



Violation of Academic Integrity Policy – Report Form (revised January 2023)

Students should be aware that we track violations across all courses and all semesters.

Instructor Name: _____

Course: _____

Student Name: _____

Type of violation. ☐ Facilitating Academic Dishonesty. ☐ Plagiarism. ☐ Cheating.
☐ Unauthorized Collaboration. ☐ Fabrication. ☐ Other.

Incident 1. The first incident is considered “unintentional;” faculty shall conduct a meeting with student. The student will be required to complete the Academic Integrity Training Module. Faculty member shall submit report to the Vice President of Student Advancement; no disciplinary action at this time.

Incident 2. Faculty shall conduct a meeting with student. Student shall earn “0” on assignment/exam. Faculty member shall submit report to the Vice President of Student Advancement; two additional incidents will result in dismissal.

Incident 3. Faculty shall conduct a meeting with student. Student shall earn “F” for the course. Faculty member shall submit report to the Vice President of Student Advancement; one additional incident will result in dismissal.

Incident 4. Faculty shall conduct a meeting with student. Faculty member shall submit report to the Vice President of Student Advancement. Student shall meet with Vice President of Student Advancement; student shall be dismissed from college.

Description of Violation. Please provide evidence or documentation.

Continued on next page

Instructor Meeting with Student

<input type="checkbox"/>	Date/Time of Meeting. _____
<input type="checkbox"/>	Student received copy of Academic Integrity Policy during meeting with instructor.
<input type="checkbox"/>	Faculty Signature. _____
<input type="checkbox"/>	Student Signature. _____
<input type="checkbox"/>	Faculty send Report to Vice President of Student Advancement.
<input type="checkbox"/>	Date Student Completed Academic Integrity Training Module. _____

Academic Integrity Policy

Policy Title: Academic Integrity Policy Number: Responsible Division: Academic Advancement Board Approval Date: 07/24/2021 Last Reviewed: August 2023

Background

Academic integrity is the very heart of the educational enterprise. In order to learn, students must think for themselves. While it is acknowledged that learning occurs when one is exposed to the thoughts and words of others, it is expected that the student distinguishes the words and thoughts of others from his/her own. Failure to make this distinction is considered an academic integrity violation.

Purpose

Northwest Tech is committed to the academic and ethical development of our students. We work to create an academic environment that is challenging, while upholding the core values of respect, honesty, and integrity. Administration, staff, and faculty will help students to understand these values, as they are fundamental to the student experience at Northwest Tech and future employment in the working world.

Scope

The academic integrity policy applies to courses offered on campus, online. Students in the Early College Programs (dual credit; Concurrent Enrollment; junior/senior option) may be subject to academic integrity policies in place in their high schools.

Definitions

"Attribution" Attribution refers to giving credit to the sources used in the learning process. The way which a student would attribute words and thoughts to the proper sources is to provide a citation according to a published style guide (i.e. the APA or MLA style guide).

"Intentional plagiarism" Intentional plagiarism is the act of knowingly using someone else's words or thoughts without giving the other person proper credit. Because it may be difficult to determine a student's intentions, intentional plagiarism may be defined as plagiarism that occurs after the student has been instructed in plagiarism and given resources such as the Online Writing Lab (OWL) at the Purdue University website, and is therefore subject to disciplinary action.

"Unintentional plagiarism" Unintentional plagiarism is the act of committing plagiarism without knowingly doing so. Because it may be difficult to determine a student's intentions, unintentional plagiarism may be defined as the student's first incident of plagiarism and should be followed by instructional resources to assist students in learning how to

appropriately cite sources. Further, the student should be issued a warning that the next incident will be considered intentional plagiarism and will be subject to disciplinary action.

"Source" A source is any information (published or unpublished; written document, website, or recorded item; visual, auditory, digital or textual) which a student has consulted during the learning process. The student is obligated by academic integrity to attribute the sources used when submitting academic assignments, papers, exams or other learning activities.

Policy

It is the policy of Northwest Tech to uphold the highest standards of academic integrity, and to investigate, and if necessary, to implement disciplinary actions pertaining to any violations of academic integrity.

Students who exhibit academic integrity demonstrate the following characteristics:

- Submit work that is their own.
- Appropriately identify the work of others when it is incorporated into his/her own work, including direct quotations, summaries and paraphrases.
- Follow the instructions of the faculty with regard to permissible materials in the learning environment at the time of examinations/quizzes/assignments.
- Follow instructions of the faculty with regard to leaving the examination room prior to the conclusion/submission of the exam/quiz/assignment
- Follow instructions of the faculty regarding the submission of online work
- Proceed during examinations/quizzes/assignments without any assistance and without communicating in any way with others while the examination/quiz/assignments are being conducted, unless permitted by the instructor.
- Refrain from securing and/or distributing the content of any examination/quiz, without the permission of the instructor.

