

PROCEDURES FOR HANDLING VIOLATIONS OF ACADEMIC HONESTY AND ACADEMIC RESEARCH INTEGRITY

1.0 *Academic Honesty and Academic Research Integrity for Students*

1.1 Introduction

New Mexico Tech (sometimes referred to as the 'Institute') has an outstanding academic reputation and excels as a teaching and research university specializing in areas of science, engineering, and related fields. This reputation is contingent on an environment of academic honesty and integrity. Violations of academic honesty and research integrity is therefore unacceptable and will not be tolerated at New Mexico Tech.

1.1.1 In this procedure, the role of the Associate Vice President for Academic Affairs primarily pertains to cases involving incidents of academic honesty violations by undergraduate students and the Dean of Graduate Studies pertains to cases involving incidents of academic honesty violations by graduate students.

1.1.2 The term day/days/number of days shall mean the number of academic days within an academic semester or summer session. An academic day is a regular business day of the Institute when classes are in session (e.g., M-F when classes are held). If the procedure of the incident occurs or continues when the final grades are due or after the end of the academic semester or summer session, the Associate Vice President for Academic Affairs or the Dean of Graduate Studies will determine whether to proceed on non-academic business days of the Institute or to continue the procedure when the next semester or summer session begins. Concerning this, the Associate Vice President for Academic Affairs or the Dean of Graduate Studies will take into consideration requests by the student charged and the availability of other participants.

1.1.3 Research Misconduct is governed by the "Policy to Assure the Integrity of Research," which can be found on the following webpage: <http://www.nmt.edu/research-policies-a-forms>. Academic Research Misconduct not governed by the "Policy to Assure the Integrity of Research" will be handled using this Academic Honesty policy, with the research supervisor reporting acts of academic research misconduct as described for instructors reporting academic honesty violations.

1.1.4 The use of the term Academic Dishonesty serves to include the term Academic Research Misconduct.

1.1.5 The use of the term Academic Honesty serves to include the term Research Integrity.

1.1.6 The use of the term instructor serves to include the term research supervisor.

2.0 *Violations of Academic Honesty and Academic Research Integrity*

2.1 Violations of Academic Honesty is defined as an act of academic fraud. Some examples include the following:

- 2.1.1 Cheating:** the use of unauthorized material during a test, or the act of copying from another student;
- 2.1.2 Plagiarism:** the unauthorized use or use without proper citation of either someone's published work, unpublished material in someone else's computer files or material derived from the Internet;
- 2.1.3 Theft:** any form of unauthorized procurement of academic documents, e.g., exams, student reports;
- 2.1.4 Falsification:** any form of illegal alteration of academic documents for any purpose including improper alteration of experimental data obtained in the laboratory;
- 2.1.5 Impersonation:** the act of permitting another person to substitute for oneself at an examination;
- 2.1.6 Obstruction:** interference with or sabotage of the work of any other person including through vandalism or theft;
- 2.1.7 Assistance:** the act of helping another to commit fraud in any of the above-mentioned ways.

2.2 Violations of Academic Research Integrity, not covered by the "Policy to Assure the Integrity of Research," is considered a violation of Academic Honesty. In addition to forms of academic fraud, violations of Academic Research Integrity could be any of the following:

- 2.2.1 Inaccurate listing of authorship:** the act of listing as an author or co-author those who have not made substantial contributions to the research or listing an author or co-author without their consent or the act of not naming as an author or co-author someone who is a major contributor;
- 2.2.2 Failure to disclose a conflict of interest:** such as failing to disclose being paid by an organization that will benefit from a research project;
- 2.2.3 Violation of ethical standards related to human and animal testing:** e.g., experimentation on human subjects without informed consent (All human/animal experiments must be reviewed and preapproved by NMT's Institutional Review Board);
- 2.2.4 Fabrication of data:** improper alteration of experimental data obtained in the laboratory or any scientific or research experiment;
- 2.2.5 Failure to report:** failure to report incidents of research or scientific misconduct;
- 2.2.6 Providing inaccurate assessment of research:** such as exaggerating or denigrating contributions by those involved in peer review.

3.0 *Fostering Academic Honesty and Research Integrity*

- 3.1 The need to foster academic honesty and research integrity imposes a nexus of responsibilities on the Institute, its students, and faculty.**
The Institute: New Mexico Tech's responsibility is to publish relevant policies, ensure that all such publications are consistent with each other, and implement the policies in a consistent manner.

