



SAINT LOUIS UNIVERSITY PARKS COLLEGE OF ENGINEERING, AVIATION AND TECHNOLOGY

Policy Number PARKS-002
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ACADEMIC INTEGRITY POLICY

PURPOSE: To establish the policy and procedures by which Parks College will handle violations related to academic integrity of its student body.

SCOPE: The Academic Integrity Policy described in this document applies to all full-time and part-time graduate and undergraduate students taking courses in Parks College.

DEFINITIONS:

Cheating – Cheating involves the use of unauthorized or unethical assistance to gain an unfair advantage over others. Instances include:

- Copying from another student's examination or using unauthorized assistance, aids, technological resources such as cell phones, calculators, translation software or Internet based applications in taking quizzes or examinations.
- Using resources beyond those authorized by the instructor to complete assignments such as writing papers, preparing reports, giving oral presentations, making models, multi-media projects, sound recordings, creating visual materials such as drawings, videos, or photographs or presenting material on the internet.
- Acquiring, disseminating, or using tests or any other academic forms of assessment belonging to an instructor or a member of the staff through any means (including social media) without prior approval.
- Influencing, or attempting to influence, any University employee in order to affect a grade or evaluation.
- Hiring or otherwise engaging someone to impersonate another person in taking a quiz or examination or in fulfilling other academic requirements.

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

- Lying to or deceiving an instructor.
- Fabrication or misrepresentation of the documentation or the data involved in carrying out assignments.
- Fabrication, misrepresentation, or unauthorized alteration of information in academic records belonging to an instructor or to any academic Department or administrative unit within Parks College.

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

- Quoting directly from someone else's work without using quotation marks and without giving proper credit to the author.
- Paraphrasing someone else's ideas, concepts, arguments, observations, or statements without giving proper credit.

- 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 without citation or acknowledgment.

Sabotage - Sabotage entails disrupting or seeking to prevent the academic pursuits of others. It includes:

- Interfering with the academic work of another member of the University community.
- Modification, theft, or destruction of intellectual property such as computer files, library materials, or personal books or papers.

Concealment - Concealment entails failing to call to the attention of a faculty member or administrator violations of academic integrity that an academic unit requires be reported.

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

Conflict of Interest - A conflict of interest can arise in a number of situations. While each situation is different and all faculty, staff, and students are expected to proactively address such situations by consulting the department chair, dean, or other appropriate university officials. Examples of situations that would warrant an appropriate conflict management plan would include the following: financial conflict of interest (e.g.: a researcher has substantial financial interests in the company that is funding his/her project); professional conflict of interest (e.g.: the researcher and his/her evaluator serve as colleagues and as subordinate-supervisor of each other; or personal conflict of interest (e.g.: there is situation of nepotism or amorous relationship among a subordinate and his/her supervisor).

Additional definitions used in this document are consistent with the definitions found in the Saint Louis University Academic Integrity Policy.

POLICY

I. General

This policy is based on the Saint Louis University Academic Integrity Policy (adopted 06-26-2015), and is modeled after the policy adopted by the College of Arts & Sciences. Where this policy conflicts with University policies and procedures, the University policy will prevail. Throughout this document, "Parks College of Engineering, Aviation and Technology" will be shortened to "Parks College".

This Parks College of Engineering, Aviation and Technology (Parks) policy falls within a greater hierarchy of laws, statutes and rules. College policies are subject to compliance with laws and regulations instituted by higher governing authorities as follows:

- A. Federal laws and regulations
- B. State laws and administrative rules
- C. University policies and procedures
- D. Parks College of Engineering, Aviation and Technology policies and procedures

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, health care and community service that are its primary mission.

Academic dishonesty runs counter to the ethical principles of Christianity and of other cultural traditions and undercuts the spiritual and intellectual ideals of the Catholic Church and the Society of Jesus, upon which the University is founded. 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 Parks College 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 College is not only affirming certain rules for students to observe at Saint Louis University, but giving these 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 College relies, not merely on the willing compliance and support of its students, but on the adherence to professional ethics displayed by its students and by its faculty, staff, and administrators. See Appendix for more information.

