

Graduate Policy on Academic Honesty

Minot State University's overall policy on Academic Honesty is listed in the Student Handbook (available online at [MinotStateU.edu/student_handbook.pdf](http://www.minotstateu.edu/student_handbook.pdf) (http://www.minotstateu.edu/student_handbook.pdf)). Additionally, each academic department may have established policies on academic honesty more specific than those for the university. Students should refer to both the MSU policy and the department policy (if one exists) for initial information on academic honesty issues.

Should a student become involved in circumstances which allegedly breach a department's policy, that policy will be adhered to in resolving the honesty issue. The department chairperson, in consultation with the program director, will inform the head of the Graduate School and the student in writing of any changes in the student's standing in the department as a result of the academic honesty policy and of the specific honesty infraction. Student disciplinary action may result in accordance with the Student Conduct Policy where appropriate. The head of the Graduate School will officially inform the student by letter of any changes in their graduate student status.

Appeal Policy for Academic Honesty

The graduate student academic honesty appeal process will follow the same steps and the same time frame as stated in the grade appeal process. The department policy will dictate the student's standing. Appeals on honesty will be related to the honesty issue and not the grade or other restrictions placed on the student by the policy.

Level 1: The first level of appeal is to the involved faculty member. This appeal must be in writing and should include any information the student feels is important in clarifying the issue in question. The appeal must be initiated 14 days from the time of the student's official notification by the Graduate School of the department's action. A copy of the department's policy should be included to clarify procedures and decisions made by the departments. The faculty member must respond in writing within two weeks to the student, the department chairperson, and the head of the Graduate School, regarding their decision on the appeal.

Level 2: Within two weeks after receiving the faculty response letter from Level 1, the student may continue the appeal process by requesting in writing that the department review all the data from Level 1 and any additional information deemed pertinent by the student and/or faculty member and make a decision regarding the appeal. The department chairperson must respond in writing within two weeks to the student involved, faculty, and the head of the Graduate School regarding the chairperson's decision on the appeal.

Level 3: The student may continue the appeals process by requesting in writing that the head of the Graduate School review all data from Levels 1 and 2 and any additional information received from the student, faculty, and department chairperson and make a decision on the appeal. This level of appeal must be initiated by the student in writing within two weeks from receiving the chairperson's written decision from Level 2. Within two weeks from the initiation of Level 3, the head of the Graduate School must inform the student, faculty member, and department chairperson of the decision regarding the appeal in writing.

Level 4: Within 14 days from receiving the decision from the head of the Graduate School, the student may continue the appeal process from Level 3 to Level 4 by requesting in writing that the Graduate Student Rights Committee hear the approval.

The Graduate Student Rights Committee must call a hearing of issues within 30 days of receiving the written request from the student. The student, faculty, department chairperson, and the head of the Graduate School will be informed in writing within five school days of the decision of the Graduate Student Rights Committee. The decision of the Graduate Student Rights Committee is considered the final decision.