

St. Cloud Technical & Community College

Policies and Procedures

Chapter S3 – Educational Policies

S3.28 Academic Integrity

Update Revision Responsibility: Vice President of Academic and Student Affairs

General Statement of Policy

Academic integrity is highly valued at St. Cloud Technical and Community College and throughout higher education. Maintaining academic integrity is the responsibility of every member of the college community: faculty, staff, administrators and students. The objective of this policy and procedure is to ensure that the highest level of respect for intellectual achievement is maintained at every level of college life and across all modes of learning, whether in class, online, at home, or during collaboration with other students, faculty or staff. Respect for intellectual achievement is upheld through the principles of honesty, fairness and due process established in this policy and procedure.

Definitions

Definition of Academic Integrity: The production and submission of work as the honest representation of the individual's own intellectual effort.

Examples of maintaining academic integrity consist of the creation of the student's own class assignments, proper citation of sources of information, truthful recording of lab results and respecting and not interfering with the work of other students.

The following actions are considered violations:

- Cheating
 - The use of unauthorized assistance when taking course quizzes or exams.
- Plagiarism
 - The use of another person's work through summary, paraphrase or direct quote without proper acknowledgement.
 - The purchase or solicitation of academic work.
- Collusion
 - A formal or informal agreement by two or more individuals to commit an act of academic dishonesty.
 - A student who assists another student in the act of academic dishonesty is equally subject to discipline.

Other related Policies

Minnesota State/SCTCC Policy 3.6: Student Code of Conduct

SCTCC Policy S3.24: Complaint Grievance Policy

SCTCC Procedure S3.24.1: Complaint/Grievance Procedure

Resources/References: Student Handbook

St. Cloud Technical & Community College Policies and Procedures

Chapter S3 – Educational Procedure

S3.28.1 Academic Integrity Procedure

Sanctions and Appeals for Academic Integrity Violations

The goal of the academic integrity procedure is to ensure a fair and timely resolution to allegations of academic dishonesty. Sanctions for academic integrity violations will follow procedures outlined in S3.26.1: Student Code of Conduct Procedure. In addition, sanctions for Academic Integrity Violations include the following:

- A. The instructor communicates the allegation of violation of academic integrity policy to the student. The instructor meets with the student and files the *Academic Integrity Incident Report* with the Director of Campus Life to be entered into the student conduct violation database.
 1. **Action 1:** The student accepts the allegation. The violation is entered into the database. Outcome as outlined in the course syllabus is implemented.
 2. **Action 2:** The student does not accept the allegation. The student must complete the *Student Grievance Form* pursuant with policy S3.24.1 Complaint/Grievance Procedure. For all academic integrity issues, a committee comprised of a rotation of two faculty and one administrator drawn from the Academic Integrity Committee examines the allegation and determines whether the violation occurred. The findings of the appeals committee will be completed within ten (10) working days upon receipt of the *Student Grievance Form*.
 - a. **Result 1:** The committee determines that the violation did occur. The violation is entered into the student conduct violation database. The outcome as outlined in the course syllabus is implemented.
 - b. **Result 2:** The committee determines that the violation did not occur. The violation is not entered into the student conduct violation database. The outcome as outlined in the course syllabus is denied.
- B. Following the second academic integrity violation during the student's tenure at SCTCC, the student will meet with the Director of Campus Life. At that time, the Director of Campus Life will explain to the student that their academic standing is being changed to probationary status and the student will be scheduled to participate in one academic integrity training session. The student must attend the next scheduled training session. If that student fails to attend, they must meet with the Vice President of Academic and Student Affairs for possible disciplinary action.
- C. Additional academic integrity violations will constitute grounds for suspension or dismissal as outlined in S3.26.1: Student Code of Conduct Procedure.

College President: _____

Date: 3-28-18

Date of Adoption: _____

Date of Implementation: _____

Date repealed or replaced: _____