I. Introduction
(from College of Arts and Sciences, Academic Honesty Policy, 2000)

Saint Louis University is a community of learning in which integrity and mutual trust are vital. Since the mission of the University is "the pursuit of truth for the greater glory of God and for the service of humanity," acts of falsehood violate its very reason for existence. They also demean and compromise the activities of teaching, research, and community service that are the primary corporate purposes of the institution.

The destructive effects of academic dishonesty are many. Not only does it undermine the grading process, robbing teachers of their ability to assess the accomplishments of their students and to give proper responses and rewards, but it also impairs the ability of the University to certify to the outside world the skills and attainments of its graduates. Such dishonesty allows students to take unfair advantage of their peers and undermines moral character as well as self-respect. It also damages the bonds of academic trust upon which the entire University rests. Since the Center for Health Care Ethics seeks to prepare students for lives of integrity and for occupations of trust, it regards all acts of academic dishonesty as matters of serious concern.

In establishing high standards of integrity, the Center is not only affirming certain rules students are to observe in their time as students at Saint Louis University, but giving students ethical principles and practices to take with them as they move into diverse professions and walks of life beyond the walls of the University. To this end, the Center relies not merely on the willing compliance and support of its students, but on the adherence to professional ethics displayed by its students, faculty, staff, and administrators as well.

At the beginning of each course, instructors and faculty should address issues of academic integrity, including specific expectations and examples of academic integrity violations. Every course syllabi should include section IV of this policy, as well as a link to the full text of this policy.

Students are responsible for learning and adhering to the specific rules governing the completion of required work in each of their courses. Whether or not their instructors set forth such rules, students are also responsible for recognizing and avoiding the kinds of misconduct set forth in section II below.

II. Definitions
Academic dishonesty includes, but is not limited to, the kinds of misconduct listed below. Such dishonesty may involve written or spoken communications or those conveyed in electronic form.

A. Cheating

Cheating involves the use of unauthorized or unethical assistance to gain an unfair advantage over other students. Instances include the following:

1. Use of unauthorized assistance in taking quizzes or examinations;
2. Use of resources beyond those authorized by the instructor in solving problems or in carrying out other assignments such as writing papers, preparing reports, or giving oral presentations;
3. Acquisition, dissemination, or use of tests or other academic materials belonging to an instructor or a member of the staff without prior approval;
4. Hiring or otherwise engaging someone to impersonate a student in taking a quiz or examination or in fulfilling other academic requirements.

B. Falsification

Falsification involves misrepresentations of fact for academic gain. Instances include the following:

1. Lying to or deceiving an instructor;
2. Fabrication or misrepresentation of the documentation or the data involved in carrying out assignments;
3. Fabrication, misrepresentation, or unauthorized alteration of information in academic records belonging to an instructor or to any academic department or administrative unit.

C. Plagiarism

Plagiarism involves the intentional representation of someone else's thoughts or words as if they were one's own. Instances include the following:

1. Quoting directly from someone else's work without using quotation marks and without giving proper credit to the author;
2. Paraphrasing someone else's ideas, concepts, arguments, observations, or statements without giving proper credit;
3. Submitting as one's own work a paper or other assignment that has been prepared, either wholly or in large part, by another person, group, or commercial firm.

D. Sabotage
Sabotage involves interference with the academic work of another member of the university community or modification, theft, or destruction of intellectual property such as computer files, library materials, or personal books or papers.

E. Collusion

Collusion involves collaboration with another person or persons for the purpose of engaging in, aiding, or abetting acts of academic dishonesty as defined above.

III. Rules of Procedure

A. Confidentiality

Unless and until a formal finding of a violation has been reached, all instructors and members of the Center faculty, staff, and administration involved with a complaint shall take appropriate precautions to maintain confidentiality concerning the name of the accused, the nature of the complaint, and its supporting evidence except insofar as such information must be divulged in order to investigate the allegations.

B. Initial Investigation

The course instructor shall notify the director of the undergraduate minor in Health Care Ethics (henceforth “program director”) of any allegations of academic dishonesty. The instructor shall investigate the allegations thoroughly and, in consultation with the program director, decide if a preponderance of evidence supports a finding of a violation. If no violation is found, all record of the complaint shall be destroyed and the nature of the evidence and proceedings shall remain confidential.

C. Penalties for Violations

If a violation is found, the course instructor, in consultation with the program director, shall impose a penalty. Penalties range from receiving a zero on the assignment to failure of the course and expulsion from the minor. A variety of factors will be considered in determining what penalties are appropriate, including but not limited to:

- the percentage of the final grade that the offending assignment is worth.
- the amount of the assignment that has been plagiarized, falsified or cheated on.
- previous violations of the offending student.

D. Notifications

Once a penalty has been decided upon, a letter will be sent to the offending student(s) and the Director of the Gnaegi Center for Health Care Ethics (henceforth “Center Director”) describing the nature of the violation and the nature of the penalty. A copy of this letter will be retained by the Program Director. If the nature of the violation is serious enough,
the Center Director may report the violation to the student’s primary (major) program director.

E. Right of Appeal

A student found to have committed a violation has the right to appeal the decision to the Center Director. Such an appeal must be lodged with the Center Director within one week of the date on which the student was notified of the outcome.

IV. Short Form of Policy for Syllabi

At a minimum, this section should be included in every HCE undergraduate course syllabi. A link to the full policy should be made available to students at request.

Policy on Academic Integrity
- Saint Louis University is a community of learning in which integrity and mutual trust are vital. Acts of falsehood and dishonesty demean and compromise the most central goals of the university and of this class. Therefore, violations of academic integrity are taken very seriously.
- Violations of academic and professional dishonesty include but are not limited to:
  1. submitting material authored by another person but represented as the student's own work;
  2. copying a passage or text directly from a book or journal, or using extensive paraphrasing without indicating the source or without using a recognized style for citing sources;
  3. taking a test or writing a paper for another student;
  4. taking a course for another student or securing another student to take a course for oneself.
  5. securing or supplying in advance a copy of an exam without the knowledge and consent of the instructor.
  6. submitting an assignment as new work when this same assignment had been completed for a prior course.
- If after an investigation, a violation is found, the course instructor, in consultation with the program director, shall impose a penalty. Penalties range from receiving a zero on the assignment to failure of the course and expulsion from the minor. A variety of factors will be considered in determining what penalties are appropriate, including but not limited to:
  1. the percentage of the final grade that the offending assignment is worth.
  2. the amount of the assignment that has been plagiarized, falsified or cheated on.
  3. previous violations of the offending student.
- See the Health Care Ethics Policy on Academic Integrity for further details on the policy and process.