Policy Title: Academic Honesty and Integrity

Purpose:
In support of Minnesota State Community and Technical College’s core values, this policy establishes the standards for academic honesty and enforces the college’s commitment to teaching and learning while maintaining authenticity, ethics, and scholarship in one’s work as a student at the college. This policy also establishes the due process procedures for the internal resolution of acts of academic dishonesty.

Definitions:
Academic dishonesty:
Academic dishonesty refers to the use of either intellectual property produced by the work of others that has not been given the appropriate recognition or the intentional misuse of quantitative or qualitative data.

Plagiarism:
Plagiarism is one example of academic dishonesty. Plagiarism is presenting someone else’s ideas or work as your own. Plagiarism also includes copying verbatim or rephrasing ideas without properly acknowledging the source by author, date, and publication medium. Students must take great care, whether in a draft or final version of a paper or project, to distinguish their own ideas and language from information acquired from other sources. Sources include published primary and secondary materials, electronic media, unpublished materials, and information and ideas gained through other people.

Consequence:
A consequence is an academic decision that may be issued due to committing an act of academic dishonesty. Academic consequences may include but are not limited to one or more of the following: non-acceptance of submitted course work, failing grade on an assignment, lower grade in a course, or failing grade in a course. In severe cases, the student may be referred to the student code of conduct process for possible sanctions. This list is not exhaustive.

Policy:
Minnesota State Community and Technical College is committed to providing students with the competencies and skills associated with academic honesty and integrity. Students are expected to meet and understand academic requirements of honesty and integrity pursuant to this policy. Students are expected to be the sole authors of their work and to acknowledge the authorship of others’ work through proper citation and reference. Use of another person’s ideas, including another student’s, without proper reference or citation constitutes plagiarism and academic dishonesty and is prohibited conduct. The College extends the concept of plagiarism to include issues of copyright and trademark infringement. Submission of prior work without self-citation constitutes self-plagiarism and academic dishonesty and is prohibited conduct.
Collaboration in the completion of course work is prohibited unless explicitly permitted by the course instructor. Where such collaboration is permitted by the course instructor, students must acknowledge any collaboration and its extent in all submitted course work.

The consequences of academic dishonesty are determined on a case-by-case basis by each instructor and may include but are not limited to one or more of the following academic consequences: non-acceptance of submitted course work, failing grade on an assignment, lower grade in a course, or failing grade in a course. In severe cases, the student may be referred to the student code of conduct process for possible sanctions.

Minnesota State Community and Technical College students, faculty, and staff share the responsibility for promptly reporting any alleged violation of this policy.

*Associated Policies:*

*Associated Procedures:*

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**Policy History:**

*Policy Owner:* Chief Academic Officer  
*Policy Author:* Gary Henrickson  
*Date of Adoption:* 3/28/2013  
*Date of Implementation:* 10/26/2016  
*Date and Subject of Revision:* 3.28.13 original draft, 10.26.16 updated to include clearer language.

*Policy Group Assignment:* Educational