
ACADEMIC AFFAIRS POLICIES AND PROCEDURES

SUBJECT:	Academic Integrity
REVISED:	5/2014; 9/2015; 8/2020; 4/2023; 4/2024
PURPOSE:	To communicate policy for academic integrity violations occurring in or because of academic coursework and activities associated with taking and completing courses at the College.
POLICY OWNER:	Vice President of Academic Affairs

To file a report of a potential **Academic Integrity violation**, [please click here](#).

If you have a **Student Academic Concern**, [please click here](#). Student Academic Concerns cover grade disputes and/or a decision perceived to be arbitrary, capricious, or applied unequally and affects one's academic progression.

SECTION I: Expectations of the College

Fundamental to our mission, our core values, and our reputation, Nebraska Methodist College adheres to high academic standards. Students of NMC are expected to conduct themselves in a manner reflecting personal and professional integrity. Academic honesty is fundamental to the integrity of professionals. Disciplinary actions may be taken against students whose academic behavior is not congruent with the expectations of the College. Students are responsible for adhering to the standards detailed in this policy. Not being familiar with these standards does not mean that the students will not be accountable for adherence to them. At a minimum, NMC expects that a student will complete any assignment, examination, or other academic endeavor with the utmost honesty, which requires the student to:

- Acknowledge and adhere to the expectations and guidelines in the syllabus or instructions on assessments as determined by the faculty member
- Acknowledge the contributions of other sources to their scholastic efforts
- Complete all academic work independently unless otherwise instructed by faculty
- Follow instructions for assignments and examinations as determined by faculty
- Avoid engaging in any form of academic dishonesty on behalf of themselves or another student
- Ask faculty for clarification if there are any questions

SECTION II: Scope, Limitations, and Applicability

This policy is for academic integrity violations occurring in or because of academic coursework and activities associated with taking and completing courses at Nebraska Methodist College. The College Code of Conduct applies to non-academic offenses.

SECTION III: Violations of Academic Integrity

An academic integrity violation includes, but is not limited to:

A. Falsification or Fabrication: Making any oral or written statement, which the individual knows, or should have known, to be untrue. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information. Examples include, but are not limited to:

1. Making a false statement to faculty, college employees, fellow students, or clinical agency personnel.
2. Submitting contrived or altered information in any academic exercise. Example: making up data for an experiment, citing nonexistent articles, contriving reference sources.
3. Giving a false excuse for missing an examination, quiz, or assignment deadline.
4. Falsely claiming to have submitted a paper or assignment.

B. Cheating: Using or attempting to use unauthorized assistance, material, device, or a study aid in an examination or other academic work, or preventing, or attempting to prevent, another from using authorized assistance, material, or study aids. Examples include, but are not limited to:

1. Copying from another student's paper or copying another student's answers during individual quizzes or examinations.
2. Using an unauthorized aid, material, or electronic device (e.g., cell phone or tablet) during an examination, quiz, or assignment.
3. Altering a graded exam and resubmitting it for a better grade.
4. Buying, selling, possessing, soliciting, transmitting, or using material purported to be the unreleased content of any assignment, including examinations and quizzes.
5. Bribing or soliciting any person to obtain or to provide any information relating to examinations, quizzes, or other assignments.
6. Acting as a substitute for another person during an examination or other assessment.

C. Collusion and/or Complicity: Collaborating with another student without instructor approval on any examination, any quiz, any patient care documentation or assignment, any computer or laboratory work, or any other assignment. Collusion includes the exchange of materials or ideas verbally or non-verbally. Complicity includes helping or attempting to help another student to commit an act of academic dishonesty.

