



# MTI COLLEGE

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## Student Conduct and Academic Honesty Academics

### Policy:

#### Student Conduct

MTI recognizes students as responsible and dedicated individuals who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves, during the education process, in the same manner as will be expected in all employment situations.

MTI College reserves the right to suspend or permanently dismiss any student whose conduct:

- is found to be disruptive to the training environment within the classrooms or on campus.
- interferes with the well-being of fellow students and/or faculty and staff members within MTI College or at any MTI College -sponsored activity or facility.
- causes damage to the appearance or structure of MTI College or equipment therein.
- displays conduct detrimental to his or her own academic progress or ultimate success in the field for which they are being educated.
- involves cheating or plagiarizing assignments/projects (this would mean the student is not following the Academic Honesty policy as outlined below).

#### Academic Honesty

MTI places great value and importance on academic honesty and expects all students to conform to the principles and standards of academic honesty as upheld by the college. Academic cheating and plagiarism are cause for formal discipline which could include being placed on academic probation; earning no higher than a “C” in the class; receiving a failing grade for the assignment and/or the class; and/or being dropped from the program. A student who is suspected of cheating or plagiarism will be reported immediately to the dean. The matter will be investigated and addressed by the dean and the department chair.

#### Understanding Academic Honesty

Academic dishonesty comes in many forms. If there are any questions regarding the academic honesty policy or an instructor’s expectations, it is the student’s responsibility to seek clarification immediately. Lack of understanding of the policy or an instructor’s expectations is not an excuse for breaching academic honesty. In addition, any observed incidents of cheating or academic dishonesty should be reported immediately to the dean.

#### Plagiarism

Plagiarism occurs when a writer intentionally or unintentionally presents the work of another person as his/her own without properly acknowledging the source. It is expected that each student will assume full responsibility for the content and integrity of his/her work. In other words, any work submitted by a student must represent his/her own research, thinking and writing. If a student has questions or is confused about any aspect of citation or avoiding plagiarism, he/she is strongly encouraged to ask the instructor for help.

#### Cheating

Cheating occurs when a student uses, or tries to use, materials, notes, study aids or other assistance to complete an assignment or exam without the authorization or approval of his/her instructor. This includes, but is not limited to exams, quizzes and assignments to be completed in class or on a take-

home basis. Students are expected to complete all coursework and assessments on his/her own accord unless otherwise allowed by the instructor. In addition, students are not to acquire and/or use information about an exam or assignment that has been obtained improperly.

### **Illegal or Unauthorized Downloading or Use of Copyrighted Materials**

Under copyright law, it is illegal to download or share copyrighted materials without the permission of the copyright owner. In support of this law, illegal or unauthorized distribution of copyright-protected materials, including unauthorized peer-to-peer file sharing is prohibited on the MTI campus. Peer-to-peer file sharing is the ability to download a computer file by accessing more than one computer at a time. Downloading parts of a file from many different computers on the internet generally allows a user to obtain a file in a shorter period of time than it would take to get the same file from a single location. While on the MTI campus, an individual's actions when downloading or sharing files using the MTI network are traceable. Students or employees engaging in illegal or unauthorized downloading or use of copyrighted materials using the MTI network, including unauthorized peer-to-peer file sharing, will be subject to disciplinary action including warning, probation, suspension of accounts, and dismissal or termination from the college depending upon the nature and severity of the violation. Violators may also be subject to civil or criminal legal action. Please refer to the Unauthorized Distribution of Copyrighted Materials (Including Peer-to-Peer File Sharing) policy for complete details.

## Procedure:

- During Admissions, all MTI students sign an agreement similar to the one below, agreeing to uphold student conduct and academic honesty expectations.



MTI COLLEGE

### Agreement to Uphold Appropriate Student Conduct and Academic Honesty

MTI College is committed to the mission of helping its students build the knowledge, skills and confidence necessary to become qualified professionals in their field of choice. Successfully achieving this mission relies heavily on a partnership between the student and the college where the two work together honestly and respectfully toward a common goal.

MTI College reserves the right to suspend or permanently dismiss any student whose conduct:

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- displays conduct detrimental to his or her own academic progress or ultimate success in the field for which they are being educated.
- involves cheating or plagiarizing assignments/projects (this would mean the student is not following the Academic Honesty policy as outlined below).

Because academic honesty is essential to intellectual development, MTI's Academic Honesty Policy is as follows:

MTI places great value and importance on academic honesty and expects all students to conform to the principles and standards of academic honesty as upheld by the college. Academic cheating and plagiarism are cause for formal discipline which could include being placed on academic probation; earning no higher than a "C" in the class; receiving a failing grade for the assignment and/or the class; and/or being dropped from the program. A student who is suspected of cheating or plagiarism will be reported immediately to the dean. The matter will be investigated and addressed by the dean and the department chair.

In the spirit of working together to uphold the academic integrity of the institution, students are expected to take responsibility for their actions, and for their understanding of the policies and expectations of the school. If there are any questions regarding the academic honesty policy or an instructor's expectations, it is the student's responsibility to seek clarification immediately. Lack of understanding of the policy or an instructor's expectations is not an excuse for breaching academic honesty. In addition, any observed incidents of cheating or academic dishonesty should be reported immediately to your instructor or to the dean.

Although academic honesty extends beyond cheating and plagiarism, the following definitions have been provided to help clarify the college's expectations:

#### Plagiarism

Plagiarism occurs when a writer intentionally or unintentionally presents the work of another person as his/her own without properly acknowledging the source. It is expected that each student will assume full responsibility for the content and integrity of his/her work. In other words, any work submitted by a student must represent his/her own research, thinking and writing. If a student has questions or is confused about any aspect of citation or avoiding plagiarism, he/she is strongly encouraged to ask the instructor for help.

#### Cheating

Cheating occurs when a student uses, or tries to use, materials, notes, study aids or other assistance to complete an assignment or exam without the authorization or approval of his/her instructor. This includes, but is not limited to exams, quizzes and assignments to be completed in class or on a take-home basis. Students are expected to complete all coursework and assessments on his/her own accord unless otherwise allowed by the instructor. In addition, students are not to acquire and/or use information about an exam or assignment that has been obtained improperly.

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## **When Academic Dishonesty or Poor Student Conduct is Suspected**

- The instructor is to notify the dean immediately and provide documentation. Instructors are asked to provide documentation electronically.
- If it is a case of cheating or plagiarism, the instructor is to provide evidence of cheating or plagiarism (ie. assignment, copy of test, etc)
- The dean will meet with the student to discuss the issue. The dean has the option to include the department chair in the discussion.
- The department chair will investigate the matter.
- If it is a matter of poor student conduct, the dean, department chair and director of education will determine the consequences which may include one or more of the following:
  - Student is coached and the coaching is documented
  - Student is placed on behavioral probation
  - Student is dropped from the program
- If it is found that academic dishonesty has occurred, the dean and the department chair and/or the director of education will determine the consequences which may include one or more of the following:
  - Student is placed on academic probation
  - Student cannot earn more than a “C” in the course (plagiarism)
  - Student receives a failing grade in the class
  - Student is dropped from the program
- The dean will meet with the student to discuss the findings and consequences. The dean has the option to include the department chair and/or the director of education in the discussion.
- The dean will document the incident and related activities in the student’s academic file and will add a notation in CampusVue.
- If relevant, the dean will contact the instructor to let him/her know how the issue was resolved.