

## ACADEMIC INTEGRITY POLICY

Academic integrity and honesty are central components of a student's education, and the ethical conduct maintained in an academic context will be taken eventually into a student's professional career. Academic honesty is essential in a community of scholars searching and learning to search for truth. Anything less than total commitment to honesty undermines the efforts of the entire academic community. Both students and faculty are responsible for insuring the academic integrity of the university.

This policy applies to the academic conduct of all persons at Michigan Technological University who have ever matriculated at the University, whether or not the person is enrolled at the time an allegation of academic dishonesty is made.

This policy addresses academic dishonesty in course work. Allegations of dishonesty in research or publication are addressed under the Scientific Misconduct Policy.

Procedures to ensure fairness and due process for all parties involved in any apparent violation of the Academic Integrity Policy will be developed, and periodically reviewed, by the Dean of Students Office in consultation with the members of the Academic Integrity Committee appointed by the University Senate.

### I. Definition of Academic Dishonesty.

*Plagiarism:* Knowingly copying another's work or ideas and calling them one's own or not giving proper credit or citation. This includes but is not limited to reading or hearing another's work or ideas and using them as one's own; quoting, paraphrasing, or condensing another's work without giving proper credit; purchasing or receiving another's work and using, handling, or submitting it as one's own work.

*Cheating:* Intentional, unauthorized use of any study aids, equipment, or another's work during an academic exercise. This includes but is not limited to unauthorized use of notes, study aids, electronic or other equipment during an examination; copying or looking at another individual's examination; taking or passing information to another individual during an examination; taking an examination for another individual; allowing another individual to take one's examination; stealing examinations. All graded academic exercises are expected to be performed on an individual basis unless otherwise stated by the instructor. An academic exercise may not be submitted by a student for course credit in more than one course without the permission of all instructors.

*Fabrication:* Intentional and/or unauthorized falsification or invention of any information or citation during an academic exercise. This includes but is not limited to changing or adding an answer on an examination and resubmitting it to change the grade; inventing data for a laboratory exercise or report.

*Facilitating Academic Dishonesty:* Knowingly or recklessly allowing or helping another individual to plagiarize, cheat, or fabricate information.

## II. Sanctions Under the Academic Integrity Policy.

*Academic Integrity Warning:* An official written warning that further violations of the Academic Integrity Policy will result in a more severe sanction.

*Academic Integrity Censure:* A more severe sanction than a warning, which may be used when the person who violates the academic integrity policy is not enrolled in the course where the violation occurs.

*Grade Reduction in the Course.* The course grade is lowered one whole letter grade.

### *Special Failing Grades of F\*, E\* and U\**

- a. A student receives a grade of F\*. If the student has not completed an educational assignment within the time specified in the disciplinary decision, an asterisk is added to the F grade and the transcript reads "failure due to academic dishonesty". Students with an F\* remaining on their transcripts may not serve as an officer of any recognized student organization, nor represent the university in events external to the university, including varsity sports, student contests and competitions, and similar events.
- b. A student receives a grade of E\* for pass/fail courses or U\* for audited courses. These grades will be administered in the same manner as a grade of F\*.

*Suspension:* A sanction of Suspension terminates the person's status as an enrolled student for an indefinite period of time and prohibits the student from attending classes. Reinstatement and conditions for reinstatement, if any, shall depend upon an evaluation by the Dean of Students following an application for reinstatement by the student.

*Expulsion:* A sanction of Expulsion terminates the person's status as an enrolled student with no opportunity for reinstatement. Expulsion which results from a violation of the Academic Integrity Policy is listed as such on the student's academic transcript.

*Special Conditions:* All students receiving sanctions ranging from Academic Integrity Warning to Suspension will also be required to complete an educational assignment on ethics and integrity assigned in the disciplinary decision letter.