II. Academic Integrity and Academic Code of Honesty

It is the responsibility of all students and faculty to uphold the academic code of honesty established by the University and given below.

Students are expected to be honest in their academic work. The University reserves the right to penalize any student whose academic conduct is, in its judgment, detrimental to the University. Such conduct shall include cases of plagiarism, collusion, cheating, giving or receiving or offering or soliciting information in examinations, or the use of previously prepared material in examinations or quizzes. It is the responsibility of any student who observes such dishonest conduct to call it to the attention of a faculty member or administrator. Violations should be reported to your course instructor, who will investigate and adjudicate them according to the *Policy on Academic Integrity* of Parks College. If the charges are found to be true, the student may be liable for academic or disciplinary probation, suspension, or expulsion by the University. Recommendations of sanctions to be imposed will be made to the Dean of the school or college in which the student is enrolled.

Possible sanctions for a violation of academic integrity include, but are not limited to: assignment of a failing grade for the assignment and/or course, disciplinary probation, suspension, and/or dismissal from the University.

III. Academic Integrity Violation Classification

Two classifications of academic integrity violations are defined by Parks College and are defined below:

A. Class A Violations

Students may be alleged to have committed a Class A violation under the following circumstances:

1. When a student acting alone cheats, falsifies, or plagiarizes an assignment or other graded component of minimal weight to the overall grade of the course.
2. When a student colludes on an assignment or other graded component of minimal weight to the overall grade of the course.
3. When a student submits substantively same body of work for credit in two or more classes taken at undergraduate or graduate level.

B. Class B Violations

Students may be alleged to have committed a Class B violation under the following circumstances:

1. When they are charged with a violation of the Academic Integrity Policy, and already have in their record a previous violation.
2. When they falsify, or plagiarize an assignment or requirement of the class of considerable weight to the overall grade of the course.
3. When they engage in collusion in the performance of any substantial assignment or requirement of the class.
4. When they engage in any other academic misconduct of a particularly significant impact.

IV. Expectations of the Adjudication Process

Rules of procedure and evidence applied in civil or criminal court actions shall not apply in the investigation, review, or complaints of academic dishonesty.

The instructor will carefully review section 6 above in this policy to decide if the violation warrants the classification of Class A or Class B.

All instructors and members of the college 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 or to conduct a hearing.

If no violation is found, all record of the complaint shall be destroyed. The nature of the evidence and the proceedings shall remain confidential.

If a violation is found, adjudication, retention of the record and disclosure shall be according to the procedure outlined in Section V.

Faculty and Instructors involved in academic honesty cases are indemnified by the University according to policies set forth in The Faculty Manual of Saint Louis University, particularly the section pertaining to legal representation and indemnification.

Both the student(s) accused of academic dishonesty, and the instructors and/or Department Chairs bringing accusations have the following rights:

- A. To participate in a meeting within the Department or academic unit in which the alleged act of dishonesty occurred and/or a formal hearing before the Academic Affairs Committee of the Faculty Assembly.
- B. To receive, at least one week in advance of any hearing, written notice of the following:
 1. The charge, including the date and circumstances of the purported act of dishonesty.

2. The date, time, and location of the meeting.
- C. To present evidence at any hearing.
- D. To call witnesses to support their case. (Instructors and Department Chairs may question witnesses.)
- E. Students and instructors may bring a personal advisor to any hearing upon notification to the Adjudicator. Such an advisor may not act as legal representation and may only speak at the discretion of the person conducting the proceedings.

V. Procedure for Adjudicating Violations of Academic Integrity

Consistent and fair adjudication of academic violations shall be paramount for Parks College faculty, staff and students. This section will address the adjudication process, and the responsibility of the course instructor and the Department Chair in this process.

