



Procedure Name: Academic Integrity

Custodian of Procedure: Provost and Vice President for Academic Affairs

Date of Adoption: July 2000

Date of Next Review: September 2032

PROCEDURE

As this policy refers to academic obligations, the process will be managed in the academic department(s), college(s) and the Office of Academic Affairs. All efforts should be made to resolve the allegations at the lowest level possible. Cumulative decisions against a particular student may lead to increased levels of corrective actions.

Step 1: Informal Resolution with the Instructor

When a faculty member suspects that an incident in violation of academic integrity has taken place, the faculty member shall:

- Alert the student to the alleged incident within 5 business days of discovering the violation.
- Offer to meet with the student to discuss the alleged violation. The student has the right to bring an advisor to the meeting as a source of support or advice, but the advisor may not ask or answer questions on the student's behalf. The student may also bring corroborating evidence.
- Present to the student evidence in support of the allegation.
- Maintain copies of all the evidence and a record of the meeting with the student.

As much as possible, the instructor should enter the meeting seeking to understand what happened from the student's perspective and use this conversation as a teaching moment.

Based on the evidence and the meeting with the student (if they chose to meet), the instructor must determine whether a sanction is needed.

After meeting with the student, the instructor will determine the action needed using the following scale of sanctions.

1. No corrective action is needed.
2. Corrective action is needed: Additional education about academic integrity.
3. Corrective action is needed: Required revision the assignment or exam.
4. Assign reduced or failing grade on the assignment or exam.
5. Assign a failing grade for the course.
6. Recommend disciplinary warning, probation, suspension to the Office of Student Conduct.
7. Dismiss student from the academic program.

If the corrective action includes changing a student's grade (e.g., the student withdrew from the course before the academic integrity procedure could begin), the instructor will notify the Dean of the academic college and the Office of Registration and Academic Records and provide official documentation of the reason for the change (e.g., the final decision letter) Registration and Academic Records will process the grade change and will communicate any resulting changes—including updates to the Last Date of Attendance—to the Office of Financial Aid and/or Student Financial Services.

Student Appeal Process

The student may appeal the decision of the faculty member based on the following circumstances:

1. **Procedural errors.** The instructor or university did not follow published policies or procedures, and the error is likely to have affected the outcome.
2. **Insufficient evidence.** The finding was not supported by sufficient, reliable, or credible evidence.
3. **New evidence.** New, substantive evidence becomes available that was not reasonably available at the time of the decision.
4. **Disproportionate or inappropriate sanction.** The sanction is excessively severe or inconsistent with university policy or comparable cases.
5. **Evidence of bias, prejudice, or conflict of interest.** The student believes the instructor or Academic Integrity Advisor acted with bias or had a conflict of interest that affected the decision.
6. **Violation of student rights.** The procedure used to make the decision did not follow the student's right to a fair process.

7. **Misapplication or misinterpretation of policy.** The student believes the policy was applied incorrectly or misunderstood when the instructor made their decision.

Step 2: Formal Appeal to the Department Chairperson

Within 10 days of the decision by the faculty member about the allegation of academic dishonesty, the student may file a formal appeal to the chair of the department that offers the course. The petition must contain the following information:

- A summary of alleged violation and an explanation for the reason for the appeal.
- Any supporting evidence that may be available to the student, including the course syllabus, program handbook, assignment specifications, and correspondence between the student and the instructor about the alleged academic integrity violation.
- The resolution requested by the student

The department chair will review the grade appeal. They may request additional information, including meeting with the student and instructor to discuss the complaint, if necessary.

As part of this appeal, the department chair will:

- Meet with the student to review the allegation, evidence, and corrective action. Should such a meeting occur, students have the right to have a representative be present. The representative may only respond to direct questions from the department chair.
- Meet with the faculty member to review the allegation, the evidence and discuss with both parties the allegation and the corrective action. Should such a meeting occur, faculty have the right to have a representative be present. The representative may only respond to direct questions from the department chair.

This meeting must take place within 10 days of the faculty member's decision. In instances where the 10-day limit would fall outside of duty days for faculty, the time limit will be expanded (for example, over the winter break or over summer)

Following this meeting, the department chair will:

- Support the faculty member's corrective action or
- Suggest an alternative corrective action

Step 3: Formal Appeal to the Dean of the College (or designee)

Within 10 days of the decision by the department chair about the allegation of academic dishonesty, the student may file a formal appeal to the academic dean of the college that offers the course. The petition must contain the following information:

- A summary of alleged violation and an explanation for the reason for the appeal.
- Any supporting evidence that may be available to the student, including the course syllabus, program handbook, assignment specifications, and correspondence between the student and the instructor about the alleged academic integrity violation.
- The decision of the department chair at Step 2 in this appeal procedure.
- The resolution requested by the student

In this appeal the Dean/designee will:

- Meet with the student to review the allegation, evidence, and corrective action. Should such a meeting occur, students have the right to have a representative be present. The representative may only respond to direct questions from the Dean/designee.
- Meet with the faculty member and department chair to review the allegation, the evidence and discuss with both parties the allegation and the corrective action. Should such a meeting occur, faculty have the right to have a representative be present. The representative may only respond to direct questions from the Dean/designee.