**PROPOSAL 8-06** (Voting Units: Academic Departments)

**Introduced in University Senate: 18 January 2006**

**Revised: 1 February 2006 and 15 February 2006**

**Adopted by the University Senate: 15 February 2006**

**Approved by Administration: 6 April 2006**

## **Procedures in Support of Michigan Tech's Academic Integrity Policy**

These procedures implement the Academic Integrity Policy of the University Senate.

### **I. Standards.**

A. Faculty (defined in these procedures to include any person to whom the duty to teach and/or grade academic exercises has been delegated, such as GTAs) should:

1. Know Michigan Tech's Academic Integrity Policy.
2. Act reasonably to prevent academic dishonesty in preparing and administering academic exercises, including examinations, laboratory activities, homework and other assignments.
3. Clearly define in writing (e.g., syllabus, web site) the permissible or expected collaboration on any assignment or other academic integrity issues that pertain to their class.
4. Act to prevent academic dishonesty from continuing when it has been observed or reported to them, as described in Section II.
5. Report any incident of academic dishonesty to the Office of Student Affairs.

B. Students should:

1. Know Michigan Tech's Academic Integrity Policy.
2. Maintain personal academic integrity.
3. Treat all graded academic exercises as work to be conducted privately, unless otherwise instructed.
4. Ask faculty to clarify any aspects of permissible or expected collaboration on any assignment.

5. Report any incidents of academic dishonesty in a timely and specific fashion, as described in Section II.

## II. Procedures.

### A. Handling & Reporting Incidents of Academic Dishonesty.

1. Incidents Discovered by Faculty. Faculty should report any incidents of academic dishonesty of which the faculty has knowledge. (GTAs should first consult with their faculty supervisor.)

a. *General Procedures.* If homework, term papers, or other class assignments raise suspicions of academic dishonesty, including suspicions of academic dishonesty raised upon review and grading of in-class assignments, contact the Office of Student Affairs expeditiously. Reports to the Office of Student Affairs may be made on-line at [www.sa.mtu.edu/dean/judicial/integrityviolation/](http://www.sa.mtu.edu/dean/judicial/integrityviolation/) or by telephone, email or campus mail.

b. *In Class Observation of Suspected Academic Dishonesty:* The following procedures are recommended for handling incidents in which a student in a classroom is observed engaged in possible academic dishonesty on an academic assignment.

1) Make a note of the circumstances of the initial observation of the suspicious activity.

2) If possible, have a colleague (proctor, etc.) verify the behavior by observation.

3) If possible, tell the student privately that you have observed him/her engaged in possible academic dishonesty; or, make a general announcement to the class that possible academic dishonesty has been observed (without identifying a specific student or students), and request that the behavior stop.

4) Allow the student to continue with the exam, unless the behavior is creating a serious disturbance.

5) Continue to monitor the student's behavior.

6). Contact the Office of Student Affairs expeditiously. Reports to the Office of Student Affairs may be made on-

line at [www.sa.mtu.edu/dean/judicial/integrityviolation/](http://www.sa.mtu.edu/dean/judicial/integrityviolation/) or by telephone, email or campus mail.

## 2. Incidents Discovered by Students.

a. Students should report, in a timely and specific manner, any incidents of academic dishonesty of which the student has knowledge. The student may report incidents as described below:

1) *Reporting to faculty in person or anonymously.* The instructor or department chair will investigate the report, and contact the Office of Student Affairs if the incident can be confirmed or raises suspicions warranting further investigation.

2) *Reporting to the Office of Student Affairs in person or anonymously.* The Office of Student Affairs will forward the report to the instructor and department chair. The instructor or department chair will investigate the report, and contact the Office of Student Affairs if the incident can be confirmed or raises suspicions warranting further investigation.

b. Students may request that the Office of Student Affairs initiate formal procedures charging violation of the Academic Integrity Policy. In this case, the student filing the report is required to appear and provide information at any hearings that may result.

c. Reports to the Office of Student Affairs may be made on-line at [www.sa.mtu.edu/dean/judicial/integrityviolation/](http://www.sa.mtu.edu/dean/judicial/integrityviolation/) or by telephone, email or campus mail. On-line and email reports are not anonymous.