A. Adjudication of Class A Violations

The adjudication process for a Class A violation is classified as: 1) without an informal Department hearing, or 2) with an informal Department hearing. The course instructor is charged with the responsibility to conduct a meeting as outlined in Section V.A.1. If at the conclusion of this meeting the student chooses to appeal the Class A violation, this case will become a *Class A violation with an informal Department hearing*. In addition to the hearing outlined in Section V.A.1, the Department Chair/Facilitator will conduct an informal Department hearing as outlined in Section V.A.2.

1. Procedural Outline for Class A Violation without a Department Hearing
If a purported act of dishonesty is classified as a Class A violation, the instructor in charge of the course shall proceed with the investigation, adjudication and reporting as outlined below.
 - a) *Investigation*: The instructor shall investigate the allegations thoroughly from the evidence that is available. If the preponderance of evidence does not support a finding of a violation, all collected evidence shall be destroyed and the case shall be closed. Confidentiality shall be maintained to protect the student. If the preponderance of evidence supports a finding of a violation, the instructor shall notify the Department Chair that an act of academic dishonesty is purported and the process of adjudication has been initiated.
 - b) *Sanctions*: Sanctions imposed by the instructor may include: a lowered or failing grade on the examination or assignment in question, A lowered course grade. If the course grade is lowered to an F, the student shall have the right to continue in the course without prejudice or other penalty pending the results of an appeal.
 - c) *Adjudication*:
The instructor shall:
 - i. Complete the Parks College Academic Dishonesty Report (Sections I and II only). Include any supporting evidence, either original or photocopied, as deemed needed for documentation for adjudication.
 - ii. Promptly call a meeting with the student. Herein the instructor will discuss the alleged violation and the collected evidence as it relates to this course, the imposed sanctions, and classification of the violation.

- iii. Indicate, by placing a check mark on the line in Section III.1.a or III.1.b on the Academic Dishonesty Report, whether the student was notified in person or in writing. The student must sign and date the form indicating that they have been notified of the sanctions imposed.
- iv. Notify students that their signature here is not an indication that they agree with the sanction, just that they have been notified of the sanctions.
- v. Inform the student that he or she has the right to appeal the sanctions at an informal Departmental hearing, procedure outlined in Section V.A.2 of this document. The student's decision to waive his or her right to appeal or appeal the decision is made on the Academic Dishonesty Report Section III.2.
- vi. Make the student aware that he or she can choose to delay their decision to appeal by leaving these sections blank. The student may take up to one week from the notification of sanctions to make a decision and notify their instructor in written format.
- vii. Forward the completed Academic Dishonesty Report and all supporting documents to the Dean (or the dean's designee) of Parks College if the student decides to waive his or her right to appeal by placing a checkmark beside Section III.2.a. Impose the sanctions as stated on the Report.
- viii. Forward the Academic Dishonesty Report and all supporting documents to their Department Chair if the student decides to appeal the sanctions and places a checkmark beside Section III.2.b. The case proceeds as a Class A violation with an informal Department hearing, as described in Section V.A.2 of this document.

It is important to stress that all evidence shall be retained by the Dean (or the dean's designee) of Parks College. Once the adjudication process has been completed, the instructor and/or Department Chair shall not retain copies of any of the collected evidence or forms.

2. Procedural Outline for Class A Violation with a Department Hearing

If the student requests an informal hearing of the case, all collected evidence will be turned over to the Department Chair. The Department Chair shall act as a Facilitator during the hearing, or appoint another member of the Department to act in that capacity. In the instance that the Department Chair is also the instructor, the Department Chair must appoint another member of the Department to facilitate the meeting.

- a) *Investigation*: The Department Chair/Facilitator shall carry out a prompt and thorough investigation.
 - i. This investigation shall include an informal hearing, announced at least a week in advance to the student, instructor and such witness as either party may choose to call. All parties shall have a full and fair opportunity to present evidence.
 - ii. Witnesses from within the University community are obliged to attend and may be sanctioned by the Dean's Office if they fail to appear.

