



## Academic Integrity

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As an institution of Higher Education, Northern New Mexico College (hereinafter “the College”) places the utmost importance upon honesty, especially in all academic work; academic integrity is essential to the credibility of the college’s educational programs. As a student, academic integrity is a fundamental principle of academic life at the College. Moreover, because assessment may be competitive, students who misrepresent their academic work violate the rights of their fellow students. The College, therefore, views any act of academic dishonesty as a serious offense. Violations of academic integrity include cheating or assisting others to cheat. Examples of academic dishonesty include plagiarism, falsification of academic records or documents, and unauthorized access to computerized academic or administrative systems. Any student who is found to have engaged in academic dishonesty is subject to discipline, including failing the assignment, failing the course, and even expulsion from the college, not to mention possible unforeseen effects far beyond any officially imposed penalties. In addition, an act of academic dishonesty may have unforeseen effects far beyond any officially imposed penalties.

### PLAGIARISM

Plagiarism is representing others’ ideas as if they were your own or reusing your own work as newly completed work. When you write an essay, do a project, or create anything original, it is assumed that all the work, except for that which is attributed to another author or creator, is your own work. Be aware that word-for-word copying is not the only form of plagiarism.

Plagiarism is considered a serious academic offense and may take the following forms, though this is not an exhaustive list:

- Copying word-for-word from another source and not giving that source credit.
- Cutting and pasting from an Internet or database source without giving that source credit.
- Paraphrasing the work of another and not giving that source credit.
- Adopting a particularly apt phrase as your own.
- Reproducing any published or copyrighted artwork, both fine and commercial.
- Digitally duplicating or downloading any copyrighted software, programs or files.
- Paraphrasing another’s line of thinking in the development of a topic as your own.
- Receiving excessive help from a friend or elsewhere, or using another project as your own.
- Self-plagiarism. If you reuse ideas or phrases that you used in prior work and do not cite the prior work, you have plagiarized. Many academic honesty policies

prohibit the reuse of one's prior work, even with a citation. If you want to reuse your work, consult with your instructor.

[Adapted from the Modern Language Association's MLA Handbook for Writers of Research Papers. New York: MLA, 1995: 26.]

## CONSEQUENCES OF VIOLATIONS TO ACADEMIC INTEGRITY POLICY

All violations of academic integrity will be reported to the respective Academic Chair. A student has the right to appeal each reported violation following the procedure listed below.

A first offense will be handled according to the consequences regarding individual acts of academic dishonesty or plagiarism detailed in each individual course syllabus. A student is required to complete an academic integrity review session through the Office of the Assistant Provost. A student will be prohibited from course registration until the session is completed. A first offense is reported to the Academic Chair of the program, along with the faculty advisor by the faculty member.

A second offense of academic dishonesty as recorded by the Office of Academic Affairs will result in a final grade of failure (FX) for the course which will supersede any withdrawal action by the student. The student will meet with the faculty member, Academic Chair and the Assistant Provost or designee. If the faculty member is unavailable the student will meet with the faculty member's supervisor for that department.

A third offense will result in a final grade of failure (FX) for the course which will supersede any withdrawal action by the student. In addition, the case will be brought forward by the Dean of the School to a committee that consists of the following:

- Dean of the School\* (Committee Chair)
- Assistant Provost for Student Affairs
- Academic Chair (specific to the student's program)
- Instructor of the course in which third plagiarism occurred
- Two faculty members, at least one of whom is outside of the student's program or department, appointed by the Faculty Senate Chair

*\* If the Dean position is vacant, the Provost will serve as the Chair*

In the case of a third violation, the committee will determine if the student will receive either a one-year suspension or a permanent dismissal from the college. The student will receive a certified letter stating the committee's decision. The decision of this committee is final and cannot be appealed.

## STEPS TO APPEAL THE REPORTED VIOLATION OF ACADEMIC INTEGRITY AND RELATED RAMIFICATIONS

A student may appeal a report of academic dishonesty solely and exclusively in accordance with the following procedures.

