



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

The Academic Honesty procedure 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. Students found to have repeated violations of the Academic Honesty policy may be subject to increased levels of corrective action.

At each step in this procedure, the student and employee each have 5 business days to respond unless extenuating circumstances warrant a reasonable extension.

- Should the student fail to respond within the 5-day timeframe, the decision at that step is final.
- If the student responds via email but chooses not to meet, the appeal will continue based on the remaining information available to the reviewer.
- Should a university employee fail to respond, the student may escalate the appeal to the next step on the 6th business day.

The student may appeal a decision in this process 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. The procedure used to make the decision did not follow the student's right to a fair process.
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 corrective action.** The corrective action 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 department chair or dean, as appropriate) acted with bias or had a conflict of interest that affected the decision. Student concerns about discrimination based on the student's protected identity must be referred to the Office of Equal Opportunity and Title IX (EOTIX).

Step 1: Informal Resolution with the Instructor

When an instructor suspects that a violation of academic integrity has taken place, the instructor shall:

- Alert the student via MavMail to the alleged incident and include evidence to support the allegation within 5 business days of discovering the violation.
- Request to meet with the student to discuss the alleged violation.
 - Present the evidence in support of the allegation to 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.
- Maintain copies of all the evidence and a record of the meeting with the student.

Step 1 Timeline

1. Instructor alerts student to alleged incident within 5 business days of discovery and requests to meet with the student.
2. The student responds to the instructor's email within 5 business days. A shorter response time may be requested when extenuating circumstances require expediency, but reasonable extensions will be granted for good cause.
3. The instructor and student meet within 5 days of the student's response. 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.
4. Based on the evidence and the meeting with the student (if they chose to meet), the instructor will determine the action needed.
 - No violation occurred.
 - Violation occurred, but no corrective action is needed.
 - Violation occurred and corrective action is needed
 - a. Additional education about academic integrity.
 - b. Corrective action is needed: Required revision the assignment or exam.
 - c. Assign reduced or failing grade on the assignment or exam.
 - d. Assign a failing grade for the course.
 - e. Refer to department faculty to consider dismissal from the academic program following the department's established criteria and procedures.
5. The decision of the instructor will be sent to the student within 5 days of the final meeting.

The instructor will send their decision to the student via MavMail. If the instructor determines a violation of academic integrity has occurred, they will send a copy of the decision notification to the Office of Student Conduct (StudentConduct@mnsu.edu).

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 send a copy of the decision letter to the dean of the academic college and the Director of Registration and Academic Records.
- Registration and Academic Records will process the grade change and communicate any resulting changes—including updates to the Last Date of Attendance—to the Office of Financial Aid and/or Student Financial Services.

Step 2: Formal Appeal to the Department Chairperson

Within 5 business days of the instructor's written notice of the decision, the student may file a formal appeal to the chair of the department that offers the course. The appeal must contain the following materials:

- The decision notification from the instructor.
- 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 alternate resolution requested by the student.

Step 2 Timeline

1. Student submits the appeals documentation to the department chair within 5 business days of the instructor's decision.
2. The department chair reviews the appeal documents; they may request additional information as needed.
3. Within 5 days of receiving the student's appeal, the department chair will request meetings with the student and instructor separately to review the allegation, evidence, and corrective action.
4. The student and instructor will have 5 days to respond to the chair's request to meet.
5. The meetings will be scheduled within 5 days of the response from the student and instructors. Both parties have the right to have an advisor present at the meetings.
6. Within 5 days of the final meeting, the department chair will determine whether an academic integrity violation occurred. If they agree a violation occurred, the department chair may:
 - Support the instructor's corrective action or
 - Determine an alternative corrective action.
7. The decision of the department chair will be sent to the student, instructor, and Office of Student Conduct via MavMail within 5 days of the final meeting.

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

Within 5 days of the decision by the department chair, the student may file a formal appeal to the academic dean of the college that offers the course. The appeal must contain the following materials:

- The decision notification from the instructor.
- The decision notification from the department chair.
- An explanation for the reason for the appeal.
- Any new evidence that may not have been available at the time of the Step 2 appeal.
- The alternate resolution requested by the student.