- iii. Witnesses against the student shall not have to appear at the same informal hearing as the accused student.
- iv.
- v. After the conclusion of the informal hearing, the Department Chair/Facilitator must decide if the preponderance of evidence supports a finding of guilt or not. This should occur within a week of this hearing.
- vi. If no violation has been found, records of the case shall be destroyed and confidentiality maintained.
- b) *Sanctions*: The Department Chair/Facilitator may reaffirm the sanctions imposed by the instructor or impose other sanctions.
- c) *Adjudication*: If the evidence supports a finding of guilt, the Department Chair/Facilitator will:
 - i. Provide the student with written notice of the outcome within a week after the hearing.
 - ii. Notify the student that they have the right to appeal to the Academic Affairs Committee according to the procedure outlined in Section V.C. Such appeal must be initiated in writing by the student, contacting the Department Chair/Facilitator within one week of the date on which the student was notified of the outcome.
 - iii. Fill out Section IV of the Academic Dishonesty Report as appropriate for the case and complete the signature section of the Report found below Section III.
 - iv. Write a brief letter addressed to the Dean (or the dean's designee) of Parks College. This letter shall summarize the violation, the nature of the evidence, and the outcome of the hearing along with all physical evidence.
 - v. If no previous violation is noted, then the current Class A Violation will be filed confidentially with the student record. No further action is required.
 - vi. If a previous violation is noted:
 - (a). The charge will be elevated from a Class A to a Class B violation and the case will be referred to the Academic Affairs Committee.
 - (b). The Department Chair and course instructor will be notified of the change in the class of violation.
 - (c). The Academic Affairs Committee will hear the case and decide if further sanctions shall be imposed based on the repeat nature of the offense as outlined in Section V.C of this document.

B. Adjudication of Class B Violations

If the evidence supports the existence of a Class B violation the Instructor will forward the Academic Dishonesty Report and all evidence to the Dean's Office. The Dean (or the dean's designee) will notify the chair of Faculty Assembly. The chair of Faculty Assembly will in turn notify The chair of the Academic Affairs Committee, who will follow the procedures outlined in this section.

Upon receipt of a violation, the Dean's office will review the student's file to determine if there are any previous violations noted. If the student is pursuing a degree outside Parks College or has transferred from another academic unit outside Parks College, the Dean may contact the Dean or comparable administrator of the respective college, at his/her

discretion. The case along with any previous adjudicated cases will be forwarded to the Academic Affairs Committee via the faculty assembly chair and a hearing will be conducted as outlined in Section V.C. below.

C. Adjudication by the Academic Affairs Committee

The Academic Affairs Committee shall form a subcommittee, the Hearing Committee, to hear Class A violations in which the student appeals the decision of the Department Chair/Facilitator and all Class B violations.

The Chair of the Academic Affairs Committee will designate three members of the full Academic Affairs Committee to serve as the Hearing Committee for this particular case. If the instructor happens to be in the Academic Affairs Committee, the instructor should be recused from participating in the Hearing Committee.

The Hearing Committee will consist of a Hearing Chair and two other members of the Academic Affairs Committee of the College.

The Chair of the Academic Affairs Committee may act as Hearing Chair or appoint another member of the Committee to act in that capacity.

1. Investigation: The Hearing Committee Chair shall secure physical evidence from the Department and, in the case of repeated offenses, the Dean's Office, and conduct separate interviews with the student(s) and with the instructor involved in the case. After reviewing the physical evidence and reporting the results of the interviews to the other members of the Hearing Committee, the Hearing Chair may initiate such further inquiry as deemed appropriate.
2. Hearing: The Hearing Chair shall schedule the hearing and provide, at least one week in advance, notification in writing to the student(s), the faculty, the other members of the Hearing Committee, and such witnesses as the student(s) or the faculty member may call.
3. Witnesses from within the University community are generally obligated to attend the hearing. If the student(s) accused of dishonesty fail to appear at the hearing, the Committee may hear the case and impose sanctions in the absence of the student(s).
4. During the proceedings, the Hearing Chair shall ensure that both parties have a full and fair opportunity to provide such oral or written statements as they may wish to submit and to present evidence. Students and instructors may bring a personal advisor to such hearings. Such an advisor may not act as legal representation and may only address the hearing at the discretion of the Hearing Chair conducting the proceedings.
5. If the Committee unanimously determines that the preponderance of evidence supports a finding of a violation, sanctions shall be determined by majority vote of the full Academic Affairs Committee. In any situation where the Hearing Committee cannot make a unanimous finding, the student is cleared of charges.
6. Sanctions: Sanctions shall be proposed by the Hearing Committee by majority vote.

