



Montana State University – Great Falls Policy and Procedures Manual

SUBJECT: Student Affairs
Policy 301.1 Academic Integrity
Effective: February 2007 Revised: January 2008

As an institution of higher education, Montana State University - Great Falls College of Technology requires its students to adhere to high standards for academic integrity. It is a violation of academic integrity to present the ideas, designs, or work of another person as one's own effort or to permit another person to do so. The College will regard the following acts as violations of academic integrity requiring disciplinary action:

Plagiarism – Submitting an assignment -- whether written, oral, graphic, or computer-generated -- which consists wholly or partially of the words, work, or ideas of another individual without giving the original author proper credit.

Copying – Using crib notes, cheat sheets, books, or other material, resource, or electronic device as aids in an examination or any other graded exercise, unless the instructor of the class has given permission to use such materials; collaborating with another student or students on an examination or other graded exercise, without instructor permission; contributing to violations of academic integrity; knowingly assisting another student in an act which violates academic integrity.

Violations of academic integrity are serious offenses and will be subject to appropriate consequences at MSU-Great Falls College of Technology. The consequence for the first such violation is determined by the instructor involved, who will balance the seriousness of the violation with a concern for the development of the student as a learner and a citizen. Consequences of a first violation or subsequent violations in the same course may range from having to resubmit the particular assignment/test to receiving a failing grade in the course. Subsequent violations in other courses may result in the range of consequences determined by the instructor, as well as additional sanctions recommended by the Department Chair for enactment by the Associate Dean for Instruction and Assessment. A student who has violated the Academic Integrity Policy may also be prevented from representing the College in any official manner, including holding office in Student Government.

At the request of faculty and upon approval by the Assistant Dean for Student Services, a student may be prevented from withdrawing from a course in a case of academic dishonesty. After informing the student of a violation of this policy and the consequences that will be imposed, faculty must report all violations using the [Notification of Violation of Academic Integrity form](#), to their respective Department Chair, the Assistant Dean for Student Services, and the Associate Dean for Instruction and Assessment within one week of the incident.

Students accused of academic dishonesty retain their right to due process and may file a complaint through Student Services in response to any academic or disciplinary sanctions. The appeal process is detailed in the College Catalog under Academic Complaints.

Academic Integrity Processes for Bozeman Operation – Because of the different structure and clientele of the College's Bozeman operation, the above processes have been modified to fit the two types of students served there and the administrative structure.

For **MSU students** taking courses with the Bozeman operation - The consequence for the first academic



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integrity policy violation is determined by the instructor involved, who will balance the seriousness of the violation with a concern for the development of the student as a learner and a citizen. Consequences of a first violation or subsequent violations in the same course may range from having to resubmit the particular assignment/test to receiving a failing grade in the course. Subsequent violations in other courses may result in the range of consequences determined by the instructor, as well as additional sanctions recommended by the Assistant Dean for Bozeman Programs.

At the request of faculty and upon approval by the Assistant Dean for Student Services, a student may be prevented from withdrawing from a course in a case of academic dishonesty. After informing the student of a violation of this policy and the consequences that will be imposed, faculty must report all violations using the [Notification of Violation of Academic Integrity form](#), to the Assistant Dean for Bozeman Programs, the Assistant Dean for Student Services, and the Associate Dean for Instruction and Assessment within one week of the incident. The Assistant Dean for Student Services will notify the MSU Dean of Students of the violations and consequences imposed.

Students accused of academic dishonesty retain their right to due process and may file a complaint through MSU-Great Falls Assistant Dean of Student Services in response to any academic or disciplinary sanctions. The appeal process is detailed in the College Catalog under Academic Complaints.

For **MSU-Great Falls students** taking courses with the Bozeman operation - The consequence for the first academic integrity policy violation is determined by the instructor involved, who will balance the seriousness of the violation with a concern for the development of the student as a learner and a citizen. Consequences of a first violation or subsequent violations in the same course may range from having to resubmit the particular assignment/test to receiving a failing grade in the course. Subsequent violations in other courses may result in the range of consequences determined by the instructor, as well as additional sanctions recommended by the Assistant Dean for Bozeman Programs.

At the request of faculty and upon approval by the Assistant Dean for Student Services, a student may be prevented from withdrawing from a course in a case of academic dishonesty. After informing the student of a violation of this policy and the consequences that will be imposed, faculty must report all violations using the [Notification of Violation of Academic Integrity form](#), to the Assistant Dean for Bozeman Programs, the Assistant Dean for Student Services, and the Associate Dean for Instruction and Assessment within one week of the incident.

Students accused of academic dishonesty retain their right to due process and may file a complaint through Student Services in response to any academic or disciplinary sanctions. The appeal process is detailed in the College Catalog under Academic Complaints.