcript.</li> <li>• Forfeiture of tuition.</li> <li>• This re-enrolled course and all future courses. must be proctored. Proctoring Fee: \$100.</li> <li>• Student’s school admin/counselor will be informed.</li> </ul>
<b>3<sup>rd</sup> Offense</b>	The misconduct is documented. The Administration informs student and parent of final infraction and disciplinary actions.	<ul style="list-style-type: none"> <li>• Reported in student file.</li> <li>• Student is withdrawn and fails the course.</li> <li>• Forfeiture of tuition.</li> <li>• Student is excluded from MSE offerings.</li> <li>• Student’s school admin/counselor will be informed.</li> </ul>

*\* At MSE’s discretion, 1st offense may elevate to 2<sup>nd</sup> or 3<sup>rd</sup> level.*