



SAINT LOUIS UNIVERSITY MADRID

Saint Louis University - Madrid Campus Academic Integrity Policy Effective: March 1, 2017

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.

Since the University seeks to prepare students and faculty for lives of integrity and occupations of trust, it regards all acts of academic dishonesty as matters of serious concern. Such dishonesty also undermines the academic assessment process, which in turn impairs the ability of the University to certify to the outside world the skills and attainments of its graduates. Such dishonesty allows those who engage in it to take unfair advantage of their peers and undermines moral character and self-respect....

Academic integrity is honest, truthful and responsible conduct in all academic endeavors.

Preamble, from Saint Louis University's Academic Integrity Policy

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Introduction

The Academic Integrity Policy of Saint Louis University - Madrid Campus has been adapted from that of the College of Arts and Sciences and follows the principles and definitions set forth by the Saint Louis University's Academic Integrity Policy.

To ensure that members of the Madrid Campus community understand their rights and responsibilities and to identify clear definitions of misconduct, common procedures of adjudication, and a uniform system of sanctions, the Academic Honesty Committee has reviewed this policy on the basis of three principles:

- That most complaints of dishonesty should be handled by the instructors involved, in close consultation with the program directors or chairs of their academic units;
- That cases involving repeated or particularly serious offenses should be handled by a committee who are aware of possible legal ramifications and who are empowered to administer penalties not available to individual instructors;
- That students and faculty should have clearly defined rights and responsibilities, including the right to informed choice, review or hearing within their academic units and/or hearing by a committee and final appeal to the Academic Dean.

1. Responsibilities of Members of the Community

The responsibilities of SLU-Madrid faculty, students, staff and academic administrators are the same as those defined in Section 1 of the University's policy:

- a. Faculty are responsible for adhering to high standards of academic integrity in their own research and professional conduct; for laying out relevant parts of the policy on their syllabi and assignments; explaining key terms to students and following procedures for reporting and adjudicating possible violations both in and out of their academic unit. Furthermore, faculty are encouraged to create assignments that minimize the possibility of academic dishonesty through clear expectations and to help to create an environment in which academic integrity is uppermost.
- b. Students are responsible for adhering to University standards of academic integrity, helping to create an environment in which academic integrity is respected, and reporting violations of the policy to instructors, department chairs, or administrators, as appropriate.
- c. Staff are responsible for calling the attention of their supervisors to possible violations of academic integrity, for modeling high standards of academic integrity in their own professional conduct and research and for otherwise supporting a community of academic honesty and trust.

- d. Academic administrators such as Deans, Chairs and Directors are responsible for addressing and managing cases of academic dishonesty in accordance with University policies and those of their academic units. One exception is that alleged violations of academic integrity in scientific research will be addressed in accordance with the Research Integrity Policy of the University. Administrators in academic units are also responsible for providing students or others charged with violations of academic integrity appropriate notice of the charges and the opportunity to respond in ways laid out in unit and University policies.

2. Definitions of Violations of Academic Integrity

Definitions of violations of academic integrity are listed in Section 2 of the University's policy:

- a. Falsification entails misrepresentations of fact for academic gain. Instances include:
 - i. Lying to or deceiving an instructor about academic work;
 - ii. Fabricating or misrepresenting documentation or the data involved in carrying out assignments;
 - iii. Fabricating, misrepresenting, or altering in unauthorized ways information in academic records belonging to an instructor or to any academic department or administrative unit in the University.
- b. Plagiarism involves the representation of someone else's thoughts, words, and/or data as if they were one's own or "self-plagiarism" which is the use of material prepared for one class and submitted to another without proper citation and without the permission of the instructor. Instances include:
 - i. Quoting directly from someone else's written, artistic or spoken work without using quotation marks or indented quotations and without giving proper credit to the author or artist; for example, cutting and pasting text from the internet and making it appear to be your own work.
 - ii. Paraphrasing or incorporating someone else's ideas, concepts, arguments, observations, images, objects, music, or statements without giving proper credit;
 - iii. Submitting as one's own work a paper or other assignment/project that has been prepared, either wholly or in part, by another person, group, or commercial firm without citation or acknowledgment.
- c. Cheating involves the use of unauthorized assistance to gain an advantage over others. Instances include:

- i. 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;
 - ii. 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;
 - iii. 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;
 - iv. Influencing, or attempting to influence, any University employee in order to affect a grade or evaluation;
 - v. Hiring or otherwise engaging someone to impersonate another person in taking a quiz or examination or in fulfilling other academic requirements.
- d. Sabotage entails disrupting or seeking to prevent the academic pursuits of others. It includes:
 - i. Interfering with work or undermining the academic success of others in the university community in an intentional way for the purpose of negatively impacting that person's academic performance;
 - ii. Modifying, stealing, or destroying intellectual property such as computer files, library materials, artwork, personal books or papers;
 - iii. Performing any action that would impact research outcomes such as lab tampering, falsification of data, or destruction of research resources.
- e. Collusion involves unauthorized collaboration with another person or persons for the purpose of giving or gaining an academic advantage in such activities as completion of assignments or examinations without explicit permission of the instructor. Collusion may include any or all of the other violations of academic integrity as defined above. For example, if two students developed a plan that enabled them to improve their performance on an assignment that was supposed to be completed independently, they would be guilty of collusion.
- f. 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.