Violations of the Academic Integrity Policy include, but are not limited to the following:

- **Plagiarism:** An act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author. Examples would include, but are not limited to the following:
 - Quoting, paraphrasing or summarizing another's work without appropriately acknowledging the source.
 - Using another's content without acknowledging the source.
 - Submitting another's work, purchased or otherwise obtained, as one's own.
- **Cheating on Examinations/Quizzes/Assignments:** Examples would include, but are not limited to the following:
 - Using another's work,
 - Bringing to the learning environment materials that are not permitted by the instructor,
 - Communicating with another student(s),
 - Receiving any kind of assistance including, but not limited to, assistance from electronic devices
 - Obtaining or disseminating the content of an examination/quiz/assignment without the permission of the instructor.
- **Facilitating Academic Dishonesty:** Knowingly allowing another student to utilize, copy, or cheat from one's own examination/quiz/assignment.
- **Unauthorized Collaboration:** Sharing information or aiding another person during an examination or in preparing academic work without prior authorization of instructor.
- **Fabrication** is the use of invented information or the falsification of research or other findings in an academic exercise. Examples include, but are not limited to:
 - Fabricating a citation for a research paper or other project.
 - Changing a graded examination, paper, homework assignment, or other project and re-submitting it to the instructor to claim an error in grading.
- **Other forms of dishonest academic conduct** include any actions by which one seeks an unfair academic advantage over others. Examples include, but are not limited to:
 - Destroying or altering the academic work of another student.
 - Lying about or otherwise misrepresenting the work of another student.

- Selling or giving away all or part of an unadministered test including answers to an unadministered test.
- Bribing any other person to obtain an unadministered test or any information about the test.
- Entering a building or office for the purpose of obtaining an unadministered test.
- Continuing to work on an examination or project after the time specified for the student has elapsed.
- Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
- Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, an electronic record, or other official academic record of the University that relates to grades.

Procedures

To ensure a fair and timely resolution to any academic integrity violation allegations, the following procedure shall be followed.

1. Faculty notifies the student of the suspicion of academic dishonesty and schedules an appointment with the student to discuss the matter in person, by phone, or via email as soon as reasonably possible.
2. During this meeting between faculty and student, faculty reviews information collected by the faculty member and information given by the student to determine if a violation of academic integrity occurred.
 - a. If the Faculty determines the incident is unintentional plagiarism, Faculty will provide the Plagiarism Review assignment for the student to complete in the Learning Management System (Moodle). This incident shall be reported to the Vice President of Student Advancement but no disciplinary action will be taken.
 - b. If the faculty member confirms the integrity violation was intentional, the "Violation of Academic Integrity Policy Report" will be completed by the faculty member, signed by the student, and sent to the Vice President of Student Advancement.
3. Vice President of Student Advancement will log the "Academic Integrity Report" into the student's permanent record and will give official notice to the student via email of the consequence based on the number of offenses in the student's record.

Sanctions.

Consequences for violating the Academic Integrity Policy are intended as corrective actions, but are progressive in nature if violations continue. Each academic integrity violation, and accompanying consequence, will apply across all courses taken during the student's enrollment.

1. **First incident:** considered "unintentional plagiarism." The student will complete the Plagiarism Review assignment and faculty will submit a report to the Vice President of Student Advancement for inclusion in the student's file
2. **Second Incident:** The student will receive a zero "0" on the assignment/quiz/test in question.
3. **Third Incident:** The student will fail the course in which the incident occurs, and will receive an "XF" on their permanent academic transcript. The "XF" indicates they have failed a course due to an academic integrity violation.
4. **Fourth Incident:** Because the student has been trained on academic integrity, and given two additional disciplinary actions, the college retains the right to administratively withdraw the student from all Northwest Tech courses for the remainder of the semester. (Refer to the section in this catalog pertaining to the consequences of administrative withdrawal.) If the student wishes to return to the college, the student must pursue the institutional readmission process (refer to the section in this catalog pertaining to readmission).

Students found to be in violation of the academic integrity policy have the right to appeal the process. The basis of the appeal is limited to:

- Failure to notify student of allegation
- Failure to provide student the opportunity to discuss the allegation
- Failure to follow the published academic integrity procedure

- Other specific errors or omissions that may have influenced the outcome

Students who wish to appeal should refer to the Appeals Policy. (Refer to the section in the online NWKTC catalog pertaining to the Appeals Policy.)