

Appendix A

Academic Integrity Syllabus Statement: Academic integrity is honest, truthful and responsible conduct in all academic endeavors. The mission of Saint Louis University is "the pursuit of truth for the greater glory of God and for the service of humanity." Accordingly, all acts of falsehood demean and compromise the corporate endeavors of teaching, research, health care, and community service by which SLU embodies its mission. The University strives to prepare students for lives of personal and professional integrity, and therefore regards all breaches of academic integrity as matters of serious concern.

The governing University-level Academic Integrity Policy was adopted in June, 2015, and can be accessed on the Provost's Office website at:

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

Additionally, each SLU College, School, and Center has adopted its own academic integrity policies, available on their respective websites. All SLU students are expected to know and abide by these policies, which detail definitions of violations, processes for reporting violations, sanctions, and appeals. Please direct questions about any facet of academic integrity to your faculty, the chair of the department of your academic program, or the Dean/Director of the College, School, or Center in which your program is housed.

The University is a community of learning, whose effectiveness requires an environment of mutual trust and integrity. While grades are very important in the current educational system and the university is a highly competitive environment, it is not worth the risk of your overall grade, reputation, and career.

Specific College of Arts and Sciences Academic Honesty Policies and Procedures may be found at: <http://www.slu.edu/x12657.xml>

[It is recommended that faculty insert in this area a statement as to what is considered academic honesty in their class and/or department. In the sections entitled "Additional general examples for inclusion" and "Additional specific examples for inclusion," we have provided some general as well as course-specific examples that can be utilized.

In addition, faculty should clearly state the consequences of acts of academic dishonesty in their classroom. An example is provided below in the section titled, "Disciplinary action".]

Furthermore, faculty are encouraged to include the following statement in the syllabus and have students in each class sign an agreement to uphold the policy: Students in this class must read, understand, and sign the [**specific course identifier, ex. "Biology 4XXX"**] Agreement to Uphold the Academic Honesty Policy. I will pursue the strictest sanction allowed by the College of Arts and Sciences in all cases of academic dishonesty. This includes a grade of F or expulsion from the College, depending on the type of violation. Furthermore, students signing the

Agreement to Uphold the Academic Honesty Policy accept the responsibility of maintaining a culture of integrity by reporting any suspected or observed violation of the Policy among students in this class. *[See an example of an Agreement to Uphold the Academic Honesty Policy following the examples below.]*

Additional general examples for inclusion:

Generic example:

Academic integrity is violated by any dishonesty such as soliciting, receiving, or providing any unauthorized assistance in the completion of work submitted toward academic credit. While not all forms of academic dishonesty can be listed here, examples include copying from another student, copying from a book or class notes during a closed book exam, submitting materials authored by or revised by another person as the student's own work, copying a passage or text directly from a published source or paraphrasing the content thereof without appropriately citing or recognizing that source, taking a test or doing an assignment or other academic work for another student (including answering questions via classroom response pads), securing or supplying in advance a copy of an examination or quiz without the knowledge or consent of the instructor (including during the period between class sections), sharing or receiving the questions from an on-line quiz with another student, taking an on-line quiz with the help of another student, colluding with another student or students to engage in academic dishonesty, using translation programs or having someone else translate for you written work required to be written by the student in a foreign language.

Cell phone policy:

The use of cell phones or other electronic devices (e.g. pagers, text messaging, blackberry's etc.) is NOT permitted during class and/or exams. Be sure that you have your cell phones and all electronic devices turned off and stored before coming to class. Use of a cell phone, PDA, or other similar electronic devices during an exam, quiz, or assignment are grounds for receiving a failing grade.

Clicker policy:

Please only use your registered clicker during class. DO NOT bring your friends' clickers to class so they get credit for attendance/participation, when in fact, they are doing neither. Anyone found using multiple clickers during class or discussion will be subject to having them confiscated until the end of the semester, receiving a failing grade, or both.

Disciplinary action:

There is a zero tolerance policy for academic dishonesty in this class. Every effort to identify any and all forms of academic dishonesty will be made. All clear violations of academic integrity will be met with appropriate sanctions. Students choosing not to follow the Academic Code of Honor established for this course will be disciplined as follows:

- 1st offense: A Class A or B Academic Dishonesty report will be filed with the Dean of Undergraduate Education and a zero given on the entire assignment.
- 2nd offense: A Class A or B Academic Dishonesty report will be filed with the Dean of Undergraduate Education, the student will be removed permanently from the course, and the final grade for the course will be an F. In the case of Class B violations, the Academic Honesty Committee may impose a larger sanction including, but not limited to, assigning a failing grade in the course, disciplinary probation, suspension, and dismissal from the University.

Exams:

Cheat sheets, staring at someone's test paper, hidden electronic devices (including cell phones), inked answers on skin, speaking to another student during the exam, meeting someone with answers during a toilet break, etc., are regarded as cheating. If the instructor or an exam proctor observes behavior that is indicative of cheating you will be given a warning to modify your behavior. If you fail to heed the instructor's advice or persist in this activity, your exam (or paper) will be collected and you will receive a grade of zero for that exam (or activity) that cannot be dropped from the calculation of your final grade for the course.