Step 3 Timeline

1. Student submits the appeals documentation to the dean within 5 business days of the department chair's decision.
2. The dean/designee reviews the appeal documents; they may request additional information as needed.
3. Within 5 days of receiving the student's appeal, the dean/designee will request meetings with the student, instructor, and department chair to review the allegation, evidence, and corrective action. At their discretion, the dean may convene a joint meeting of the three parties.
4. The student, instructor, and department chair will have 5 days to respond to the dean/designee's request to meet.
5. The meetings will be scheduled within 5 days of the responses from the student, instructor, and department chair. Each party has the right to have an advisor present at the meetings for support.
6. Within 5 days of the final meeting, the dean/designee will determine whether an academic integrity violation occurred. If they agree a violation occurred, the dean/designee may:
 - Support the corrective action or
 - Determine an alternative corrective action.
7. The decision of the dean/designee will be sent to the student, instructor, department chair, and Office of Student Conduct via MavMail within 5 days of the final meeting.

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

Within 5 days of the decision by the academic dean/designee about the allegation of academic dishonesty, the student may file a formal appeal to the Provost. The Step 4 Academic Integrity Appeal must be sent to provost@mnsu.edu.

The appeal must contain the following materials:

- The decision notification from the instructor.
- The decision notification from the department chair.
- The decision notification from the dean/designee of the academic college.
- An explanation for the reason for the appeal.
- Any new evidence that may not have been available at the time of the Step 3 appeal.
- The alternate resolution requested by the student.

Step 4 Timeline

1. Student submits the appeals documentation to the provost within 5 business days of the dean/designee's decision.
2. The provost/designee reviews the appeal documents; they may request additional information as needed.
3. Within 5 days of receiving the student's appeal, the provost/designee will request meetings with the student, instructor, department chair, and dean/designee to review the allegation, evidence, and corrective action. At their discretion, the provost/designee may convene a joint meeting of the three parties.
4. The student, instructor, department chair, and dean/designee will have 5 days to respond to the provost/designee's request to meet.
5. The meetings will be scheduled within 5 days of the responses from the student, instructor, department chair, and dean/designee. Each party has the right to have an advisor present at the meetings for support.
6. Within 5 days of the final meeting, the provost/designee will determine whether an academic integrity violation occurred. If they agree a violation occurred, the dean/designee may:
 - Support the corrective action or
 - Determine an alternative corrective action.
7. The decision of the provost/designee will be sent to the student, instructor, department chair, dean/designee, and Office of Student Conduct via MavMail within 5 days of the final meeting.

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

Faculty Appeal Process

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

1. **Procedural errors.** The department chair did not follow published policies or procedures, and the error is likely to have affected the outcome. The procedure used to make the decision did not follow the instructor's right to a fair process.
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 corrective action.** The corrective action is excessively severe or inconsistent with university policy or comparable cases.
5. **Evidence of bias, prejudice, or conflict of interest.** The instructor believes the department chair acted with bias or had a conflict of interest that affected the decision.

Should the instructor wish to appeal the decision of the chair, they may request a meeting with the dean of the academic college.

In this appeal, the dean/designee will meet with the instructor and department chair to review the allegation and evidence. At their discretion, this may be a joint meeting of both parties. The instructor and department chair have the right to have an advisor present at the meeting. The advisor may only respond to direct questions from the dean/designee.

Following this meeting, the dean/designee will:

- Support the department chair's decision
- Suggest an alternative resolution

This meeting must take place within 5 days of the department chair's decision. In instances where the 5-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 5 days of the decision by the academic dean/designee about the allegation of academic dishonesty, the instructor may file a formal appeal to the Provost and Senior Vice President for Academic Affairs. The faculty appeal must be sent to provost@mnsu.edu. It must include the following information:

- The decision of the department chair
- The rationale for the appeal
- A request for an alternate solution

In this appeal, the provost/designee will meet with the instructor, department chair, and dean/designee to review the allegation and evidence. At their discretion, this may be a joint meeting. The instructor and department chair have the right to have an advisor present at the meeting. The advisor may only respond to direct questions from the provost/designee.

Following this meeting, the provost/designee will:

- Support the dean/designee's decision

- Suggest an alternative resolution

This meeting must take place within 5 days of the provost/designee's decision. In instances where the 5- 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)

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 corrective actions as 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. Defined a 5-day response time for each party's action in the procedure.

References:

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