1. Appeal to the Faculty Member. The student shall, in good faith, attempt to settle the disputed incident of dishonesty or plagiarism by meeting with the faculty member who reported the academic integrity violation. The student is responsible for bringing all relevant materials that support his or her appeal to this meeting. During this meeting the faculty member and student will discuss the issue. This meeting shall be accomplished within 3 business days from the date of the notification of the offense unless additional time is requested and approved by the Chair of the respective school. The faculty member will provide a written response to the student and program Chair within 2 business days. If the faculty member is unavailable, then the student will meet with the faculty member's supervisor for that program or division.
2. Appeal to the Academic Chair. If the student is not satisfied with the result of his or her meeting with the faculty member or the department's designee, he or she can appeal the decision to the Academic Chair. To do so the student shall submit a letter not to exceed two typed pages to the Academic Chair within 3 business days from the date of receiving the faculty member decision on the appeal unless additional time is requested and approved by the Dean of the School (Provost in the absence of a Dean). The letter must include an explanation of the disputed elements in the student's reported dishonesty, why the student believes the faculty member was in error, and a clear statement of what outcome the student seeks. The student may attach materials previously submitted to the faculty member, but no additional materials are to be submitted. The Chair will meet with the student within 5 business days after the receipt of the letter. The Chair will respond, in writing, to the student, faculty member and the Dean of the School (Provost in the absence of a Dean) within two business days after the meeting. For first and second offenses the Academic Chair decision is final.
3. Appeal to the Dean of the School (Provost in the absence of a Dean). For students who have incurred a third offense and are facing separation from the college, the student has the option of appealing to the Dean of the School. To activate this option, the student shall submit a written request to the Dean of the School to convene an Academic Integrity Appeals Committee. The student shall submit the written request within 2 business days of receiving the decision of the Academic Chair. The student may attach materials previously submitted to the Academic Chair, but no additional materials are to be submitted.

The Dean of the School shall convene the Academic Integrity Appeals Committee to consider the issues involved in the academic integrity dispute. The Academic Integrity

Appeals Committee shall meet within 5 business days after the written request has been received by the Dean of the School.

The membership of the Academic Integrity Appeals Committee shall consist of the following:

- Dean of the School
- The Assistant Provost for Student Affairs.
- Two faculty members appointed by the chair of the Faculty Senate (these faculty members will not have served in prior proceedings that determined culpability.)
- One undergraduate student appointed by the president of the Student Senate.

The student has the right to be accompanied by his/her parents or another student to the Academic Integrity Appeals Committee meeting. Either party shall have the right to bring in witnesses necessary for the processing of the appeal. The student may not submit additional materials to the Appeals Committee. Since this is an internal grievance procedure, legal counsel shall not be involved in the process.

The Academic Integrity Appeals Committee shall notify the student, faculty member, Program Chair, and Registrar of its decision in writing within 5 working days after considering the issue. The decision of the Academic Integrity Committee is final.

## GENERAL PROVISIONS OF THE ACADEMIC INTEGRITY APPEAL PROCESS

**Finality.** It is desirable that a solution to an academic integrity appeal be reached at the level closest to the course in which the student reportedly exhibited a breach of integrity. The appeal shall be considered resolved when the solution offered is accepted by the student and further appeal is not requested.

**Waiver.** If the student does not act on the appeal process within the specified time limits, the appeal shall be considered settled based on the last decision rendered. If the student is not notified of a decision within the specified time limit, the appeal is automatically moved to the next step in the appeal process. Time limits may be extended by the mutual, written consent of both parties.

**Professionalism.** Students, faculty members and administrators involved in the academic integrity appeal process shall act in an ethical manner and shall not be subject to discipline or reprisal because of such involvement.

**Confidentiality.** To protect all parties concerned, the strictest privacy shall be maintained by all