# Academic honesty policy

*I will be honest in all of my academic work. I will not lie, cheat or steal, and I will not tolerate those who do.*

**Section 1. Introduction – Grades Measure Individual Performance**

Each course offers each student the opportunity to understand and apply knowledge and concepts useful in agribusiness and other endeavors. Students learn teamwork at the ATC, but performance is measured and reported for each student individually. You, the ATC student, are encouraged to do your best, to be a scholar.

Course grades document your individual performance. You can use them to provide evidence of your competence, and your potential for employment and graduate study. Higher grades indicate more complete competence.

**Academic Integrity**

Your desire for high grades and to help a colleague obtain a high grade creates a temptation to be dishonest. You must resist this temptation. If you are honest you will be able to look every professor, every other student, and every potential business associate in the eye and say “I earned my grades.” You can be proud of your accomplishments.

ATC professors are asked to recommend graduates for graduate study and for employment. When all grades are earned, professors can certify that you are prepared for new opportunities. You are the “product” of the ATC. The reputation of the ATC depends entirely on your performance both in classes and after you graduate.

**ATC Student Honor Code**

Do your part to protect your reputation and the reputation of the ATC: be honest. The rules set forth below will ensure your personal integrity. Read them until you understand them. Sign the pledge only if you intend to follow them.

**Section 2. Prohibited Conduct and Penalties**

The most commonly performed acts of academic dishonesty and their respective penalties are discussed in this section. Each act has its own penalty in addition to the following penalties: (1) a written note of conduct will be included in the student’s personal file at the ATC, (2) the student(s) will be excluded from all ATC activities for the current academic semester. The activities include but are not limited to field trips, social parties or paid work for the ATC. Examples of academically dishonest conduct include but are not limited to the following:

1. **Plagiarism** – This means using the ideas, words, opinions or theories of others that are not common knowledge without giving proper credit to the author(s) for the material used such as:
2. Directly quoting all or part of another’s written or spoken words in the assignment without indicating the source of the material;
3. Paraphrasing all or part of another’s written or spoken words in the assignment without indicating the source of the material;
4. Presenting the work, idea, opinion or theory of another person or source as the work of the person submitting the assignment;
5. Acquiring a term paper or assignment from another person or source and presenting it as the student’s work.

**Penalty**: In the case of plagiarism, the student receives the lowest grade possible on the assignment (normally a zero).

1. **Unauthorized Assistance** – This means giving or receiving any type of assistance not allowed by the instructor in examinations, homework assignments, term papers and other assignments. The following are examples of such behavior:
2. Copying or allowing others to copy answers from an examination or other assignment;
3. Receiving or providing any kind of information (in written, oral and/or any other form) during an examination that is relevant to the topics covered in the examination;
4. Allowing others to complete for you or assisting others to complete all or part of a homework assignment, term paper or other assignment;
5. The use of financial or accounting calculators or other electronic devices unless the instructor authorizes it.

**Penalty**: In the case of unauthorized assistance, the student receives the lowest grade possible on the assignment (normally a zero).

1. **Bribery** – This means giving a bribe or attempting to offer a bribe to faculty or staff in anticipation of something preferential or special in return.

**Penalty**: In the case of bribery, the student will be dismissed from the ATC.

1. **Lying** – Lying is giving false information to a faculty member. The following are examples of such behavior:
2. Falsely giving reasons for missing an exam, paper or homework assignment.
3. Lying for yourself or another person on an attendance form.
4. Telling a lie to a staff member and later being caught.
5. Turning in the incorrect number of hours worked for a working period.

**Penalty:** In the case of lying, the student will be excluded from all ATC activities for the current academic semester. The activities include but are not limited to field trips, social functions or paid work for the ATC.

1. **Theft** – Theft is the unauthorized removal of resources, equipment or material belonging to the ATC, it’s faculty, staff and students. The following are examples of such behavior:
2. Looking at unauthorized information (exams, papers, homework, etc.) without the knowledge of the staff member.
3. Using a staff member’s computer without authorization.
4. Taking ATC property without permission.

**Penalty:** In the case of theft the student will automatically be dismissed from the ATC.

1. **Second Offense** – A written note of conduct will be placed in each student’s file after each offense. On the occurrence of a second offense of the same prohibited conduct (such as a student caught cheating two times), the student will immediately be dismissed from the ATC upon the approval of the Education Manager.
2. **Refusal to Comply to Policy** - Students who repeatedly refuse to act in accordance with the ATC Academic Honesty Policy will be dismissed from the ATC upon the approval of the Education Manager.
3. **Other** – This list of prohibited acts is not complete. Any act that is inappropriate will be penalized by the faculty and ATC Education Manager even if it is not listed above. This policy is subject to change. New items will take effect upon approval.

**Section 3. Student Agreement of Policy Terms**

Each prospective/current ATC student must sign the following agreement in order to enter/remain in the ATC. If there is something that you don’t understand in this policy, please ask for clarification before signing below:

***I have read and agreed to the terms of this policy. I understand that each student is responsible for the integrity of his or her own work and behavior. I realize that a lack of integrity on my part has repercussions not only on myself, but also on my fellow classmates and the ATC. I understand that a lack of integrity on my part will be punished.***

In signing this document I agree to the terms and penalties outlined above. I also realize that this policy will affect me for the entire time I study at the ATC.

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Printed Name

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Signature Date