



TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM

AT THE

UNIVERSITY OF NORTH TEXAS
1155 Union Circle #305067
Denton, Texas 76203-5017
940-565-3488 | Fax: 940-565-2012
<http://municlerks.unt.edu>

TMCCP Policy on Academic Misconduct

The Texas Municipal Clerks Certification Program enforces policies concerning academic misconduct. (These policies have been molded by the policies set forth by the University of North Texas.)

Enrollees are subject to discipline for academic misconduct. Academic misconduct includes **Academic Dishonesty**, which includes but is not limited to:

1. **Cheating.** The term “**cheating**” includes, but is not limited to:
 - a. copying or any unauthorized assistance in taking examinations,
 - b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments,
 - c. the acquisition, without permission, of tests or other academic material belonging to a TMCCP staff member or TMCCP enrollee, or
 - d. dual submission of a paper or project, or resubmission of a paper or project, or
 - e. any other act designed to give a student an unfair advantage.
2. **Plagiarism.** The term “**plagiarism**” includes, but is not limited to:
 - a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement, and
 - b. the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.
3. **Fabrication.** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
4. **Facilitating academic dishonesty.** Intentionally or knowingly helping or attempting to help another to violate a provision of the TMCCP Policy on Academic Misconduct.

TMCCP supports the definition of plagiarism and/or cheating set forth in the UNT Policy Manual Code of Student Conduct and Discipline:

“Plagiarism and cheating refer to the use of unauthorized books, notes, or otherwise securing help in a test; copying tests, assignments, reports, or term papers; representing the work of another as one’s own; collaborating, without authority, with another student during an examination or in preparing academic work; or otherwise practicing scholastic dishonesty.”

Penalty for Academic Misconduct includes:

Dismissal of the enrollee from the Texas Municipal Clerks Certification Program.

Rights of an Enrollee Disciplined on Grounds of Academic Dishonesty

Academic dishonesty matters may first be considered by the TMCCP director, who may assign penalties such as as dismissal from the Program and/or denial of the Texas Registered Municipal Clerk Certification. If the enrollee does not accept the decision of the TMCCP director, she/he may have her/his case heard by the TMCA Certification Committee Chair for review of her/his case. If the enrollee does not accept the decision of the TMCA Certification Committee Chair, she/he may then have her/his case heard by the TMCA, Inc., Executive Board.

If an enrollee has any questions regarding the TMCCP Policy on Academic Misconduct, please contact the TMCCP office. Telephone: 940-565-3488; Fax: 940-565-2012; Address: 1155 Union Circle #305067, Denton, Texas 76203-5017. Email Education Director Dr. Amy Holt, TRMC, at amy.holt@unt.edu.



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Affirmation of Academic Honesty

This form must be submitted with any completed TMCCP homework.

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Please complete this form and submit it with your completed homework:

- (1) I have read the TMCCP Policy on Academic Misconduct located at the beginning of my Course Home Study Guide.
- (2) I understand that TMCCP has a zero-tolerance policy for plagiarism and cheating and that the penalty for academic misconduct is dismissal from the Texas Municipal Clerks Certification Program.
- (3) **I attest that the homework I am submitting to TMCCP is my own, original work.**

Print Name: _____

Signature: _____

Date: _____