



Bemidji State University	
Student Handbook	
Policies and Procedures	
Section	Academic Integrity Policies
Policy	Procedures for Review of Complaints of Violations of Academic Integrity

Procedures for Review of Complaints of Violations of Academic Integrity

General Rules and Procedures

- A. Concerns that students may have violated academic integrity may be raised by any member of the University community.
- B. Concerns related to an academic course should be brought to the attention of the instructor of the course. Concerns related to an academic course will be investigated and consequences determined by the instructor of the course.
- C. Procedures for bringing and disposing of a charge will meet the ordinary criteria of due process. The elements of due process rights for the student include the following:
 - a. To be informed of the nature of the charge, either orally or in writing.
 - b. To be informed of the evidence in support of the charge.
 - c. To be given an opportunity to respond to the charge.
 - d. To receive written notice of the sanction(s) imposed, if applicable.
 - e. To appeal the decision, according to procedures provided through the Academic Grade Challenge Process (with exception under 'G' below).
- D. The person or office bringing a charge bears the full burden of proving that there are sufficient grounds for finding a student responsible for violating the academic integrity policy.
- E. There shall be no time limit on bringing a charge. However, charges must be resolved by the end of the semester following the one in which they are brought.
- F. Academic sanctions for a violation of the Academic Integrity policy (if the charges are not dropped) may include, but are not limited to: 1) warning; 2) lowering or not counting the grade on a specific piece of course work; 3) requiring an additional piece of course work 4) lowering the final grade; or 5) failing the student in the course. The disposition of the review, to include the consequences and rationale, shall be put in writing and signed by both instructor and student.
- G. Where disposition of a charge includes a formal consequence that is mutually agreed upon in writing by the instructor and student, such consequence cannot be subject to the student's grievance at some future date.
- H. The circumstances of an academic integrity violation may warrant further review in the University Student Conduct system, and that more severe sanction(s) other than or addition to the academic sanction be imposed. In such cases, the instructor will consult with the University Conduct Officer, who will determine whether the case will be heard as violation of the Bemidji State University Code of Student Conduct (Statement of Responsible Behavior, Part C). The University Conduct Officer will maintain in consultation with faculty member(s) immediately concerned through any subsequent proceedings. While the latter should supply necessary documentation, no faculty member will be obliged to appear before the Conduct Board. Violations of the BSU Code of Student Conduct are processed as defined in the Student Hand-book, and students found in violation of the Code may receive disciplinary sanctions.

- I. Documentation of all academic integrity cases, however disposed, is to be forwarded by the instructor to their Department Chair and Dean, and also the University Conduct Officer for central University record keeping. The University Conduct Officer will, each semester, review the University Academic Integrity Violation file to determine the extent of repeat violations by students. Students found to have two or more documented violations will be referred to the University Conduct Board for further review and possible disciplinary sanctions.