## B. Notification to Accused Student of Possible Violation.

The accused student (“respondent”) shall receive written notice of the charge(s) imposed, the range of sanction relating to the charge(s) and the date, time and location of the Initial Conference. If the respondent fails to appear at the Initial Conference, the hearing officer may consider all charges true and accurate and take appropriate administrative action as described below in Section D.5.

### C. Initial Conference

At the Initial Conference, the respondent will meet with a hearing officer. The charges, sanctions and rights of the respondent will be explained, and the respondent will be asked if he/she is responsible or not responsible for the charge(s). At that time, the respondent may elect one of the following courses of action:

1. To accept responsibility for violating the Academic Integrity Policy, and request that sanctions be determined by the hearing officer, or recommended by the Academic Integrity Committee. The determination and imposition of sanctions may be postponed for a reasonable time to allow the complainant and /or respondent to produce relevant witnesses or evidence.
2. To deny the alleged violation(s), in which case the respondent shall request one of the following:
  - a. An Administrative Hearing, to be carried out by the hearing officer conducting the Initial Conference. The hearing may take place immediately or may be rescheduled for a reasonable time to allow the complainant and respondent to produce relevant witnesses or evidence.
  - b. A hearing by the Academic Integrity Committee. If, however, the Academic Integrity Committee cannot be convened within a reasonable time, the hearing officer will propose an Administrative Hearing. The respondent may opt to wait until the Academic Integrity Committee can convene.

### D. Hearings

1. Administrative Hearings. Administrative hearings are conducted by a hearing officer designated by the Dean of Students.
2. Academic Integrity Committee Hearings.
  - a. The Academic Integrity Committee is composed of three faculty, three full-time undergraduate students, three graduate students, and two professional staff from the Office of Student Affairs. The faculty members will be chosen from the faculty by the University Senate. The three undergraduates shall be

chosen from the undergraduate student body by the Undergraduate Student Government. The three graduate students shall be chosen from the graduate student body by the Graduate Student Council. The two student affairs professionals will be chosen by the Dean of Students.

b. Panels convened to hear cases involving an undergraduate student shall include an undergraduate student. Panels convened to hear cases involving a graduate student shall include a graduate student.

c. One student, one faculty member, and one student affairs professional staff member shall constitute a hearing panel. The professional staff member will act as chair. Panel membership will rotate on a system determined by the members of the committee.

### 3. Procedures for Academic Integrity Committee and Administrative Hearings.

a. During the hearing, the chair of the Academic Integrity Committee hearing panel, or the hearing officer (in the case of administrative hearings), shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing.

b. Formal rules of evidence shall not be applicable in hearings. Information which reasonable persons would accept as having probative value in the conduct of their affairs is admissible.

c. The respondent may choose to be accompanied at the hearing by another member of the University Community (defined as a registered student, faculty, or staff member) who will serve as the respondent's advisor. The advisor is permitted to communicate with the respondent during the hearing. The advisor may not address the hearing panel or hearing officer, or any other individuals providing testimony. The advisor may not respond to any questions for the respondent

d. Any person, including the respondent, who disrupts a hearing, or fails to adhere to the rulings of the chair or hearing officer, may be excluded from the proceedings.

e. The hearing will be conducted substantially as described below, subject to Section 2 of the Student Code of Conduct (“University Flexibility”):

- 1) The hearing will be called to order by the chair or hearing officer.
- 2) The hearing will be tape recorded.
- 3) The hearing will be closed to the public.
- 4) Hearing panel members or the hearing officer, the respondent and any advisor, the complainant and any witnesses, will state their names.
- 5) Witnesses will leave the room until called.
- 6) The chair or hearing officer will read the charges.
- 7) The chair or hearing officer will determine if the respondent received a copy of the initial conference letter and attended an initial conference.
- 8) The chair or hearing officer will ask the respondent to confirm whether they are/are not responsible for the charges described in the initial conference letter.
- 9) The Complainant and Respondent may present an explanation of the facts and circumstances relating to the incident, present relevant witnesses (other than character witnesses) and/or written information, ask questions of any witness, and reserve the right to not respond to questions.
- 10) The complainant and the respondent may each make summary statements to the hearing panel or hearing officer. There will be no rebuttal.
- 11) The hearing will be adjourned by the chair or hearing officer.

