

Academic Integrity Policy

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

- **Plagiarism (both intentional and unintentional):** 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)
 - Using AI
 - Grammarly is okay for checking grammar and spelling ONLY.
 - Grammarly's rewrite/rephrase feature is NOT OKAY to use.
- **Cheating and Unauthorized Assistance:** Cheating encompasses both the giving/distributing/selling of answers as well as the accepting/taking/stealing/buying answers. You may not use notes, smart phones, or the Internet during any quiz/test. You may not accept help during a quiz/test.
- **Impersonation:** Taking the identity of another person to give an advantage to that student.
- **Bribery:** Like cheating, applies to both the one selling and the one buying answers or exchanging service for reward.
- **Deception:** Misleading of any sort is unacceptable. This would include claiming to have submitted work or giving a false excuse for missing a deadline.
- **Fabrication:** Forging a signature, creating false data, or making up citations.

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
1st Offense*	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"> • Misconduct documented in student file • Zero credit for activity • Academic Evaluation Fee (\$100) per course • Potential \$100 Academic Integrity Audit Fee added to future classes • Misconduct may be reported to school of record • Course closed during the investigation without extension.
2nd Offense	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"> • Misconduct documented in student file • Academic Evaluation Fee (\$100) per course • Failed Course. "F" on the transcript. Forfeiture of tuition • \$100 Academic Integrity Audit Fee add to future classes • Misconduct will be reported to school of record/ common app • Course closed during investigation without extension
3rd Offense	The misconduct is documented. The Administration informs student and parent of the final infraction and disciplinary actions.	<ul style="list-style-type: none"> • Misconduct documented in student file • Academic Evaluation Fee (\$100) per course • Student/Parent contact-meeting • Expulsion from MSE. "F" on the transcript. Forfeiture of tuition • Student excluded from future MSE offerings • Misconduct will be reported to school of record/ common app • Course closed during investigation without extension

** At MSE's discretion, the 1st offense may elevate to 2nd or 3rd level.*