Students: Each student's responsibility is to understand for every academic assignment what is expected from them and what would be violations of academic honesty.

Faculty: It is the responsibility of the instructor of a course to clearly articulate any special case of academic honesty violations that is relevant to that course but not covered in the Academic Honesty policy.

3.2 The following recommendations are intended to help in discharging those responsibilities:

3.2.1 Recommendations for the Institute

- Compile useful (albeit general) online resources on academic honesty and plagiarism.
- Place resources in a location so that any student who is engaged in learning, in teaching, and in research may use them for guidance about relevant ethical issues.

3.2.2 Recommendations for students

- Discuss with the course instructor any questions you have about their Academic Honesty requirements. This may include when, and when you may not, collaborate with other students, the types of resources or references that need to be cited and when, or the types of resources you may or may not use. Recognize these requirements may vary by instructor and by assignment for a single instructor.
- Attend all classes; in case a class is missed, talk to the instructor and find out about assignments given and topics covered.
- Time management is crucial. When study time is planned, the possibility of last-minute panic is minimized along with the consequent temptation to take unethical shortcuts.
- Unless explicitly prohibited in a course, sharing and discussing ideas with other students is encouraged as it can facilitate learning. But make sure that you do not share what you turn in for individual assignments. Note that sharing does not mean copying.
- Do not keep open books or course material in close proximity to you while you take a test unless it is explicitly allowed.
- If you are experiencing undue stress, there are resources available for help and support: your academic advisor, your department chairperson, the Associate Dean of Student Success, the Office for Counseling Services, Student Access Services, the Dean of Students, the Center for Graduate Studies, and the Office of Academic Affairs. Seek help and support rather than resorting to unethical behavior.
- The Center for Graduate Studies will provide education and training in the responsible conduct of research to all students supported on research grants. Relevant websites on this subject include: NMT's research policy and forms at <http://www.nmt.edu/research-policies-a-forms-research-and-econ-dev>; NSF's Scientific Integrity policy at

<http://www.nsf.gov/bfa/dias/policy/si/sipolicy.pdf>; and NIH's policy at http://grants.nih.gov/grants/research_integrity/.

- Students should be aware that the Dean of Graduate Students is available for graduate students and the Associate Vice President for Academic Affairs is available for all students to discuss and advise on any academic concern.

3.2.3 Recommendations for faculty

- Mention the Academic Honesty policy and these procedures in your syllabus and in your introductory meeting with students.
- In your syllabus, list any special policies relevant to your course. For example, you could clarify what you mean by a restricted use of a resource like the Internet; you could set guidelines for group work, field trips, and graded papers. Furthermore, it is recommended the syllabus be posted in the Canvas course shell.
- Research mentors should provide guidance and training to students on the responsible conduct of research relevant to their particular scholarly activities.

4.0 *Dealing with Incidents of Academic Honesty or Academic Research Integrity Violations*

4.1 The Role of the Instructor in the Bringing of Charges

If an academic honesty violation is discovered by, or brought to the attention of, a teaching assistant assigned to a course, they shall play the role of instructor as described below only if explicitly authorized by the faculty supervisor of that course; otherwise, the teaching assistant shall immediately convey the specific details to the faculty supervisor who will fill that role. The department chairperson or their designated representative shall substitute for an absent faculty supervisor.

4.2 Determination of an Academic Honesty violation by the Instructor

4.2.1 When an academic honesty violation is detected, it is the instructor's responsibility to:

- (a) distinguish between a minor infraction and a major one, and
- (b) to take action appropriate to this judgment of severity.

For example, a missed reference in an otherwise well-cited paper should be treated as carelessness; one unattributed remark in a graded paper should be considered minor. On the other hand, copying a substantial part of a term paper off the Internet could be considered a major violation; falsification of laboratory work by a student engaged in research could also be considered major.

Minor infractions repeated in spite of warnings may be treated as major.

4.3 Classes of Action Available to Instructor

Four classes of actions are available to the instructor, one without a penalty, two that are Grade Penalty Actions, and one Academic Research Penalty Action.

Throughout this procedure, Penalty Action will refer to either a Grade Penalty Action or an Academic Research Penalty Action as appropriate.

The instructor may:

- 4.3.1** only warn the student, i.e., issue a warning to the student(s) without any penalty in grades or research.

