

Academic Standing

Some rules are necessary to determine academic standing and class ranking of enrolled students. The following rules apply to all students.

Academic Warning and Suspension

All students must maintain a 2.00 cumulative GPA to avoid being placed on academic warning. If during any semester a student's cumulative GPA is less than 2.00, the student will be placed on academic warning. Students on academic warning will normally be limited to a maximum of 15 credits per semester while on warning.

To be removed from academic warning, a student must, during the warning period, meet the required standard minimum academic progress each semester (2.00) until the cumulative grade point average reaches the required level (2.00). If in any semester while on warning a student falls below the minimum standard for academic progress, the student will be academically suspended from the university.

Students suspended once for unsatisfactory scholarship must remain out of residence for one semester. Students suspended more than once will not be readmitted until after an interval of one year and must receive the approval of the Academic Standards Committee for readmission. Appeals for readmission must be submitted one week before classes begin in order to be considered. A student readmitted after suspension is on academic warning until cumulative grade point requirements are met. Students may be required to take specific classes as a condition of readmission.

For Fall 2020 forward: Past CT (Highlands College) level coursework and cumulative GPA will remain separate from UG level. The combined CT and UG level GPA will be manually calculated and used to determine status for Academic Warning and Suspension. The combined GPA will apply in these circumstances regardless if the change results in a positive or negative impact. (For example, a student on academic warning will move to good standing if the combined GPA is above a 2.0. Conversely, a student who is in good standing will move to academic warning if the combined GPA falls below a 2.0.)

Petition Procedure for Academically Suspended Students

First Suspension: A student desiring authorization to re-enter the College after being suspended for the first time, who has not remained out of residence for a regular semester, must submit petition to the Academic Standards Committee through the Office of the Vice-Chancellor for Academic Affairs.

Petition using the [Maxient Form](#).

Multiple Suspensions: A student desiring authorization to re-enter the College after being suspended more than once must submit a written petition to the Vice Chancellor for Academic Affairs. Normally, a student who has been suspended more than once must be out of residence for at least one year prior to submitting a petition. The Academic Standards Committee reviews all petitions for readmission.

Class Standing

Undergraduate Students (Seeking an Associate of Science or Bachelor's Degree)

LOWER DIVISION

Freshman 1-29 credits earned

Sophomore 30-59 credits earned

UPPER DIVISION

Junior 60-89 credits earned

Senior 90 + credits earned

In order to be classed in the Upper Division, a student must have earned at least 60 credit hours and have a grade point average of at least 2.00. Normally, only students in the Upper Division may register for junior and senior (300 & 400 level) courses.

Academic Dishonesty

Montana Tech believes that academic honesty and integrity are fundamental to higher education. Montana Tech has a responsibility to promote academic honesty, integrity, and the highest ethical and professional standards and behavior in and out of the classroom. Accordingly, policies and procedures have been developed to address instances of academic dishonesty. Students who violate these standards commit academic misconduct and will be subject to academic and/or disciplinary sanctions.

Academic Dishonesty

Academic dishonesty includes cheating; plagiarism; forgery; falsification; facilitation or aiding academic dishonesty; multiple submission; theft of instructional materials or tests; access to, manipulation of, or tampering with laboratory equipment, experiments, or computer programs without proper authorization; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors; and any actions intended to gain academic advantage by fraudulent and/or deceptive means.

Student Responsibility

The student has full responsibility for the content and integrity of all academic work submitted. Ignorance of a rule does not constitute a basis for waiving the rule or the consequences of that rule. Students unclear about a specific situation should ask their instructors or academic staff, who will explain what is and is not acceptable in their classes or on campus.

Faculty, Staff, and Administrator Responsibility

It is the shared responsibility of faculty, staff, and administrators to take reasonable precautions to prevent and discourage academic dishonesty. Additionally, it is a duty of faculty, staff, and administrators to report instances and charges of academic dishonesty to the Office of the Vice Chancellor for Academic Affairs through the Academic Dishonesty Violation online referral form.

Cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another in obtaining or attempting to obtain credit for work or any improvement in evaluation of performance by any dishonest or deceptive means. Cheating includes, but is not limited to, the following.

Taking information:

1. Copying graded homework assignments from another student.
2. Working with others on a take-home test or homework (unless specifically accepted by the instructor).