D. Plagiarism: Using the ideas, data, or language of another without specific or proper acknowledgment in written or oral academic work. Examples include, but are not limited to:

1. Quoting word-for-word from a source without using quotation marks, footnotes, references, or appropriate citation.
2. Summarizing and paraphrasing ideas without acknowledging the source.
3. Submitting work for credit that has not been written or produced by the student, including, but not limited to materials from an online source, a paper or product that has been written or created by another person or source (artificial intelligence software, a paper that has been obtained from a commercial source, clinical paperwork, concept map, info graphic, etc).
4. Failing to verbally acknowledge one or more sources during an oral presentation.

E. Multiple Submissions: Submitting, without prior permission, academic work that has been previously submitted in identical or similar form to fulfill another academic requirement. Examples include, but are not limited to, submitting the same paper for credit in two different courses.

F. Misrepresentation of Academic Record: Misrepresenting or tampering with, or attempting to tamper with, any portion of a student's transcripts or academic record, either before or after coming to Nebraska Methodist College. Examples include, but are not limited to:

1. Submitting an unapproved change of grade form.
2. Tampering with computer records.
3. Falsifying academic information on one's application.

SECTION IV: Reporting of Violations

Faculty are expected to follow the process for reporting academic integrity violations in order to maintain the expectations of the College as outlined in Section I. The philosophy to report all complaints allows the Registrar to maintain a record and documentation of all incidents in a student's file. A faculty member may be unaware that a student has had a prior complaint or violation and that a new complaint or violation would require additional reviews and/or consequences.

Students are prohibited from proposing and/or entering into an arrangement with an instructor to receive a grade of "F" or any other reduction in grade in a course or on an academic exercise in lieu of being charged with a violation of the academic integrity policy. Students are also encouraged to report suspected or known violations of academic integrity.

SECTION V: Academic Integrity Sanctions

Possible sanctions for an academic integrity violation include, but are not limited to:

Course Level Sanctions:

- Warning on academic integrity and what constitutes a violation
- Requiring the student to redo the assignment or examination

- Writing development plan for the student
- Lowering the student's grade for the assignment or examination
- Failure on the assignment or examination
- Lowering the student's grade for the course
- The student earning a failing grade for the course
- Referral for remediation on academic expectations and ethical decisions
- Referral to Student Services for assistance with personal and academic needs

College Level Sanctions:

- Referral to Academic Standards Committee for review and decision on sanctions
- Referral for remediation on academic expectations and ethical decisions
- Referral to Student Services for assistance with personal and academic needs
- Loss of Academic Honors upon graduation
- Suspension from a program or the College
- Dismissal from a program

SECTION VI: Academic Integrity Process

STEP 1: Identification of Violation and Faculty Meeting with the Student

The faculty member or student identifies an alleged academic integrity violation and initiates the academic integrity process by completing an [Academic Integrity reporting form](#). The academic integrity report is routed to the respective Academic Dean and Registrar via the Maxient system. The Academic Dean forwards the Maxient on to the involved faculty member and with the appropriate course faculty. The Academic Dean will also confer with the Registrar to identify if the student has incurred prior academic integrity violations.

- The faculty member contacts the student as soon as the violation is identified via email or phone regarding the alleged violation to request a meeting with the student (in person or via phone). The meeting between the student and faculty should take place within five (5) business days of the complaint being filed identifying an alleged violation.
- After a minimum of (3) documented attempts to contact and meet with the student, if a student does not respond in the five (5) business day timeframe, the student forfeits the appeal process and the decision of the faculty member will be rendered as final.
- The student does not have the right to legal representation within an academic meeting.
- During the meeting with the student, the faculty member will discuss the complaint filed including the alleged violation, an account of incident, and the immediate actions taken. The faculty member may also discuss possible sanctions and steps for remediation. The faculty member will await to render a decision until the student has provided their written account of the incident.

- The faculty member will request that the student provide a detailed account of the alleged violation. The student has two (2) business days to provide to the faculty member a written account detailing the incident, to provide any relevant documentation or evidence, and to describe any related circumstances. The student may consult with the Dean of Students.

STEP 2: Faculty Decision and Academic Standards Committee Role.