3. Reporting and Adjudicating Violations of Academic Integrity at the Madrid Campus

3.1. Expectations of the Adjudication Process

Consistent and fair adjudication of violations of academic integrity shall be paramount at the Madrid Campus.

- a. The instructor will review the kinds of violations of academic integrity as defined in Section 2 of this policy.
- b. All faculty, staff and administration involved with a complaint shall take appropriate precaution to maintain confidentiality concerning the name of the accused, the nature of the complaint and its supporting evidence insofar as such information must be divulged in order to investigate the allegations or conduct a hearing.
- c. If no violation is found, all record of the complaint shall be destroyed, and the nature of the evidence and the proceedings shall remain confidential.
- d. If a violation is found, adjudication and retention of the record and disclosure shall be limited to that initiated by the Academic Dean as specified in Section 8 below.
- e. Rules of procedure and evidence applied in civil or criminal court actions shall not apply in the investigation, review or complaints of academic dishonesty.

3.2. Rights of Students, Instructors and Academic Administrators

Students accused of academic dishonesty and instructors, program directors and chairs who bring accusations have the following rights:

- a. To participate in a meeting within the academic unit in which the alleged act of dishonesty occurred and, if the student chooses to appeal, a formal hearing before the Madrid Campus Academic Honesty Committee.
- b. To receive, at least one week in advance of any meeting or hearing, written notice of the following:
 - i. The charge, including the date and circumstances of the purported act of dishonesty,
 - ii. The date, time and location of the meeting.
- c. To present evidence at the hearing.
- d. To call witnesses to support their case.

- e. Instructors, program directors and chairs may question witnesses.
- f. Students and instructors may bring a personal advisor to any hearing upon notification of the Academic Honesty Committee. Such an advisor may not act as legal representation and may only speak at the discretion of the person conducting the hearing.
- g. Students who have been found in violation shall have the right to stay in the course affected without prejudice or other penalty pending the results of any appeal.

3.3. Steps for Instructor’s Initial Investigation, Adjudication and Report

- a. The instructor shall investigate the allegations thoroughly.
- b. If the preponderance of evidence does not support a finding of a violation, all collected evidence shall be destroyed, and the case is closed. Confidentiality shall be maintained to protect the student.
- c. If the preponderance of evidence supports a finding of a violation, the instructor shall report the case to the chair or program director of the academic unit and submit an “Academic Dishonesty Report” (available on the Faculty/Staff webpage) to the Chair of the Academic Honesty Committee, to be filed in the Office of the Academic Dean indefinitely.
- d. Sanctions imposed by the instructor, in consultation with the chair or program director of his/her academic unit, include:
 - i. A lowered or failing grade on the examination or assignment in question.
 - ii. A lowered course grade. If the course grade is lowered to an F, the student shall have the right to stay in the course without prejudice or other penalty pending the results of any appeal.
- e. The instructor shall also inform the student that
 - i. the chair/program director of the academic unit and the Chair of the Academic Honesty Committee will be notified of the alleged violation, and
 - ii. the Academic Dishonesty Report will be maintained on file in the Office of Academic Dean indefinitely.
- f. Until a formal finding of a violation has been reached, all 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 supporting evidence, except insofar as such information must be divulged in order to investigate the allegations or to conduct a hearing.

3.4. Adjudication of Violation of Academic Integrity

The course instructor is charged with the responsibility to conduct a meeting as outlined below and to complete the Academic Dishonesty Report. If at the conclusion of the meeting the student wishes to appeal the violation and the imposed sanctions, he/she has a right to an informal departmental hearing.

- a. The instructor shall complete Sections I, II and III of the Academic Dishonesty Report and include any supporting evidence, either original or photocopied, as deemed necessary documentation for adjudication.
- b. The instructor shall meet with the student to discuss the alleged violation and the collected evidence as it relates to this course and the imposed sanctions.
- c. The instructor shall indicate on the report that the student was notified in person or in writing (by email).
- d. The instructor shall also inform the student that he/she has a right to appeal the sanctions at an informal departmental hearing, following the procedure outlined in Section 4 of this policy.
- e. The student may take up to one week from the notification of sanctions to communicate to the chair or program director of the academic unit a decision to appeal.
- f. For students who waive their right of appeal:
 - i. The instructor will notify the chair/program director of his/her academic unit of the incident and forward the Academic Dishonesty Report to the Office of the Academic Dean for the Chair of the Academic Honesty Committee to review.
 - ii. The Chair of the Academic Honesty Committee will investigate whether there are other academic honesty violations committed by the student on record.
 - iii. If there are no other violations, the case is closed, and the Academic Dishonesty Report remains on file in the Office of the Academic Dean indefinitely.
 - iv. If there are other violations, the Chair of the Academic Honesty Committee will inform the chair/program director of the academic unit and the student that a hearing must be conducted in order to review the imposed sanction in light of previous violations.
- g. For students who decide to appeal the sanctions:
 - i. The instructor will forward the Academic Dishonesty Report to the chair/program director of his/her academic unit, and the case proceeds with an informal departmental hearing. See Section 4 of this policy.