#### 4. Decisions

a. After the hearing is adjourned, the hearing panel or the hearing officer will decide whether the respondent violated the Academic Integrity Policy. Decisions will be made based upon the preponderance of the evidence presented in the hearing.

b. In determining what sanction and special condition(s) should be imposed, the hearing officer or hearing panel will consider the respondent’s prior record of responsibility (if any) in disciplinary cases under the Academic Integrity Policy and the Code of Student Conduct

c. Within five (5) business days of the hearing, the chair or hearing officer will provide the respondent and faculty complainant with written notification of the decision.

## 5. Range of Sanctions.

a. Sanctions are described in the Academic Integrity Policy. The minimum sanction for a second offense is a Grade Reduction in Course, or Academic Integrity Censure (for students not enrolled in the course). The minimum sanction for a third offense is Expulsion.

b. In determining the sanction and educational special condition(s), if any, the hearing officer or hearing panel will consider the following factors:

1) Whether the respondent's academic integrity violation(s) resulted from intentional or negligent acts.

2) Whether the respondent has been found responsible in one or more previous academic integrity incidents.

3) Whether the respondent has been found responsible for any other conduct violations under the Student Code of Conduct.

## E. Appeals

1. The respondent may appeal decisions of a hearing panel or hearing officer. Instructions for initiating an appeal will be provided in every disciplinary decision letter.

2. The scope of the appeal shall be limited to the following:

a. Question of Fact: A respondent may appeal on "questions of fact" by introducing new evidence which would significantly affect the outcome of the case. Evidence that comes forward that was not known by the respondent shall be considered as new evidence. Evidence that was withheld by the respondent shall not constitute a question of fact, nor is it to be considered upon appeal.

b. Question of Procedure: Appeals will be considered on the basis of "questions of procedure" by demonstrating that the

procedural guidelines established in this document were breached and that such departure from established procedure significantly affected the outcome of the case.

c. Severity of Sanction: Respondents may appeal the "severity of sanction" that has been imposed by presenting a statement explaining why they feel the sanction and/or special conditions are too severe.

3. All facts and evidence related to the case shall be reviewed by the Dean of Students or designee (in consultation with the Dean of the Graduate School, in cases where a graduate student is the respondent), to determine whether just cause exists to review the hearing panel's or hearing officer's decision. If just cause is determined to exist, then a three-member Appellate Hearing Panel of the Academic Integrity Committee shall be convened by the Dean of Students or designee. If the original hearing was before a hearing panel, then the appeal panel shall be comprised of members of the Academic Integrity Committee who did not hear the original case.

4. The Appellate Hearing Panel will review the record and render a decision on the appeal. The Appellate Hearing Panel may (a) deny the appeal; (b) remand the case to the original hearing officer or Academic Integrity Committee panel; (c) reduce the sanctions and/or (d) dismiss the charges.

5. The Dean of Students or designee will notify the student in writing of the decision of the Appellate Hearing Panel within five (5) business days of the appellant hearing. This action shall be final and is not subject to further appeal.

To make a report or obtain additional information, contact:

Director, Student Judicial Affairs  
Office of Student Affairs  
170 Admin. Bldg.  
Michigan Technological University  
Houghton MI 49931-1295  
906-487-2212  
email: [studentaffairs@mtu.edu](mailto:studentaffairs@mtu.edu)

On-line reports: [www.sa.mtu.edu/dean/judicial/integrityviolation/](http://www.sa.mtu.edu/dean/judicial/integrityviolation/)

## **History**

**Pursuant to Senate Proposal 8-06, approved by Dean of Students on June 16, 2006 and Academic Integrity Committee on August 1, 2006.**