In appeals of Class A violations, the Committee may reverse the original finding of a violation, reaffirm that finding and the original sanction imposed by the instructor, or impose another appropriate sanction outlined in this document.

In cases involving Class B violations, sanctions may include, but are not limited to, one or more of the following:

- a) *A requirement for the student to attend pertinent educational workshop(s) provided on campus such as those offered in conjunction with the Student Success Center or Writing Center, as possible examples.*
- b) *Probationary status for a specified period of time, including loss of privileges and/or requirements that the student satisfy conditions before enrolling in further courses at Saint Louis University.*
- c) *Suspension from the College and/or denial of permission to register for further courses within its jurisdiction for a specified period.*
- d) *Permanent separation from the College and/or denial of permission to register for further courses within its jurisdiction.*

The finding and sanctions proposed by the Hearing Committee shall be discussed and ratified by the full Academic Affairs Committee. A majority vote of the full Committee is required to ratify the sanctions. The full Committee may amend the Hearing Committee's sanctions.

Within a week after the Committee has concluded discussions, the Chair of the Academic Affairs Committee shall communicate, in writing, its decision to the Dean (or the dean's designee), who shall provide the student(s) with written notice of the outcome.

If the Committee finds that the student(s) committed no violation, all other records of the case shall be destroyed and confidentiality maintained.

A student found to have committed a violation by the Hearing Committee shall have a right to appeal to the Dean of the College. Such appeal must be lodged with the Dean's Office in writing within one week of the date on which the student(s) were notified of the results of the hearing. If the decision of the Hearing Committee is appealed, the student(s) shall have the right to continue in the course affected by the sanctions without prejudice or other penalty pending the results of the appeal.

Within a month, the Dean (or the dean's designee) will send written notification to the Academic Affairs Committee via the faculty assembly chair, the Department Chair/Facilitator, and the instructor summarizing how the case was concluded. This notification will serve as an acknowledgement that the student has been contacted regarding the outcome of the case and that the supporting evidence has been placed in the student's file. In this report the Dean will issue a reminder to destroy any outstanding evidence concerning the case and to maintain confidentiality of the case to protect the integrity of the student.

VI. Disposal of Evidence

All evidence shall be retained by Dean (or the dean's designee). Once the adjudication process has been completed, neither the instructor, Department Chair, Facilitator nor Academic Affairs Committee members shall retain copies of any of the collected evidence or forms.

VII. Approvals

This Parks College policy was approved by the Parks College Faculty Assembly and the Dean of Parks College of Engineering, Aviation, and Technology.

Approved by Parks Faculty Assembly on October 26, 2016

Signature:  Date: 12-19-16

Kyle Mitchell
Chair, Parks Faculty Assembly

Signature:  Date: 12-06-2016

Michelle Sabick
Dean, Parks College of Engineering, Aviation and Technology

APPENDIX A: Responsibilities of Various Parties in the Academic Integrity Process

(Ref: https://www.slu.edu/Documents/provost/academic_affairs/University-wide%20Academic%20Integrity%20Policy%20FINAL%20%2006-26-15.pdf)

This Academic Integrity Policy is designed to promote ethical conduct within Parks College community by:

- Defining the responsibilities of members of the Parks College Community.
- Defining how to classify the academic integrity violation.
- Defining violations of academic integrity.
- Defining the procedural requirements for adjudicating violations within a Department in Parks College.
- Establishing standards and procedures for maintaining records.

