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## **Chapter 3: Educational Policies**

### **Academic Integrity**

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Revised:	11/21/17
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Authority:	Hennepin Technical College
Custodian of Policy:	Provost

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### **Procedure**

#### **3HTC.9.1**

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#### **PROCEDURE:**

1. In the event of an academic integrity violation, the faculty member will confront the student regarding the specific charge, meet with the student to discuss the charge, consider the evidence, and hear the student's explanation.
2. If the faculty member determines that the student has violated the Academic Integrity Policy, the faculty member informs the student of the consequences of the violation and the sanctions the faculty member will impose.
3. The faculty member completes an "Academic Integrity Complaint Form" and forwards the completed form to the Student Conduct Officer.
4. The Student Conduct Officer informs the student in writing that
  - a. this form will be kept in the student's conduct file
  - b. the Student Conduct Officer may impose sanctions in addition to those imposed by the faculty member in the event of subsequent, serious, or multiple violations; and
  - c. the student has a right to appeal the sanction(s) given by the faculty member as described below.
5. The Student Conduct Officer keeps the complaint form, any supporting documentation, and records of adjudication on file.

#### **SANCTIONS:**

The faculty member will levy sanctions commensurate with the policy listed in their course syllabus. These may include but are not limited to:

- assigning a zero for the assignment;
- requiring a make-up assignment;
- requiring an additional assignment about the ethical implications of breaches of academic integrity; and/or
- assigning additional practice in proper citation methods.

Students found responsible for multiple violations of the Academic Integrity Policy may be given more severe sanctions including, but not limited to suspension or expulsion from Hennepin Technical College.

#### **APPEALS**

Any student may appeal a decision for an academic integrity violation. The appeal process is outlined in policy 3.6 Student Code of Conduct.