

NMT Responsible Conduct for Undergraduate/Graduate Students

Academic Honesty Policy *at a glance*

Policy states that an instructor must report the alleged incident to AVPAA for undergraduate student incidents and to Graduate Dean for graduate student incidents:

-
- If a student's grade is changed due to academic dishonesty
 - Must be reported in writing within 10 academic days of the discovery of the incident
 - Must provide evidence
 - Must try to talk to student about the incident
 - Incident is typically between student, instructor and AVPAA/Graduate Dean; academic advisor is notified when determination is made.
 - Student has due process and can bring forward evidence and his/her side of the story
 - Determination is that of AVPAA or Graduate Dean
 - Incident is not "determined" by AVPAA/Graduate Dean until student has had a chance to speak and must be within specified time period
 - All time periods must be met or the incident cannot be recorded (grade penalty can still be given)
 - Student has the right to appeal to the Student Discipline Committee
 - If student does appeal, he or she is appealing against the determination of the AVPAA or the Graduate Dean, not the instructor

All incidents that involve a grade penalty (meaning more than a warning with no grade change) are recorded in the Office of Academic Affairs or the Center for Graduate Studies.

Only reported and determined incidents "count" as policy infractions; thus, if they are not reported to AVPAA or Graduate Dean, the student cannot be held accountable for an infraction.

Call to discuss at any time/many instructors call to discuss how to proceed or *if* they should proceed.