ELI Code of Conduct Violations Defined:

Academic honesty is a cultural expectation considered to be of the highest importance in America—especially at American universities and colleges.

Academic Dishonesty

- **Cheating**—stealing an exam—either physically or electronically; giving another student an answer during a test; handing in work or papers written by someone else; posing as someone else to take a test for her/him; copying an answer from another student’s paper or test; peeking at notes when notes are not to be used during an exam

- **Plagiarism**—stealing another person’s idea or illustration and using it as one’s own without giving credit to the original author or source; copying sentences of paragraphs directly from an article or book to use in an essay without giving credit to the original author (ELI Faculty Handbook, Section I., Code of Conduct, p. 4-5.)

“**All students must be honest and forthright in their academic studies. To falsify the results of one’s research, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance. Any violation must be reported to the Office of**

If a teacher believes you have cheated or plagiarized, he/she will give you a warning on the first violation and may require you to do the work again at the teacher’s discretion.

After a second violation, your teacher may have you do the work again and/or fail you on that assignment. Your teacher will also complete a **Formal Notice of Academic Dishonesty** form and give a duplicate copy to the Chair of the Student Attendance and Conduct Committee.

After the third violation, whether in the same class or a future class, the teacher will take the following actions:

- The teacher will give you a zero for the test or assignment in question.
- You will receive notice requiring you to attend a hearing to determine if you should be dismissed from the program.
**Formal Notice of Academic Dishonesty**

Student Name ______________________________ Date _______________________

Class ________________ Teacher ______________________________

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**Teacher’s description of and evidence for academic dishonesty:**

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________________________________________________________________________

Student’s signature __________________________ Date ______________________

(Signing this form means that you’ve met with the teacher, but does not indicate your agreement with the charge of academic dishonesty.)

Teacher’s signature __________________________ Date ______________________

_for the teacher:

Teacher gives one copy to the student and sends a duplicate copy to the Chair of the Student Attendance and Conduct Committee._