Or the instructor may impose one of the following Grade Penalty Actions (the Grade Penalty Action should be commensurate with the type and severity of the violation):

- 4.3.2** impose a penalty for the assignment in question, e.g., decrease the student's grades for that academic work (perhaps a zero for part of the assignment or in its entirety), ask the student to re-do the assignment, or only report the incident to either the Associate Vice President for Academic Affairs (undergraduate students) or the Dean of Graduate Studies (graduate students);
- 4.3.3** impose a penalty for the course, i.e., directly change the course grade for the student, e.g., drop a letter grade or assign an 'F' for the course.

Or in the case of academic research, the research supervisor may impose an Academic Research Penalty Action:

- 4.3.4** terminate research involvement, i.e., remove the student from the research project, which may include termination of employment.

4.4 Bringing of Charges – Procedure by Instructor when an alleged academic honesty violation is detected:

- 4.4.1** The instructor must make every effort to discuss with the student(s) the violation detected, their thoughts and perspectives on the situation, and any Penalty Action being imposed.

4.4.2 Bringing of Charges Statement

- If a Penalty Action is imposed, the instructor must notify (e.g., Bringing of Charges Statement) either the Associate Vice President for Academic Affairs (undergraduate students) or the Dean of Graduate Studies (graduate students).
- If more than one student is involved in the academic honesty violation, the instructor must submit a notification for each student. Exceptions may be approved in advance by the Associate Vice President for Academic Affairs (undergraduate students) or the Dean of Graduate Studies (graduate students).
- Notifications from the Instructor to the Associate Vice President for Academic Affairs or Dean of Graduate Studies must be sent within ten academic days of the discovery of the academic honesty violation. An

academic honesty violation may be discovered at any time, i.e., there is no statute of limitations for when an academic honesty violation may be discovered.

- Faculty are recommended to submit their notifications using the [online form](#) found on the [Academic Honesty webpage](#).

The Bringing of Charges Statement must include the following information:

- the nature of the violation and its severity,
- details as to time, place, and persons involved,
- any available supporting evidence (e.g., copies of assignments exhibiting plagiarism, a witness in the case of cheating during an in-class exam, a copy of a plagiarized online resource), and
- the specific Penalty Action imposed.

Further Recommendations in the Bringing of Charges Statement

Further, the instructor may recommend in the Bringing of Charges Statement that the Associate Vice President for Academic Affairs or Dean of Graduate Studies impose an appropriate academic disciplinary action on the student.

4.5 Academic Disciplinary Action

4.5.1 A student who is found to have violated the Academic Honesty Policy may be subject to one or more of the following Academic Disciplinary Action penalties in addition to a Penalty Action:

- Academic disciplinary probation, not to exceed one calendar year (recorded in the student's file in the Office of Academic Affairs or Center for Graduate Studies),
- Interim suspension (recorded in the student's file in the Office of Academic Affairs or Center for Graduate Studies),
- Academic disciplinary suspension, not to exceed one calendar year (recorded in the student's permanent file in the Office of the Registrar and noted on the student's transcript),
- Permanent dismissal (recorded in the student's permanent file in the Office of the Registrar and noted on the student's transcript),
- Other disciplinary actions deemed appropriate to the specific case, including recommendations to the Dean of Students for non-academic disciplinary actions.

4.5.2 If none of the above penalties is deemed appropriate, a student may be given an oral or written warning, or statement that no academic disciplinary action is warranted. Although not recorded in the student's permanent file in the Office of the Registrar or on the student's transcript, this warning shall remain in the students' files held within the Office of Academic Affairs or Center for Graduate Studies in accordance with the section on "Records of Penalty Actions, Academic Disciplinary Actions, and Hearings."

4.5.3 The decision whether or not to take action shall belong to the Associate Vice President for Academic Affairs or Dean of Graduate Studies.

4.6 Interim Suspension

At times, on the basis of their investigation into violations of the Academic Honesty Policy, the Associate Vice President for Academic Affairs or Dean of Graduate Studies may conclude that it is necessary to suspend a student immediately, prior to a hearing on the matter. This may be the case when the student in question is believed to be dangerous to themselves, to others, or to property. Under such circumstances, the Associate Vice President for Academic Affairs or Dean of Graduate Studies or, in their absence, the Vice President for Academic Affairs or other person designated by the Institute President, may impose an interim suspension pending written notice with a hearing to be set at a later date.

An interim suspension may not be imposed unless it is based upon facts that show that the student's continued presence on campus may constitute a danger to the student, to others, or to property.