3. Looking at another student's paper or screen during an examination.
4. Looking at text, notes, or electronic devices (e.g., cell phones, tablets, smart pens, unauthorized calculators, etc.) during an examination (unless specifically accepted by the instructor).
5. Accessing another student's electronic device (e.g., cell phone, tablet, laptop, desktop, etc.) and taking information from the device without consent.
6. Allowing another person to complete assignments or an on-line course.

Providing information:

1. Giving one's work to another to be copied or used in an oral presentation.
2. Giving answers to another student during an examination or for a take-home test.
3. Informing a person in a later section about questions appearing on an exam after taking that exam.
4. Providing a term paper to another student.
5. Taking an exam, writing a paper, or creating a computer program for another student.

Plagiarism

Plagiarism is defined as submitting a term paper, essay, speech, laboratory report, or other assignment in which all or part of the words, ideas, or visuals are copied from the published or unpublished work of another individual without giving the original author proper credit for the words, ideas, or visuals. Such actions include, but are not limited to, the following.

1. Copying homework answers from a text to hand in for a grade.
2. Failing to give credit for ideas, statements, data, or conclusions derived by another author.
3. Failing to adequately summarize or paraphrase another's work.
4. Failing to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or a part thereof.
5. Submitting a paper purchased from a research or term paper service or downloaded from the internet.
6. Copying another student's or a former student's paper and handing it in as one's own.
7. Giving a speech or oral presentation written by another and claiming it as one's own work.
8. Presenting another's computer program as one's own.
9. Failing to acknowledge the source of copied or adapted visuals.

Other Forms of Academic Dishonesty

Other forms of academic dishonesty include any actions intended to gain academic advantage by fraudulent and/or deceptive means not addressed specifically in the definition of cheating and/or plagiarism. These actions may include, but are not limited to, the following.

1. Planning with one or more fellow students to commit any form of academic dishonesty together.
2. Giving a term paper, speech, or project to another student when one knows or reasonably suspects that student will plagiarize it.
3. Having another student take one's exam, or complete one's computer program or lab experiment.

4. Lying to an instructor to increase a grade or gain additional time to complete an assignment or exam.
5. Submitting substantially the same paper or speech for credit in two different courses without prior approval of the instructors involved.
6. Altering a graded work after it has been returned, then submitting the work for regrading, without the instructor's prior approval.
7. Removing tests from a classroom without the approval of the instructor, or stealing tests.
8. Using a person's signature without permission.
9. Offering, giving, receiving, or soliciting a bribe of money, materials, goods, services, or anything of value for the purpose of procuring or providing an academic advantage.
10. Forging documents or other data, or omitting facts which are material to the purpose for which the information is submitted to the University, potential employers, or community members.
11. Possession of unauthorized equipment or materials during a test, quiz, or similar, whether found accessing or not.

Policy on Cheating, Plagiarism, and Other Forms of Academic Dishonesty

At faculty discretion, cheating may result in an F grade on the assignment or examination, or in the course. If a student does not accept the charge of cheating, s/he may bring the case to the Academic Standards Committee for review. Plagiarism may be considered a form of cheating and is, therefore, subject to the same consequences as cheating. However, as there may be plagiarism as a result of poor learning or inattention to format, and there may be no intent to deceive, some instructor discretion is appropriate. Under such circumstances, the instructor may elect to work with the student to correct the problem at an informal level. In any case that a penalty is applied, the student must be informed of the event being penalized and of the penalty.

The instructor shall contact the student with evidence of the academic dishonesty incident in writing within 10 business days of discovery of the event. The Academic Dishonesty Violation Referral form will also be submitted electronically to the Office of the Vice Chancellor for Academic Affairs. The instructor will show the student all evidence being considered and allow the student to fully respond. The instructor will notify the Vice Chancellor for Academic Affairs of the intended disciplinary action.

The Office of the Vice Chancellor for Academic Affairs shall determine if any further disciplinary action is required. In reported cases of repeated academic dishonesty, the Academic Standards Committee may be alerted and may apply additional penalties beyond those imposed by the individual instructors. Disciplinary actions might include, but are not limited to, reprimand; educational sanctions (completion of a report, paper, project, or workshop); loss of membership in organizations; or disciplinary probation, suspension, or expulsion from the University.

If the Office of the Vice Chancellor for Academic Affairs and/or the Academic Standards Committee determines that no violation has occurred, the instructor will comply with the decision, and refrain from issuing penalties, or remove those already on the student's record.

Any student who thinks that he or she has received unfair treatment in regards to cheating should request a hearing with the Disciplinary Appeals Committee not later than one school week after notification of the action taken by the instructor or by the Academic Standards Committee.