To foster an academic environment in which integrity is uppermost, Parks College relies on the commitment of everyone in the College community, each of whom has specific obligations.

FACULTY RESPONSIBILITIES

Faculty have the following responsibilities:

- Model high standards of academic integrity within their own research and professional conduct.
- Foster an environment in which academic integrity is esteemed.
- Create graded components of the course that minimize the possibility of academic dishonesty. Suggestions for testing environments include spacing students apart, ensuring an appropriate number of proctors for the class size, and utilizing multiple versions of the exam. Suggestions for paper assignments (including senior design reports, graduate research projects, and other culminating research reports) include offering opportunities for drafting, reflection, and feedback on essays; including in-class writing assignments and activities; and crafting assignments with a specific purpose, audience, and context particular to the course.
- Remind students of their obligation to abide by the College's Academic Integrity Policy at the beginning of all courses. Relevant parts of the academic integrity policy should be established both verbally and through a statement of expectations in the syllabus. Academic integrity should be defined in terms of the faculty member's expectation of original authorship of written work within the course, appropriate use of outside sources and resulting source citation, permissible collaboration in preparing assignments and in studying for quizzes and examinations.
- Identify and report in a timely manner of incidence of academic dishonesty. The process of investigating, adjudicating and reporting an act of academic dishonesty is outlined in Section V.

STUDENT RESPONSIBILITIES

Students have the following responsibilities:

- Model high standards of academic integrity within their own research and academic conduct.
- Foster an environment in which academic integrity is esteemed.
- Adhere 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 outlined below.

- Report suspected violations of the policy to instructors, Department Chairs, or administrators, as appropriate.

STAFF RESPONSIBILITIES

Staff members the following responsibilities:

- Model high standards of academic integrity within their own research, academic and professional conduct.
- Foster an environment in which academic integrity is esteemed.
- Notify their supervisors of possible violations.

ACADEMIC ADMINISTRATOR RESPONSIBILITIES

Academic administrators such as Deans, Directors and Department Chairs have the following responsibilities:

- Model high standards of academic integrity within their own research and professional conduct.
- Foster an environment in which academic integrity is esteemed.
- Provide training within individual Departments and establish clear expectations for faculty and staff regarding their respective responsibilities as outlined within this document.
- Address and manage cases of academic dishonesty in accordance with the University policies and those of their academic units. Note: alleged violations of academic integrity in scientific research will be addressed in accordance with the Research Integrity Policy of the University.
- Provide students charged with violations of academic integrity appropriate notice of the charges and the opportunity to respond in ways laid out in Parks College and University policies.

APPENDIX B: Roadmap of Adjudication of Academic Integrity Violations

Class A Violation (section V.A)

- **Class A Violation without a Departmental Hearing (section V.A.1)**
 - Instructor investigates the allegations, adjudicates them, and reports the sanctions.
 - Student has the right to appeal the sanctions.
- **Class A violation with Departmental Hearing (section V.A.2)**
 - Department Chair/Facilitator investigates the allegations.
 - The investigation includes an informal hearing. Witnesses maybe invited to hearing.
 - Department Chair/Facilitator may reaffirm the sanctions imposed by the instructor or impose other sanctions.
 - Student has the right to appeal the sanctions to the Academic

Class B Violation (section V.B)

- - Instructor submits the Academic Dishonesty Report and all the violation evidence to the Dean's Office.
 - Dean (or the dean's designee) notifies the Chair of the Academic Affairs Committee
 - Academic Affairs Committee forms a subcommittee-the Hearing Committee.
 - Hearing Committee interviews student(s), faculty, and witnesses.
 - If the Hearing Committee unanimously determines that a violation occurred, the full Academic Affairs Committee determines the sanctions.
 - Student has the right to appeal the sanctions to the Dean.
 - Findings and sanctions imposed by the Dean shall be final.