

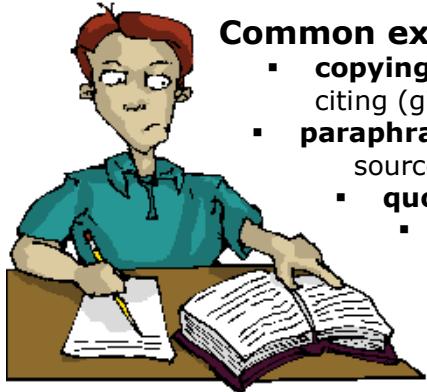
KCA Academic Honour Code

KCA desires to uphold an academic honour code that is consistent with our overall standards of godly behaviour. (See KCA "Student Conduct Code") Cheating, bending the rules, copying other people's work, and copyright infringement, are far too common in society today. Our goal is to train students who will stand against this trend and conduct themselves with **academic honesty and integrity**.



Plagiarism is the act of **presenting another's work or ideas as your own**.

Whenever a person includes in an essay, or any form of writing, information, ideas, or words obtained from any other written source, the writer **must acknowledge the source** in accordance with the conventions of documentation. Plagiarism, whether intentional or not, occurs when the writer **fails to credit information, ideas or words that are not his/her own**.



Common examples of plagiarism are:

- **copying** someone else's words **without using quotation marks** and citing (giving credit to) the source,
- **paraphrasing or summarizing** someone else's words **without citing** the source,
- **quoting** someone else's words **inaccurately**,
 - **restating** someone else's **original or specialized ideas without citing** the source,
 - **misrepresenting** someone else's words or ideas,
 - citing the **wrong source**, and
 - **pretending** someone else's work is your own.

Penalties for academic dishonesty

are usually severe.
KCA students guilty of academic dishonesty will be subject to these consequences:

- The first offence will result in **a zero grade** on the assignment, and parents will be notified.
- Subsequent offences may result in the **loss of credit** in that course, **suspension**, or other administrative action.
- Assignment will be **required to be redone properly**, but no grade will be awarded
- If a student willingly does another student's assignment, or allows another student to copy their work and pass it off as their own, that student would lose 50% of their grade, and the student who has done the copying will receive a zero grade.
- These principles will also determine the consequences issued for other forms of academic dishonesty, including cheating on tests, receiving inappropriate help on a project, etc.