An interim suspension may not be based upon mere suspicion of guilt. Any student suspended on an interim basis has the right to a hearing before the Student and Faculty Conduct Committee. The student suspended on an interim basis must present a written request (e.g., email) for a hearing to the Associate Vice President for Academic Affairs or Dean of Graduate Studies, within five academic days of the effective date of the interim suspension. The hearing must be held within five academic days of the suspended student's request for a hearing unless the student charged requests a delay that is approved. The interim suspension shall terminate when the hearing is held. The Associate Vice President for Academic Affairs or Dean of Graduate Studies may impose regular academic disciplinary penalties at this point in the proceedings.

4.7 Response Procedure by Associate Vice President for Academic Affairs or Dean of Graduate Studies:

- The Associate Vice President for Academic Affairs' or Dean of Graduate Studies' responsibility is to respond to the Bringing of Charges Statement, to review the evidence provided by the instructor and evidence the student might provide, and to make a determination on the Penalty Action.
- In addition, the Associate Vice President for Academic Affairs' or Dean of Graduate Studies' responsibility is to determine whether the imposition of an academic disciplinary action is appropriate, i.e., whether or not an academic disciplinary action should be imposed and, if so, which specific academic disciplinary action penalty is appropriate.

The Associate Vice President for Academic Affairs or Dean of Graduate Studies will follow the procedures described:

- 4.7.1** The Associate Vice President for Academic Affairs or Dean of Graduate Studies shall notify in writing (e.g., email) the student involved within ten academic days after receiving the Bringing of Charges Statement. This notification should include the specific charge(s) made by the instructor and the Penalty Action imposed, the provisions of this procedure, and an opportunity to discuss the incident.
- 4.7.2** The Associate Vice President for Academic Affairs or Dean of Graduate Studies shall consider requests from the student for additional time to gather evidence.
- 4.7.3** The Associate Vice President for Academic Affairs or Dean of Graduate Studies shall look up the student's record of past violations.
- 4.7.4** If the current incident has been judged minor by the instructor, but the student has a past record of academic honesty violations, the Associate Vice President for Academic Affairs or Dean of Graduate Studies shall determine whether or not this time the infraction shall be treated as major. Based on this determination, the Associate Vice President for Academic Affairs or Dean of Graduate Studies may elect to also impose academic disciplinary action.
- 4.7.5** If the current incident has been judged major by the instructor, the Associate Vice President for Academic Affairs or Dean of Graduate Studies shall review the proposed penalty action and decide on whether to impose academic disciplinary action after considering the instructor's recommendation, the evidence presented, the student's account of the case, and any other facts the Associate Vice President for Academic Affairs or Dean of Graduate Studies finds pertinent. The absence of past incidents shall not be construed as a dilution of the seriousness of a major violation. For example, a student who has falsified course lab results should not be treated leniently solely because it is their first violation of academic honesty.
- 4.7.6** The Associate Vice President for Academic Affairs or Dean of Graduate Studies shall notify in writing (e.g., email) the student and the instructor of their determination of the incident, the concurrence or non-concurrence with the Penalty Action, and whether or not an Academic Disciplinary Action is being imposed. This should occur within twenty academic days of the receipt of the Bringing of Charges Statement or ten academic days from the end of any additional time period granted to the student. The Associate Vice President for Academic Affairs or Dean of Graduate Studies shall notify in writing (e.g., email) the student and the instructor if additional time is required to gather and examine information.
 - If the Associate Vice President for Academic Affairs or Dean of Graduate Studies concurs that the academic honesty violation brought forward is substantiated, the Associate Vice President for Academic Affairs or Dean of Graduate Studies will also notify the student's academic advisor.
 - Notifications of incidents of academic honesty violations from instructors, the correspondence from the Associate Vice President for Academic Affairs

or Dean of Graduate Studies, and the outcomes of the incidents shall remain in the students' files in the Office of Academic Affairs or Center for Graduate Studies in accordance with the section on "Records of Penalty Actions, Academic Disciplinary Actions, and Hearings."

- Annually, early in the Fall semester, the Associate Vice President for Academic Affairs and Dean of Graduate Studies shall present to the Faculty Senate the number of academic honesty violations reported along with their breakdown by cases of instructor notifications (i.e., type of honesty violations), Penalty Action imposed, instructor recommendations of an academic disciplinary action (if any), categories of prior infractions, academic disciplinary actions imposed, appeals, and their outcomes.

