

VIRTUAL PREPARATORY ACADEMY OF OKLAHOMA, INC.
Academic Integrity Policy

Guidelines for Academic Integrity in Assessments and Assignments

Integrity, especially academic integrity, is a core value of Virtual Preparatory Academy of Oklahoma. Students are expected to abide by the following guidelines regarding academic integrity. All exams and assignments will be the original work of the student. Any collaboration on assignments with other students must be pre-approved. Students will not allow other students to copy or re-use their work. Plagiarism (described below) is strictly **forbidden**.

Plagiarism

Plagiarism is copying or using ideas or words (from another person or classmate, the Internet, or other print source) and representing them as your own. If an instructor confirms that a student has plagiarized work in any manner, the students will be subject to consequences determined by Virtual Preparatory Academy of Oklahoma administration and may be removed from the course with a failing grade.

Students are not permitted to use notes, quizzes, or textbooks on unit tests or final exams. Students may not share work with other students on unit tests or final exams. If a student does not complete their own work or shares work with others on unit tests and/or final exams, they will not receive credit for the work and are at risk of suspension or expulsion from the school.

For written assignment submission, the school will utilize TurnItIn (<https://www.turnitin.com>), an integrated anti-plagiarism software service. Upon submission the service scans the content and compares it to an extensive database of information, through a pattern matching algorithm. The matching report is available for the teacher to review.

Source Citation

Many courses require written work in which you will need to cite sources. Any direct quotations from your textbook can simply be cited as (Author, page number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If you are citing information found on a website, provide the complete web page or site title, URL, author (if known), page number (if applicable), and publication date of the site (if available).

Academic Dishonesty Policy

Academic integrity is highly valued at Virtual Preparatory Academy of Oklahoma. Incidents involving plagiarism and cheating are serious offenses that warrant immediate administrative attention. Students are required to submit original work. They are obligated to cite the sources of all references they use.

Non-citation infraction:

- 1st incident = grade of zero on assignment and counseling on the correct use of citations
- 2nd incident = grade of zero on assignment, counseling on the correct use of citations, and administrative review

Citation infraction

- 1st incident = counseling on correct use of citations
- 2nd incident = grade of zero on assignment and counseling on the correct use of citations
- 3rd incident = grade of zero on assignment, counseling on the correct use of citations, and administrative review