



Hennepin Technical College™

Chapter 3: Educational Policies

Academic Integrity

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Revised: 12/11/2023
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President Approved: 1/3/2025
Next Review Date: 12/13/2029
Authority: Hennepin Technical College
Custodian of Policy: Vice President of Academic & Student Affairs

Procedure

3HTC.9.1

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PROCEDURE:

1. In the event of a possible academic integrity violation, the faculty member will communicate with the student regarding this possible violation, consider the evidence, and hear the student's explanation.
2. Based on this interaction and information obtained, the faculty member will decide if a violation has occurred and the sanctions for that violation. Faculty may consult with their Academic Dean or Dean of Student Success, Equity and Inclusion as needed in this decision-making process.
3. If a violation occurred, the faculty member will complete an "Academic Integrity Complaint Form" which is routed to the Dean of Student Success, Equity, and Inclusion and to the Academic Dean.
4. In the event of a first violation, the Academic Dean informs the student in writing that
 - i. this form and any supporting evidence provided will be kept in the student's conduct file
 - ii. future violations may result in additional disciplinary action
 - iii. the student has a right to appeal the sanction(s) given by the faculty member as described below.
5. In the event of a second violation, the Academic Dean and the Dean of Student Success, Equity and Inclusion will initiate the Student Code of Conduct violation process.
 - a. Students found responsible for multiple violations of the Academic Integrity Policy may be given more severe sanctions including, but not limited to suspension or expulsion from Hennepin Technical College.
6. The College keeps the complaint form, any supporting documentation, and records of adjudication on file for up to 7 years.

SANCTIONS:

The faculty member will identify policy violations and sanctions as described in their course syllabus.

Examples of sanctions for a first violation may include:

- assigning a zero for the assignment;
- requiring a make-up assignment;
- requiring an additional assignment about the ethical implications of breaches of academic integrity; and/or
- assigning additional practice in proper citation methods.

APPEALS

Any student may appeal a decision for an academic integrity violation. The appeal process is outlined in policy 3.6 Student Code of Conduct.