This meeting must take place within 10 days of the department chair's decision. In instances where the 10-day limit would fall outside of duty days for faculty, the time limit will be expanded (for example, over the winter break or over summer)

Following this meeting, the Dean/designee will:

- Support the proposed corrective action or
- Suggest an alternative corrective action

Step 4: Provost and Senior Vice President for Academic Affairs (or designee)

Within 10 days of the decision by the academic dean about the allegation of academic dishonesty, the student may file a formal appeal to the Provost. The petition must contain the following information:

- A summary of alleged violation and an explanation for the reason for the appeal.

- Any supporting evidence that may be available to the student, including the course syllabus, program handbook, assignment specifications, and correspondence between the student and the instructor about the alleged academic integrity violation.
- The decision of the department chair at Step 2 in this procedure.
- The decision of the academic dean at Step 3 in this appeal procedure.
- The resolution requested by the student

The Step 4 Academic Integrity Appeal must be sent to provost@mnsu.edu.

In this appeal, the Provost/designee will

- Meet with the student to review the allegation, evidence, and corrective action. Should such a meeting occur, students have the right to have a representative be present. The representative may only respond to direct questions from the Provost/designee.
- Meet with the faculty member, department chair, and dean to review the allegation, the evidence and discuss with both parties the allegation and the corrective action. Should such a meeting occur, faculty have the right to have a representative be present. The representative may only respond to direct questions from the Provost/designee.

This meeting must take place within 10 days of the Dean/designee's decision. In instances where the 10-day limit would fall outside of duty days for faculty, the time limit will be expanded (for example, over the winter break or over summer)

Following this meeting, the Dean/designee will:

- Support the proposed corrective action or
- Suggest an alternative corrective action

The decision of the Provost and Senior Vice President for Academic Affairs/designee will be final.

Faculty Appeal Process

The faculty member also has the right to appeal the decision of the chair based on the following circumstances:

1. **Procedural errors.** The instructor or university did not follow published policies or procedures, and the error is likely to have affected the outcome.
2. **Insufficient evidence.** The finding was not supported by sufficient, reliable, or credible evidence.
3. **New evidence.** New, substantive evidence becomes available that was not reasonably available at the time of the decision.
4. **Disproportionate or inappropriate sanction.** The sanction is excessively severe or inconsistent with university policy or comparable cases.
5. **Evidence of bias, prejudice, or conflict of interest.** The student believes the instructor or Academic Integrity Advisor acted with bias or had a conflict of interest that affected the decision.
6. **Violation of student rights.** The procedure used to make the decision did not follow the student's right to a fair process.
7. **Misapplication or misinterpretation of policy.** The student believes the policy was applied incorrectly or misunderstood when the instructor made their decision.

Step 1: Formal Appeal to the Dean of the College (or designee)

Should the faculty member wish to appeal the decision of the chair, the appeal will be made to the Dean/Designee. (In cases involving students who have yet to declare a major, the appeal will be made to the Assistant Provost.)

In this appeal the Dean/designee will:

- Meet with the student to review the allegation, evidence, and corrective action. Should such a meeting occur, students have the right to have a representative be present. The representative may only respond to direct questions from the Dean/designee.
- Meet with the faculty member and department chair to review the allegation, the evidence and discuss with both parties the allegation and the corrective action. Should such a meeting occur, faculty have the right to have a representative be present. The representative may only respond to direct questions from the Dean/designee.

Following this meeting, the Dean/designee will:

- Support the proposed corrective action or
- Suggest an alternative corrective action

This meeting must take place within 10 days of the department chair's decision. In instances where the 10 day limit would fall outside of duty days for faculty, the time limit will be expanded (for example, over the winter break or over summer)

Step 2: Provost and Senior Vice President for Academic Affairs (or designee)

Within 10 days of the decision by the academic dean about the allegation of academic dishonesty, the instructor may file a formal appeal to the Provost. The faculty appeal must be sent to provost@mnsu.edu. It must include the following information:

- A summary of alleged violation and an explanation for the reason for the appeal.
- Any supporting evidence that may be available to the instructor, including the course syllabus, program handbook, assignment specifications, and correspondence between the student and the instructor about the alleged academic integrity violation.
- The decision of the department chair.
- The decision of the academic dean at Step 1 in the faculty appeal procedure.
- The resolution requested by the instructor.

In this appeal, the Provost/designee will

- Meet with the student to review the allegation, evidence, and corrective action. Should such a meeting occur, students have the right to have a representative be present. The representative may only respond to direct questions from the Provost/designee.
- Meet with the faculty member, department chair, and dean to review the allegation, the evidence and discuss with both parties the allegation and the corrective action. Should such a meeting occur, faculty have the right to have a representative be present. The representative may only respond to direct questions from the Provost/designee.

This meeting must take place within 10 days of the Dean/designee's decision. In instances where the 10-day limit would fall outside of duty days for faculty, the time limit will be expanded (for example, over the winter break or over summer)

Following this meeting, the Provost/designee will:

- Support the proposed corrective action or
- Suggest an alternative corrective action

The decision of the Provost/designee will be final.

History of Revisions:

Effective Date of Last Review: August 1, 2026

Date of Last Review: September 2025

Revisions Made:

2025: Changed name to from Academic Honesty to Academic Integrity.

Emphasize the educational focus of the conversation with the student. Modified the sanctions to create an increasing scale. Defined circumstances that warrant an appeal. Added a right for student or faculty to bring a representative to meetings. Aligned the faculty appeal procedure with the student.

References:

OpenAI. (2025, December 1). *Consultation with ChatGPT regarding academic honesty definitions and policy development for a public comprehensive university.*
Internal policy development reference.

Vice President's Recommendation

President's Approval