5.0 *Students' Right to Appeal*

5.1 Requesting a Hearing to Appeal a Penalty Action and/or Academic Disciplinary Action

Upon request by the student receiving a penalty action and/or academic disciplinary action, the case will be heard by the Student and Faculty Conduct Committee:

- The student must submit their request in writing (e.g., email) to the Associate Vice President for Academic Affairs or Dean of Graduate Studies.
- The request must be made within ten academic days of the receipt of the decision notification from the Associate Vice President for Academic Affairs or Dean of Graduate Studies.

5.2 Student and Faculty Conduct Committee

5.2.1 The Student and Faculty Conduct Committee shall hear cases of students found in violation of the Academic Honesty Policy and subject to penalty action and/or academic disciplinary action. The committee will then make its decision following a hearing on the matter.

5.2.2 The Student and Faculty Conduct Committee for an undergraduate student shall be composed of:

- Two members of the Supreme Court of the Student Government Association (or other members of the Student Government Association if Supreme Court members are not available) as designated by the President of the Student Government Association,
- One member of the Graduate Student Association as designated by the President of the Graduate Student Association,
- Three members of the Faculty Senate (not members of the administration other than chairpersons of academic departments) as designated by the Faculty Senate.

The Student and Faculty Conduct Committee for a graduate student shall be composed of:

- One member of the Supreme Court of the Student Government Association (or other members of the Student Government Association if Supreme Court members are unavailable) as designated by the President of the Student Government Association,
- Two members of the Graduate Student Association as designated by the President of the Graduate Student Association,
- Three members of the Faculty Senate (not members of the administration other than chairpersons of academic departments) as designated by the Faculty Senate.

If individuals are unable to serve on the committee, the committee chairperson will request an additional individual from the appropriate group to serve (e.g., Student Government Association, Graduate Student Association, Faculty Senate).

- 5.2.3** Either party to the dispute may disqualify one member of the Student and Faculty Conduct Committee. Members may also disqualify themselves and should do so if they are aware of any reason(s) they would not be able to render a fair and impartial decision or have a conflict of interest. This should be done in advance of the hearing so that an alternate member may serve.
- 5.2.4** The Student and Faculty Conduct Committee shall establish its own procedures and shall select its own Chairperson. A quorum shall consist of all six members of the committee. In the event that one or more committee members are unable to attend due to conflicts, the parties may mutually agree to hold the meeting with a quorum representing only those who are present. If done, this would not be a basis for an appeal.
- 5.2.5** The individual elected as Chairperson is a voting member of the committee. In case of a tie vote on the Penalty Action, the student shall be found not in violation of the policy, and in case of a tie vote on the Academic Disciplinary Action imposed, the less serious academic disciplinary action shall be used by the Associate Vice President for Academic Affairs or Dean of Graduate Studies.

5.3 Hearing

The hearing is not intended to be a full-fledged adversarial proceeding: it is intended to be a fair hearing with ample opportunity for both parties (the student and the Institute) to present the facts. The Institute will be represented by the Associate Vice President for Academic Affairs or Dean of Graduate Studies, or their designated representative.

The following procedures shall apply:

- 5.3.1** Both parties (e.g., student, instructor) will be notified of the date of the hearing by the Associate Vice President for Academic Affairs or Dean of Graduate Studies, or their designated representative, at least ten academic days prior to the hearing (except in the case of interim suspension). The parties may mutually agree to hold the hearing at an earlier time. If done, this would not be a basis for an appeal.