The faculty member has two (2) business days to render a decision. The faculty member may consult with the Academic Standards Committee, Program Director and/or Academic Dean to discuss the violation, proposed sanction(s) and remediation. The faculty member will provide written notification to the student, Program Director, Academic Dean and Registrar of the decision, sanction(s) and remediation.

In the event that the student has had a previous Academic Integrity Issue, the Registrar's office will have two (2) business days to notify the Academic Standards Committee for further evaluation. If a student has a history of prior Academic Integrity violations, the Academic Standards Committee will review the student's educational record to recommend a decision on possible additional remediation and/or sanctions. The Academic Standards Committee will discuss the student's record of academic integrity violations within five (5) business days of the Registrar's notification. Decisions of the Academic Standards Committee may recommend the following:

- Specific remediation requirements the student must fulfill to remain enrolled at Nebraska Methodist College;
- Additional Course and/or College level sanction(s); or
- Reduction of course level sanction(s).
- No further action or sanctions are necessary

Once the Academic Standards Committee has rendered a decision, the Chair of the Academic Standards Committee will notify the student and Program Director of the Committee's decision and provide a copy to the faculty member, Program Director, Academic Dean and Registrar's office.

STEP 3: Appeal Process.

Appeal Process from Initial Decision and Sanction(s):

The student has a right to appeal the initial decision and sanction(s) of the faculty member or Academic Standards Committee. To initiate an appeal, the student within five (5) business days of being notified of the Step 2 decision, file a Student Academic Concerns reporting form which will be forwarded to the Academic Dean.

The Academic Dean will arrange a meeting with the student and faculty/parties involved either separately or in a joint meeting to mediate a resolution within five (5) business days of receiving the student's concern. Once the Academic Dean has rendered a decision, the Dean will send the student a formal notification letter via e-mail providing the student with the Academic Deans final decision of the student's appeal. If the academic concern is not resolved to the reasonable satisfaction of the student, the student may appeal to the Vice President of Academic Affairs (VPAA).

Secondary and Final Appeal Process

If upon review of the Academic Deans decision, the student identifies new information that was not considered in the initial appeal or has information highlighting that the Academic Dean's decision was "capricious, arbitrary or unfair", the student shall provide a written notification letter to the Vice President of Academic Affairs (VPAA) specifying:

- A statement of facts as the student perceives them, citing specific instances where, in the student's opinion, policies and procedures were violated or were unfairly applied;

- A summary of the outcome from previous steps in the process;
- New evidence the student wishes to present that was not presented to the Academic Dean
- The best method to communicate with the student (phone, e-mail, etc.).

The VPAA will evaluate the student's notification letter for new information and evidence that the decision was capricious, arbitrary or unfair. If VPAA deems the student's appeal does not meet these criteria, the appeals process is terminated.

If the VPAA deems the student's appeal is valid, the VPAA will convene the Appeals Committee within seven (7) business days of receipt of the student's notification letter. The Appeals Committee will include the following individuals:

- Two (2) Academic Deans;
- Two (2) Faculty members, selected by the Faculty Senate President from a pool of faculty volunteers who have had minimal academic interaction with the student and who have been at the NMC at least one year;
- One (1) Student Representative, chosen by the VPAA from a pool of students holding a leadership role at the college (Ambassador, Student Government, MAHSA, etc.) who is not enrolled as a student within the academic program from which the appeal originated.

Once the Appeals Committee meeting date/times has been determined, both the faculty member involved and student will be invited to attend. Attendance is welcomed but not mandatory. Neither the student nor faculty member/parties involved have the right to representation within an academic hearing. The Appeals Committee will be responsible for reviewing the student's notification letter (with all identifying information removed for confidentiality) along with any other pertinent documentation to evaluate the concern and render a decision. The VPAA will notify the student, via written communication, of the decision. A majority decision by the Appeals Committee is final and ends the academic concern resolution process.

