



Chapter 3: Educational Policies

Academic Integrity

Adoption: 5/2/2018
Revised: 12/11/23
Last Reviewed: 11/13/2024 (AASC)
President Approved: 1/3/2025
Next Review Date: 12/13/2029
Authority: Hennepin Technical College
Custodian of Policy: Vice President of Academic & Student Affairs

Policy

3HTC.9

Page 1 of 3

POLICY STATEMENT

Purpose

The purpose of this policy is to assure that faculty, students, staff, and administrators meet their responsibility to value, demonstrate, and safeguard academic integrity as one of the college's most essential institutional values. The College has an obligation to establish and promote standards of academic integrity, and each member of the College community has the responsibility to understand, support, and practice them.

Definition

Academic integrity includes the expectation that a person's work presented as their own, is in fact their own. It also includes respect and acknowledgement of the work of others.

Faculty and students rely on a variety of educational tools, including textbooks, digital resources, software, and equipment ranging from calculators to simulators. Student use of educational tools is not a violation of academic integrity; however, using such tools in a manner explicitly prohibited by an instructor is a violation of academic integrity.

The following are examples of violations of academic integrity. Students are responsible for understanding this policy.

Prohibited Conduct

All forms of academic dishonesty defined below are prohibited and may result in sanctions.

1. Academic Dishonesty: CHEATING

- Copying from other students or using any assistance not explicitly granted by the instructor in taking quizzes, tests, or examinations.
- Dependence upon the aid of sources beyond those authorized by the instructor to complete assignments.
- Acquisition without permission of tests or other academic material belonging to a faculty member, staff member, or student of the college.
- Dual submission or resubmission of a paper or project to a different class without express permission from the instructor.
- Intentionally giving or receiving unauthorized aid or notes on examinations, papers, or class assignments intended to be individually completed.
- The unauthorized copying of tests or any other deceit or fraud related to a student's academic conduct.
- Collaborating with another person without instructor authorization when preparing an assignment.



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Page 2 of 3

2. Academic Dishonesty: PLAGIARISM

- The knowing or negligent use by paraphrase, direct quotation, or summary of the published or unpublished work of another person without full and clear acknowledgment.
- The knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- Obtaining someone else's work and presenting those ideas or words as a student's original academic work.

3. Academic Dishonesty: UNAUTHORIZED USE OF GENERATIVE ARTIFICIAL INTELLIGENCE TOOLS

- Using generative artificial intelligence (AI) tools to fulfill course requirements, both graded and ungraded, unless explicitly permitted by the instructor.
- Intentionally representing content produced by generative AI as one's own work.
- Failing to properly cite usage of generative AI tools.
- Depending upon the aid of generative AI beyond those authorized by the instructor to complete course requirements.

4. FABRICATION

- Fabrication will be defined as manufacturing data or results and recording or reporting them as verifiable information.

5. FALSIFYING ACADEMIC RECORDS

- Falsifying academic records will include, but is not limited to:
 - a. Altering grades or other academic records.
 - b. Assisting in the altering of any official record of the college.
 - c. Submitting false information.
 - d. Omitting requested information that is required for or related to any academic record of the college.
- Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar.



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Page 3 of 3

6. COPYRIGHT INFRINGEMENT

- Hennepin Technical College will pursue cases where Copyright Infringement is suspected to be intentional. Copyrighted works are “original works of authorship fixed in any tangible medium of expression, now known or later developed,” and examples include, but are not limited to:
 - a. Musical or Verbal Recordings
 - b. Graphics
 - c. Artwork

Notification

Faculty members who identify an academic integrity violation will follow the procedure outlined in 3.9.1 Academic Integrity Procedure.