

## NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

### 3072P ACADEMIC INTEGRITY

Faculty who determine that one or more students have violated Policy 3072, *Academic Integrity*, 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 dean who supervises the program

The GroupLink ticket will then flow to the appropriate academic dean 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 academic deans 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 Implementation:* 07/1/2016  
*Date of Adoption:* 05/11/2016 -- *Second reading of new procedure and approval*  
*Date & Subject of Revisions:* 03/17/17 *Reviewed*  
04/04/18 *Reviewed*  
03/28/19 *Reviewed*  
02/27/20 *Reviewed*  
03/15/21 *Reviewed*  
03/16/22 *Reviewed*  
02/16/24 *Reviewed changed dishonesty to integrity*