

<b>Title: Academic Honesty and Misconduct</b>	
Originated by: Vice President of Instructional Services	
Originated Approver: President/Board of Directors	Originated Date: 1/31/2023
Revised by: Dean of Academics / Vice President of Student Success	Revised Date: 1/2023
Reviewed on: 11/2011; 7/2016; 1/2023	

### **Policy Statement**

Academic honesty at Manhattan Area Technical College (MATC) is an important part of student success. Academic honesty is the advancement of knowledge requiring that all students and instructors respect the integrity of another's work and recognize the importance of acknowledging and safeguarding that work. To ensure the highest level of service to the student, MATC provides the opportunity for a student to appeal any dispute arising from academic misconduct.

### **Rationale:**

MATC views academic honesty as an integral part of student development and learning. All MATC students are expected to understand the college's policy on academic honesty and misconduct, and what could result if academic misconduct occurs. Students also have a right to due process through the MATC Grievance Policy.

### **What is Academic Dishonesty:**

Academic misconduct is an action taken by a student that violates the college's policy on academic honesty. MATC defines academic misconduct as the following:

#### Cheating

- Giving or receiving unauthorized help on an individual or group assignment, paper, or exam
- Reusing an assignment written for another course without proper authorization
- Taking an exam for another student or having another student take an exam for a student
- Using unauthorized material on an exam
- Altering or fabricating academic data, records, or documents with the use of conventional or electronic devices

#### Plagiarizing

- Using others' ideas and/or words without correctly acknowledging the source of that information
- Copying someone else's copyrighted material without written permission of the copyright owners
- Taking credit for an assignment or research project done by another student
- Doing work or research for another student

#### Falsification and Fabrication

- Altering, counterfeiting, or inventing information or material presented in an academic evaluation activity

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- Presenting data in a piece of work that were not gathered in accordance with guidelines defining appropriate methods for collecting or generating data
- Including substantially inaccurate account of the method by which the data were gathered or collected.

Abuse of Academic Materials

- Destroying, stealing, altering, or making accessible library, laboratory, or other academic resource materials, including computer data, or attempting to do so
- Stealing examinations, or other course materials, or attempting to do so

Complicity in Academic Dishonesty

- Helping, or attempting to help, another to commit an act of academic dishonesty
- Providing material or information to another person with knowledge that the material or information will be used deceitfully in an academic evaluation activity
- Permitting one's own work to be submitted by another person as if it were that person's original work.

Falsification of Records and Official Documents

- Altering documents affecting academic records
- Forging signature of authorization or falsifying information on any official academic document, including a permission form, a petition or any other document designed to meet or exempt a student from an established academic regulation
- Failing to report previous academic records.

Personal Misrepresentation and Proxy

- Participating in an academic evaluation activity in the place of another person either before or after enrollment
- Assisting in any arrangement whereby any work, placement or proficiency tests, classroom performance, examination or other academic evaluation activity is submitted or performed by a person other than the student in whose name the work is submitted or performed
- Having another person participate in an academic evaluation activity or evaluation in place of oneself
- Using artificial intelligence (AI) to produce and submit work as your own.

Bribes, Favors, Threats

- Bribing or attempting to bribe, promising favors to, or making threats against any person, with the intention of affecting a record of a grade or evaluation of academic performance
- Conspiring with another person who then performs one of these acts in one's behalf.

Violations of academic misconduct must be documented. Consequences for students in violation of the MATC Academic Honesty and Misconduct Policy will be at the discretion of faculty and/or administration. Consequences include, but are not limited to:

- Written warning.
- An "F" or zero points given for the assignment, paper, exam, etc.
- An "F" or zero points given for the course (*administration approval required*)
- Removal from the course and/or program by Executive Administration
- Expulsion from the college by Executive Administration/President

Any student accused of academic misconduct will receive written confirmation of the violation and consequence(s). If a claim of academic misconduct is in dispute, the student may file a grievance, following the Student and Community Grievance Procedure.

**Procedures for Dealing with Academic Misconduct**

When a faculty member has reason to believe that academic misconduct has occurred, the following procedures should be carried out:

- Complete Academic Misconduct report providing explanation and evidence of occurrence.
- In cases where academic dishonesty cannot be firmly established, the faculty member should meet or communicate with the student to obtain sources or to determine the student's familiarity with the work that is being questioned.
- Faculty should alert the appropriate Dean of a suspected incident of academic misconduct.
- Meet or communicate with the student to discuss the incident. In this process, the following should be addressed:
  - Describe the evidence that confirms that academic misconduct occurred.
  - Listen to the student's response.
  - Review what academic dishonesty is and the Academic Honesty and Misconduct policy, why it is unacceptable in a scholarly community, the consequence of the student's academic misconduct, and how to resolve the violation in the future.

Upon investigation and conversation with the student, if the faculty member determines that academic misconduct did not occur, he or she should make note of such on the academic misconduct report and provide it to the appropriate academic Dean.

If the faculty member concludes that academic misconduct did occur, faculty should provide completed academic misconduct report, evidence of violation, and determination of consequence of such violation to the appropriate academic Dean.

The academic Dean should review to determine if this is the student's first offense. Knowledge of a student's prior record should be used in determining further penalties but must not enter into the decision about the presence or nature of academic dishonesty in the case under scrutiny.

The appropriate academic Dean will review the case and all current and past materials with the Chief Academic Officer to determine if current penalty is sufficient or further disciplinary action should be accessed. Any additional disciplinary action will be communicated to the student either by the academic Dean or the Chief Academic Officer's department.

The academic misconduct form, evidence, comments, notes, etc. are electronically filed and become part of the student's academic record.

**The Process for Documentation of Student Responses, Appeals, and Grievances:**

- After receiving a copy of the Academic Misconduct Report, a student may provide any written comment to accompany the report when provided to the academic Dean.
- A student may appeal the decision documented as a result of academic misconduct through the student and community grievance process.



**ACADEMIC MISCONDUCT INCIDENT REPORT**

Complete this form for student violations of Policy 4.3.2 Academic Honesty and Misconduct

Student Name \_\_\_\_\_

Instructor Name \_\_\_\_\_

Program (if applicable) \_\_\_\_\_

Course Number and Name \_\_\_\_\_

Date of Incident \_\_\_\_\_

Brief Statement of Incident (include appropriate documentation)

Date and Time Student Informed \_\_\_\_\_

Please select the action that is being taken as a result of this incident (check all that apply)

- Student has been issued a written reprimand
- Student has been given an "F" or zero points for the assignment, paper, or exam
- Student has been given an "F" for the course (*administration approval required*)
- Student is removed from the course and/or program by Executive Administration
- Student is dismissed from the college by Executive Administration/President

\_\_\_\_\_  
Instructor Signature Date

\_\_\_\_\_  
Dean Signature Date

\_\_\_\_\_  
Chief Academic Officer Date