



# ACADEMIC INTEGRITY POLICY

HOLLYWOOD NORTH SOUND INSTITUTE

Effective Date: March 27, 2025

## 1. Purpose

Hollywood North Sound Institute is committed to upholding the highest standards of academic integrity. This policy ensures that students understand their responsibility to engage in honest and ethical academic behavior and outlines the consequences of academic misconduct.

## 2. Student Responsibilities

Students are expected to:

- Submit original work – All assignments, projects, and exams must be the student's own work.
- Give proper credit – Use appropriate citations when referencing others' work.
- Follow exam rules – No unauthorized materials, communication, or assistance during tests.
- Act with honesty – Do not falsify data, misrepresent work, or engage in dishonest practices.

## 3. Academic Misconduct

Academic misconduct includes, but is not limited to:

### A. Plagiarism

- Submitting someone else's work as your own.
- Copying from books, articles, websites, or other sources without proper citation.
- Using AI-generated content without proper disclosure, if required.



## **B. Cheating**

- Using unauthorized materials or devices during exams or assignments.
- Copying from another student or allowing others to copy your work.
- Communicating with others inappropriately during assessments.

## **C. Fabrication & Falsification**

- Inventing or altering data in assignments, projects, or reports.
- Providing false information to instructors or school officials.

## **D. Unauthorized Collaboration**

- Working with others on individual assignments without permission.
- Sharing answers or solutions without instructor approval.

## **E. Impersonation & Misrepresentation**

- Having someone else complete an assignment or exam on your behalf.
- Falsifying attendance or participation records.

## **4. Consequences of Academic Misconduct**

Violations of academic integrity may result in the following disciplinary actions:

1. Verbal or written warning for minor offenses.
2. Zero grade on the affected assignment or exam.
3. Academic probation for repeated violations.
4. Suspension or expulsion in severe cases.

## **5. Reporting Academic Misconduct**

- Any suspected academic misconduct should be reported to the Instructor or Academic Director.
- Investigations will be conducted fairly, and students will have the opportunity to present their side.
- Appeals can be made following the Student Grade Appeal Policy if a student disagrees with a decision.

## **6. Policy Acknowledgment**

- This policy is provided to students before the start of their program.
- Students must acknowledge receipt and understanding of this Academic Integrity Policy by signing a copy upon enrollment.