

Academic Integrity Policy

A college's intellectual reputation depends upon the maintenance of the highest standards of academic honesty. Commitment to those standards is the responsibility of all members of the school community. ACOT requires all students, faculty, and staff to conduct him/her self and produce academic work in an ethical manner. Students are expected to conduct themselves at all times with the highest academic standards. Cheating, falsifying documents or plagiarism will not be tolerated.

Academic dishonesty is serving as party to any of the following: collaborating with someone else without the instructor's permission, submitting another's work—in any form or media—as your own (in whole or in part), having someone else sit for an exam, and failing to properly cite sources or failing to use quotation marks for direct quotes. These examples do not exhaust the breadth of academic dishonesty, but do give students a general idea of its nature. If a student has questions about an issue, they should contact ACOT and their questions will be answered. ACOT wants to assist students and prevent any problems before they occur.

The penalties for these offenses are as follows:

- First offense: Student receives a "0" on the assignment or test
- Second offense: Student receives an "F" for the course.
- Third offense: Expelled from the college.

Students, faculty, and staff must also be cognizant of and avoid copyright infringement. Copyright infringement is using someone else's ideas or material, which may include a song, a video, a movie clip, a piece of visual art, a photograph, or other creative works, without authorization or compensation, if compensation is appropriate. The use of copyright material without permission is against federal law, and penalties may include fines and/or imprisonment.

ACOT will also prosecute to the maximum extent of the law any student or individual who uses the Internet or ACOT communication channels to damage or sabotage the school's reputation or system.