



Chapter 3: Educational Policies

Academic Integrity

Adoption: 5/2/2018
Revised: 3/18/2021
Last Reviewed: 11/17/2021 (AASC)
President Approved: 11/23/2021
Next Review Date: 11/18/2026
Authority: Hennepin Technical College
Custodian of Policy: Vice President of Academic Affairs

POLICY STATEMENT

Purpose

The purpose of this policy is to assure that faculty, students, staff, and administrators meet their responsibility to value, demonstrate, and safeguard academic integrity as one of the college's most essential institutional values. The College has an obligation to establish and promote standards of academic integrity, and each member of the College community has the responsibility to understand, support, and practice them.

Prohibited Conduct

All forms of academic dishonesty defined below are prohibited and may result in sanctions.

1. CHEATING

- Copying from other students or using any assistance not explicitly granted by the instructor in taking quizzes, tests, or examinations.
- Dependence upon the aid of sources beyond those authorized by the instructor to complete assignments.
- Acquisition without permission of tests or other academic material belonging to a faculty member, staff member, or student of the college.
- Dual submission or resubmission of a paper or project to a different class without express permission from the instructor.
- Intentionally giving or receiving unauthorized aid or notes on examinations, papers, or class assignments intended to be individually completed.
- The unauthorized copying of tests or any other deceit or fraud related to a student's academic conduct.

2. PLAGIARISM

- The knowing or negligent use by paraphrase, direct quotation, or summary of the published or unpublished work of another person without full and clear acknowledgment.
- The knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- Obtaining someone else's work and presenting those ideas or words as a student's original academic work.

3. COLLUSION



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- Collusion will be defined as collaborating with another person without instructor authorization when preparing an assignment.



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4. FABRICATION

- Fabrication will be defined as manufacturing data or results and recording or reporting them as verifiable information.

5. FALSIFYING ACADEMIC RECORDS

- Falsifying academic records will include, but is not limited to:
 - a. Altering grades or other academic records.
 - b. Assisting in the altering of any official record of the college.
 - c. Submitting false information.
 - d. Omitting requested information that is required for or related to any academic record of the college.
- Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar.

6. COPYRIGHT INFRINGEMENT

- Hennepin Technical College will pursue cases where Copyright Infringement is suspected to be intentional. Copyrighted works are “original works of authorship fixed in any tangible medium of expression, now known or later developed,” and examples include, but are not limited to:
 - a. Musical or Verbal Recordings
 - b. Graphics
 - c. Artwork

Notification

Faculty members who identify an academic integrity violation will follow the procedure outlined in 3.9.1 Academic Integrity Procedure.