Papers:

There are two kinds of paper assignments due throughout the semester: application logs and a term paper. These papers should be in research paper format, using APA style and your best writing skills. These are NOT group projects, so they should be completed by each student entirely on his/her own. More detailed instructions regarding the specific requirements of the papers will be given to you in class. I do not allow the use of work completed in other classes to be turned in for a grade in my class (i.e. recycling or double-dipping papers) or vice versa.

Laptop computer policy:

If you have a laptop computer you are welcome to bring it to lecture to take lecture notes. However, all laptops must be put away, closed and turned off or on sleep mode during any quizzes, assignments or exams. Saint Louis University is a wireless campus. Do NOT use a wireless connection during the lectures. This is extremely distracting to students around you and behind you. Any student who is found using the web (e.g. YouTube, Facebook, Myspace, etc.) will be required to turn off their computer during the lecture and may not be permitted to use a computer in future classes.

Witness to academic dishonesty:

It is the responsibility of any student who observes 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 Honesty of the College of Arts & Sciences.

Bottom line:

Don't cheat, or you will be dealt with severely. There is a ZERO TOLERANCE policy for cheating, as this behavior is insulting and disrespectful to your classmates and instructors.

Additional specific examples for inclusion:**Computer programming:**

The code you submit as solutions to the programming assignments must be written by you. You are not allowed to copy code from other students. Copying pieces of code from in-class examples is allowed. Copying small pieces of code from man pages, online references or other sources is generally acceptable, but to be safe you should check with your instructor first. You may work together on written homework assignments, but must write up solutions separately.

Lab courses:

Overview of Course Specific Expectations: As a prerequisite to starting this course, students must sign a pledge to uphold the academic code of honor for this course. It is therefore your responsibility to be familiar with the policies of this course and to uphold the academic code of honesty as it applies to this course. If you discover that someone is not upholding the academic code of honesty, it is also your responsibility to notify the instructor for the course. Below are some common examples of academic dishonesty that have been encountered in years past. This list is not all-inclusive, and situations that are not described below may be considered as academic dishonesty per the discretion of the instructor.

- Students are expected to be honest in their academic work. Students may not ask, receive, or share any information from their lab that will give another student an advantage in another lab section.
- Students may not share any part of their lab report, in any form (draft or final version), with current or future students in the course before, during, or after your lab time.
- Students may not bring into the laboratory room other student's reports, data, pre-lab procedures etc.
- Students taking an examination at a different time than the rest of the class may not share any information regarding this exam with students in this course.
- Students may not use any type of calculator or device that will store information, including programmable calculators and graphing calculators. For any calculations, a basic calculator will be sufficient.

Pre-lab Procedure:

- Students will prepare and bring their original pre-lab procedure.
- Students may not copy in any format someone else's pre-lab procedure, whether currently in this course or from a previous course.

Pre-lab Report:

- Students may not work together to format or prepare the physical properties table.

Observations and Data Section of the Report:

- The in-lab must be written as the student performs the experiment.
- Students may not use or reference, in any format, other students' data whether the student is currently or previously enrolled in the course.
- Students may not bring in data, whether it is from another student, found in a reference, or simply made-up data.

Calculations and Conclusions:

- Students may not bring in calculations that include numbers.
- Students may not use other students' current or previous information to write their conclusion.

Declaration of Original Work:

- All work submitted will be accepted as the student's original work unless acknowledged in writing and submitted with the assignment.
- Students will sign the last page of their report. The signature signifies: "I acknowledge that I have not collaborated with any other current or former students, or used or manipulated any data other than my own in the writing of this laboratory report."

Languages:

In the language classroom, common sources of violation of academic honesty (in addition to those listed in the university policy) include use of translation programs to "write" your written assignments, having someone with higher language skills than yours proof-read and correct your written work and thus give it near native speaker quality, copying information directly from non-English language websites or other texts and submitting this as your own work instead of phrasing the content/cultural information in your own words. Any case of proven violation of academic honesty will result in a zero for that assignment or for the entire course, pending the nature of the violation.

Performative/creative endeavors: Students may only submit work for consideration that they have created solely themselves or using imagery (or text) that is referenced in the title, given an image credit, or is copyright-free. For clarification, students should speak with the professor.

Agreement to Uphold the Academic Honesty Policy

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I (Print name) _____ have received a copy of the Course Syllabus and I understand the course requirements and policies. In addition, I have read and understand the College of Arts and Sciences Academic Honesty Policy and acknowledge that the strictest sanctions as allowed by the College will be pursued in all cases of academic dishonesty. I understand that the strictest sanctions are lowering of the course grade to an F for Class A violations and permanent separation from the College of Arts and Sciences for Class B violations. Furthermore, by signing this agreement, I accept the responsibility of maintaining a culture of integrity by reporting any suspected or observed violation of the Policy among students in this class.

Name: _____ Date: _____
(Signature)

Course: _____ Semester: _____

[This academic code of honor can be presented on paper for students to sign and return or consider utilizing a Blackboard activity where the academic code of honor is presented and students are required to select "I agree." Anyone not agreeing with the policy should see the instructor immediately to discuss his or her concerns.]