

# Academic Integrity Policy

## International Baccalaureate Diploma Programme

Gene L. Klida  
Utica Academy for International Studies  
Utica Community Schools  
Sterling Heights, MI, USA



*This policy was created in 2015 by the Utica Academy for International Studies  
IB Academic Honesty Committee. The following staff members comprise the current IB  
Academic Integrity Committee that reviewed and revised the policy in 2021*

<i>Brian Burak</i>	<i>Teacher, Individuals and Society and TOK</i>
<i>Mark Dziatczak</i>	<i>Assistant Superintendent</i>
<i>Kimberly Hall</i>	<i>Teacher, Individuals and Society</i>
<i>Jeff Hume</i>	<i>Teacher, English Language Arts and TOK</i>
<i>Rachael Kasperek</i>	<i>Teacher, Mathematics</i>
<i>Christopher Layson</i>	<i>Diploma Programme Coordinator</i>
<i>Robert Monroe</i>	<i>Superintendent</i>
<i>Jayne Pfannes</i>	<i>Teacher, Experimental Sciences</i>
<i>Scott Scalici</i>	<i>Teacher, World Languages</i>
<i>Justin Spear</i>	<i>CAS Coordinator</i>
<i>Kenneth Voakes</i>	<i>Assistant Head of School</i>
<i>Amy Jo Yeokum</i>	<i>EE Coordinator</i>

## UAIS Academic Integrity Policy

In an effort to both support a culture of academic integrity and develop principled students, UAIS adopts the International Baccalaureate Organization policy for Academic Integrity and Academic Malpractice for all UAIS students. All students, staff, administration and parents are expected to support these policies.

The IBO defines Academic Integrity as “a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment” (“Academic honesty” 2011. IBO. 2). The IBO defines academic malpractice as "behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components (“Academic honesty” 2011. IBO. 3)...” Malpractice includes:

1. **Plagiarism:** the representation of the ideas or work of another person as the candidate's own
2. **Collusion:** supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another
3. **Duplication of work:** the presentation of the same work for different assessment components and/or diploma requirements
4. **Any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate** (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record)" ("Academic honesty” 2011. IBO. 3).

### Staff Responsibilities

- UAIS staff must be trained on academic integrity and academic malpractice, including new staff members.
- UAIS staff will communicate to students the issues of academic integrity and academic malpractice that are relevant to one’s subject area.
- UAIS staff will instruct students regarding academic integrity and the consequences of academic malpractice.
- UAIS staff may require the use of plagiarism prevention software such as TurnItIn.com.
- UAIS staff will report incidents of academic malpractice to the IB Diploma Programme coordinator, and the parent.
- IB Program Coordinator will train IBO Diploma Candidates on the procedure for investigating academic malpractice on a submitted IB assessment.

## Student Responsibilities

- UAIS students will practice academic integrity and ensure that submitted work is authentic.
- UAIS students must learn and apply correct methods of source citation. Ignorance shall not excuse students' responsibility of taught methods of proper source citation.
- UAIS students will inform a staff member when they are aware that another UAIS student(s) exhibiting malpractice.
- UAIS students will promote academic integrity with other students.
- UAIS students will work collaboratively only in appropriate circumstances and are responsible for clarifying with their teachers appropriate types of collaboration before working with other students.

## Consequences of Malpractice

Consequences of Academic Malpractice will be determined, in part, by past violations of the Academic Integrity policy.

### Infraction Consequences:

- The teacher will communicate with the student's parents/guardians.
- The student will be made aware of the possible consequences of further malpractice.
- The incident will be reported to the IB Diploma Programme coordinator.
- The incident will be reported to the faculty advisor(s) for any organization that emphasizes character, leadership, and/or scholarship.

### Additional Possible Consequences:

- The student may face suspension.
- The student may lose credit for the assessment/assignment.
- The student may be required to resubmit the assessment/assignment.
- The teacher may require the student have a meeting to discuss the malpractice.
- The teacher may choose to rescind any letter of recommendation written on the student's behalf.
- The advisor(s) for any extra-curricular clubs or activities will be notified of the infraction and said advisor(s) may determine specific consequences related to board positions, etc...
- An IBO Full Diploma Candidate may lose their IB Full Diploma eligibility.
- For course or diploma candidates, an incident report may be delivered to the IBO.

**UAIS students will not lie, cheat, steal, or tolerate those who do.<sup>1</sup>**

**- UAIS honor code**

---

<sup>1</sup> Adapted from USMA honor code