

Academic Integrity Procedure

Purpose

To ensure academic honesty and integrity in the classroom, regardless of modality.

Academic Misconduct

Academic misconduct consists of, but is not limited to the following:

1. Cheating on an examination, clinical, or the preparation of academic work. Any student who engages in any of the following shall be deemed to have engaged in cheating:
 - a. Copying from another student's test paper, laboratory report, report, computer files, data, listings, and/or programs;
 - b. Using, during a test, materials not authorized by the instructor (including when taking tests at a NDSCS Test Center);
 - c. Conspiring with another person, without authorization, during an examination, clinical, or in preparing academic work;
 - d. Contributing to or facilitating academic misconduct with others ;
 - e. Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possession in whole or in part, the contents of coursework, an examination or quiz;
 - f. Substituting for another student, or permitting another student to substitute for oneself in taking an examination, clinical, or preparing academic work;
 - g. Bribing another person to obtain an examination or information about an examination;
 - h. Individual alteration or attempting to bribe any faculty/staff/student to alter a grade.
2. Plagiarizing or appropriating another work or idea without properly acknowledging incorporation of that work or idea into one's own work offered for credit.
3. Any forgery, alteration, or misuse of academic documents, forms, or records.
4. Fabrication including the intentional falsification or invention of any information.
5. Working with another student(s) to participate in academic misconduct.
6. Violating requirement or agreements associated with academic work or guided work experiences.
7. Sharing passwords, login information, or access to online course content.

Outcomes of Academic Misconduct

When an instructor has convincing evidence of academic misconduct, outcomes may include, but are not limited to:

- A reduced or failing grade may be assigned for the course, academic work, or activity.
- The student may be required to re-submit the assignment.
- The student may be required to submit an alternative assignment that meets the same learning outcomes.
- Additional action may be taken in certain academic programs (refer to academic program guidelines/expectations)

Academic Conduct Procedure

The instructor will provide notice to the student(s) via their official NDSCS email account. The notice will include the alleged academic misconduct and potential outcome(s) based on the instructor's stated policies and those of the academic program or institution.

Informal Resolution

The student may request a meeting within five (5) business days with the instructor to discuss the alleged academic misconduct and the potential outcome.

If a meeting is requested, the instructor will:

- Explain the alleged academic misconduct;
- Detail any related evidence; and
- Provide the student the opportunity to respond to the allegation of academic misconduct.

Informal resolution is reached where:

- The student and the instructor agree academic misconduct did not occur; or
- The student agrees to the alleged academic misconduct and agrees to the proposed outcome, waiving all appeal rights.
- Instructor completes the Academic Misconduct Reporting Form which is routed to the Student Conduct Office to document student acknowledgement of the outcome.

If informal resolution is not achieved at the individual or departmental level, the student should contact the department chair, director, or academic dean with administrative responsibility for the department or individual involved. These individuals may be able to provide assistance in resolving the issue in an informal manner at the individual or department level. If an informal resolution is not successful, the instructor or administrator will inform the student of the formal grievance process.

Formal Resolution

Formal resolution will follow the established Academic Grievance Process.

Filing for a Formal Academic Grievance

Step 1. Students wishing to file a formal academic grievance shall do so to the department chair, director, or academic dean with responsibility for the department or individual involved by submitting the grievance in writing. The grievance shall be submitted within five (5) business days of the departmental decision or determination by the administrator that informal resolution is not possible.

Step 2. The department chair, director, or academic dean, either alone or in consultation with appropriate faculty, staff and students will initiate the resolution process by investigating the complaint. An alternate resolution or decision will be reached within ten (10) business days of receipt of the grievance and communicated to the student in writing. The department chair, director, or academic dean will submit an Academic Misconduct Reporting Form documenting the outcome of the grievance process. If there is no appeal, the decision of the department chair, director, or academic dean is final.

Filing an Appeal of an Academic Grievance Decision

If the student is not satisfied with the resolution or decision, a written appeal may be submitted to the executive vice president for academic and student affairs office, located in Haverty Hall 123, 701-671-2416, within five (5) business days of the decision. The appeal must be based on one or more of the following factors:

- the established procedures were not properly followed; or
- an adequate opportunity to present evidence was not allowed; or
- additional information exists that was not available or considered at the time of the decision; or
- the evidence was not substantial enough to justify the decision.

The executive vice president for academic and student affairs shall assemble a Student Academic Grievance Committee within ten (10) business days of receipt of the written appeal. The Student Academic Grievance Committee shall be composed of two students designated by the Student Senate, two faculty members designated by the Faculty Senate and the Executive Vice President of Academic and Student Affairs or their designee. A member with a conflict of interest may be removed or may voluntarily withdraw from the committee if the situation warrants such action.

The executive vice president for academic and student affairs or their designee shall inform the student and Student Academic Grievance Committee of the specific time and place of the meeting. The committee shall review the written appeal provided by the student and the record made by the department chair, director or academic dean, and reach a decision based upon these documents. The committee may, in its sole discretion, receive additional testimony or other evidence and make that information part of its record. Upon reaching a decision, the executive vice president for academic and student affairs or their representative shall, if possible, orally communicate the committee's decision to the student followed by a written decision within two business days. The decision of the Student Academic Grievance Committee is final.

All references to business days shall be days that College offices are open.

All students have the right to present grievances in accordance with the steps outlined in this policy and are assured freedom from discrimination, coercion, restraint, or reprisal in presenting grievances.

If a student chooses to appeal an academic grievance decision, he/she is allowed to register and attend classes pending a resolution of the appeal. The student is responsible for any charges (tuition, fees, housing, dining services, tools, etc.) incurred during the review process. The student must adhere to the NDSCS Student Rights and Responsibilities: A Code of Conduct. Students engaging in dangerous, unlawful, or ongoing disruptive behavior may be denied from attending classes.