- 5.3.2** The Associate Vice President for Academic Affairs or Dean of Graduate Studies shall submit the instructor notification (Bringing of Charges Statement) to the Student and Faculty Conduct Committee, plus be prepared to present any previous records of academic honesty violations of the student if the student is found to be responsible for the current allegations. The previous violations and associated sanctions will only be considered by the hearing panel if there is a determination of a violation and this information is relevant to the panel's sanctioning deliberations.
- 5.3.3** The instructor who imposed the Penalty Action will act as a witness.
- 5.3.4** Both parties shall be permitted to inspect, at least 24 hours in advance of the hearing, any documentary evidence that the other party intends to submit at the hearing. Both parties shall submit the documentary evidence with a list of witnesses who will testify at the hearing to the Associate Vice President for Academic Affairs or Dean of Graduate Studies, or their designated representative after receiving notification of the hearing date.
- 5.3.5** The student in violation of the Academic Honesty Policy is responsible for presenting their case; advisors or support persons (including attorneys for academic disciplinary action hearings) of either party can be present but are not permitted to present arguments or evidence in the hearing. If no academic disciplinary action is involved, i.e., only a Penalty Action is being appealed, legal counsel will not be permitted and no recording will be made of the hearing.
- 5.3.6** Both parties may question any witness who testifies at the hearing.
- 5.3.7** For academic disciplinary action hearings only, a recording will be made of the hearing. A more formal record by a court reporter may be arranged by either party at their own expense.
- 5.3.8** The hearing shall be private unless requested otherwise by the student charged.
- 5.3.9** The student charged is not required to testify in their own defense and failure to testify shall not be held against the student.
- 5.3.10** The Student and Faculty Conduct Committee will base its findings and decision solely on the evidence presented at the hearing.
- 5.3.11** The Student and Faculty Conduct Committee shall give a written copy of its findings and decision to the parties within a reasonable amount of time. A copy of the findings and decision will also be kept on file in the Office of Academic Affairs or in the Center for Graduate Studies.
- 5.3.12** The Student and Faculty Conduct Committee may affirm, reverse, or modify the decision of the Associate Vice President for Academic Affairs or Dean of Graduate Studies. The decision of the Student and Faculty Conduct Committee shall be final unless appealed and reversed or modified. If the committee decides that a grade penalty should be reversed, the instructor shall be required to submit a change of grade to the Office of the Registrar computed by removing the penalty.

5.4 Appeal of Student and Faculty Conduct Committee Decision

Either the student charged or the Associate Vice President for Academic Affairs or Dean of Graduate Studies may appeal the decision of the Student and Faculty Conduct Committee. The instructor who brought forward the academic honesty violation that resulted in only a Grade Penalty Action may also appeal the decision of the Student and Faculty Conduct Committee but only if the decision was based on a tie. This appeal, which must be in writing (e.g., email), will be sent to the Vice President for Academic Affairs of the Institute within ten academic days of the date of the Student and Faculty Conduct Committee's written decision and notifications to participants.

The Vice President for Academic Affairs' review shall typically be limited to a review of the record made before the Student and Faculty Conduct Committee, including all documentary evidence, if any, admitted. However, the Vice President for Academic Affairs may allow such additional testimony and/or documentary evidence to be presented to them as they may, at their sole discretion, determine necessary in order to clarify the facts and/or the respective position of the parties. If the Vice President is a party to the dispute, the President or their designee shall perform the duties assigned to the Vice President. If the President is also a party to the dispute, a person selected by the Regents shall perform the duties assigned to the Vice President. The decision on the appeal shall be returned in a timely manner and communicated to the student, the Associate Vice President for Academic Affairs or Dean of Graduate Studies, and the instructor who brought forward the academic honesty violation.

6.0 *Records of Penalty Actions, Academic Disciplinary Actions, and Hearings*

- 6.1** Records of Penalty Actions, Academic Disciplinary Actions, and Hearings will be kept as follows:
 - 6.1.1** Records of violations of the Academic Honesty Policy that result in a Penalty Action and/or select Academic Disciplinary Actions (e.g., academic disciplinary probation or interim suspension) shall be kept by the Office of Academic Affairs for undergraduate students or the Center for Graduate Studies for graduate students for up to 2 years after the student has graduated from New Mexico Tech or 5 years after the student has left New Mexico Tech.
 - 6.1.2** A record of academic disciplinary suspension will remain in the student's permanent file in the Office of the Registrar and will be noted on the student's academic transcript.
 - 6.1.3** A record of permanent dismissal will remain in the student's permanent file in the Office of the Registrar and will be noted on the student's transcript.
 - 6.1.4** Any student may examine their own file and may request that records of academic honesty violations including select Academic Disciplinary Actions (e.g., academic disciplinary probation or interim suspension) be removed and destroyed. Such requests will be reviewed by the Associate Vice President for Academic Affairs or Dean of Graduate Studies and must be honored if the relevant period specified above has expired.

6.1.5 If a New Mexico Tech undergraduate student applies to a graduate program at New Mexico Tech, the student's graduate program application will only include violations that are on the student's academic transcript. This is the same access that any graduate program, undergraduate program, or place of employment will have when transcripts are required. However, records of violations of the Academic Honesty Policy that result in a Penalty Action and/or select Academic Disciplinary Actions (e.g., academic disciplinary probation or interim suspension) are subject to discovery and may be reported if requested (with the appropriate student approval per FERPA guidelines).

Revision History:

- August 2022: Removed from Student Handbook and placed on website. Sections consolidated with feedback requested from GSA, SGA, Graduate Dean, VPAA, and Student and Faculty Conduct Committee.