

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3072 ACADEMIC INTEGRITY

Academic dishonesty refers to misconduct related to academic assignments or examinations, plagiarizing or other misconduct directly related to the academic learning experience.

STUDENT RIGHTS AND RESPONSIBILITIES:

Students are expected to conduct themselves in a manner consistent with [Policy 2110 \(Student Code of Conduct\)](#) and are also afforded the rights articulated therein. Among other things, Policy 2110 provides definitions of “Cheating” and “Plagiarism”, which are considered violations of Academic Integrity.

INSTRUCTOR RIGHTS AND RESPONSIBILITIES:

Instructors determine specific class policies and procedures regarding Academic Integrity, and they are responsible for providing these policies and procedures to students. Instructors also have a responsibility to ensure that their policies and procedures are reasonable and consistent with general college and system policies, and to ensure that they are applied and enforced fairly and consistently.

Reports of academic dishonesty are filed with and reviewed by the designated Academic Affairs Administrator in accordance with Procedure 3072P.

3072P ACADEMIC DISHONESTY

Faculty who determine that one or more students have violated Policy 3072, *Academic Dishonesty*, in courses they teach, will:

- Create a new GroupLink ticket, selecting “Academic Integrity” in the Group dropdown box
- Include names of student(s) involved, as well as any witnesses to the event
- Include a description of the event or circumstances in the “Note” block of the ticket
- Attach any files to support the alleged academic dishonesty; for example, include the student’s paper or test with suspected areas marked to identify cheating, plagiarism, etc.

Once the GroupLink ticket has been created and the information saved, the ticket will flow to the Director of IT who will:

- Review the academic integrity database to determine if the student(s) in question has been involved in previous academic integrity violations (repeat offender). If so, the academic coordinator will add this information as a comment in the GroupLink ticket.
- Add the violation to the academic integrity database to archive the violation/violator
- Change the contact for the ticket to the academic coordinator
- Change the ticket assignment to the academic and student services administration

The GroupLink ticket will then flow to the academic and student services administration who will:

- Review comments on the ticket
- Add comments as necessary
- Change ticket status to “closed”

In most instances, faculty will deal with the violation as an academic matter; multiple violations may justify additional actions against the student. Faculty and administration in consultation and in accordance with established policy, will take appropriate actions.

If a student disagrees with charges of academic dishonesty policy against him/her, they should meet with the instructor and attempt a resolution. If the student and the instructor cannot come to a resolution, the student may appeal the decision through the Academic Appeal Committee (Policy 3240).

Date of Adoption: 06/2/04

Date & Subject of Revisions: 06/8/05 – Language consistency 1/9/06 – Moved from Student Policy #2120 to Academic Series

Date & Subject of Revisions: 05/9/06 AASC Reviewed; 5/18/06 Executive Council Approval

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04/04/18 Reviewed

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03/15/21 Reviewed

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02/16/24 Reviewed Changed dishonesty to integrity. Removed plagiarism definition

05/07/25 Updated, reviewed, and adopted by AASC