

MSU's [Academic Honesty Policy](#) from the Student Conduct Policy.

Minot State University is committed to academic integrity. Incidents of academic dishonesty may be documented by the faculty member with a copy of the documentation maintained by the department/division chair. A letter of explanation will be sent to the student. Cheating may affect the student in accordance with the faculty member's grading policy. The student may appeal the faculty member's penalty to the department chair. Student disciplinary action may result in accordance with the Student Conduct Policy. Academic dishonesty would include, but is not limited to, the following types of behaviors:

1. Misrepresenting another individual's work as one's own, e.g. plagiarism from hard copy of the internet.
2. Copying from another student during an exam.
3. Altering one's exam after grading for the purpose of enhancing one's grade.
4. Submitting the same paper to more than one class.
5. Use of any material or device not approved by the instructor during an exam.
6. Turning in reports intended to be based on field collection data but which are, in fact, not.
7. Failure to respect the confidentiality of persons served or studied and to maintain the professional standards for ethical conduct as set forth in The Handbook of School Psychology published by the National Association of School Psychologists.

To the above list, the College of Business adds the following: "Misrepresenting any work that was not originally created by yourself shall constitute a violation of academic honesty. This includes turning in any work that is not originally yours whether that work originated from another person or online."

Process

Step 1: Student commits academic dishonesty.

Step 2: Instructor will enforce his/her academic honesty policy according to his/her syllabus.

Step 3: Instructor raises Academic Honesty flag in Starfish – with supporting details – for the course. Notification will be sent to the Department Chair, the Vice President of Student Affairs, and the student.

Step 4: After three Academic Honesty flags have been raised on one student across his/her academic career, an investigation is opened by the Vice President of Student Affairs. Student disciplinary action may result in accordance with the Student Handbook.

College of Business process:

First violation in this course: The student's first violation of academic honesty within this course shall result in a zero (0) for that specific assignment and the instructor will raise a permanent **Academic Honesty** flag in Starfish. **Note, the first violation, depending on weight of the assignment, may cause grade ramification, including the failing of the course.** Notification will be sent to the student, chair of the course department, and the Vice President of Student Affairs.

Second violation in this course: The student's second violation of academic honesty within this course shall result in failure of the course and the instructor will raise another permanent **Academic Honesty** flag in Starfish.

Students are advised that Minot State University has a process for administering and responding to cumulative Starfish flags as described within the [Students Rights and Responsibilities](#) and repeated above.

By signing below, the student acknowledges the above information.

Student's printed name: _____ Course number/section: _____

Signature

Date