3.5. Reporting and Retention of Records

Once the adjudication process has been completed, the instructor and chair/program director of the academic unit shall not retain copies of any of the collected evidence or forms. The record of the violation will be maintained in the files of the Academic Honesty Committee, located in the Office of the Dean. Violations of the academic integrity policy are not maintained in the Office of the Registrar, nor do they appear on student transcript(s).

3.6. Alleged Violations Involving Two Academic Units

When an alleged violation involves two academic units in Madrid, the academic unit responsible for reporting a violation of academic integrity is the one offering the course or program in which the alleged violation occurred.

- a. The academic unit in which the course is offered is expected to take the appropriate action (e.g., failure in the course).
- b. In the event that a course is cross-listed, the chairs/program directors of the academic units in question will determine who will take the lead.

3.7. Alleged Violations Reported from External Sources

When an alleged violation is reported to the University by an external source, the Academic Dean may refer the charge to the academic unit offering the course or program in which the alleged violation occurred. This process applies whether charges are made against current students or alumni.

4. Appeals to the Department and Informal Hearings

To appeal the decision or the sanctions imposed by an instructor, a student may request an informal departmental hearing, conducted by the chair or program director of the academic unit. In these cases, all collected evidence will be turned over the chair/program director. The chair/program director will act as the “facilitator” during the hearing or appoint another member of the department to act in that capacity. In the instance that the chair/program director is also the instructor, he/she must appoint a faculty member from the academic unit or a peer chair/program director to serve as the facilitator of the investigation and informal hearing.

4.1. Departmental Investigation

The facilitator will carry out a prompt and thorough investigation:

- a. This investigation shall include an informal hearing, announced at least one week in advance to the student, the instructor and such witnesses as either party may choose to call.

- b. All parties shall have a full and fair opportunity to present evidence.
- c. Witnesses from within the Madrid Campus community are obligated to attend and may be sanctioned by the Academic Dean if they fail to appear.
- d. Witnesses against the student shall not have to appear at the same informal meeting as the accused student.
- e. After the conclusion of the informal hearing, the facilitator must decide if the preponderance of evidence supports a finding of a violation or not. This decision must be made within one week of the hearing.

4.2. Sanctions

- a. The facilitator may reaffirm the sanctions imposed by the instructor or may impose other sanctions listed in Section 3.3.d. of this policy.

4.3. Adjudication

- a. If no violation has been found, both instructor and student will be notified, and all records of the case shall be destroyed and confidentiality maintained.
- b. If the evidence supports the finding of an academic honesty violation, the facilitator will:
 - i. Provide the student with written notice of the outcome within a week after the hearing.
 - ii. Notify the student that he/she has a right to appeal to the Academic Honesty Committee according the procedure outlined in Section 5 below. Such an appeal must be initiated in writing by the student, contacting the facilitator within one week of the date on which the student was notified of the outcome.
 - iii. Complete and sign Section IV of the Academic Dishonesty Report, including, if necessary, a brief summary of any information deemed necessary not included in the report itself.
- c. For students who waive their right of appeal:
 - i. The facilitator will forward the Academic Dishonesty Report to the Office of the Academic Dean for the Chair of the Academic Honesty Committee to review.
 - ii. The Chair of the Academic Honesty Committee will investigate whether there are previous violations of academic honesty committed by the student on record.

- If there are no other violations, the case is closed. The Academic Dishonesty Report remains on file in the Office of the Academic Dean indefinitely.
- If there are other violations, the Academic Honesty Committee will inform the facilitator and the student that the committee must conduct a hearing in order to review the imposed sanction in light of previous violations, following the procedures outlined in Section 6 of this policy.

d. For students who appeal the sanctions:

- i. The facilitator will forward the Academic Dishonesty Report to the Chair of the Academic Honesty Committee, and the case proceeds with a formal hearing following the procedures outlined in Section 5 of this policy.

4.4. Reporting

Once the adjudication process has been completed, the facilitator shall not retain copies of any of the collected evidence or forms. The record of the violation will be maintained in the files of the Academic Honesty Committee, located in the Office of the Dean. Violations of the University's academic integrity policies are not maintained in the Office of the Registrar, nor do they appear on transcript(s).

5. Appeals to the Academic Honesty Committee

To appeal the decision or the sanctions imposed by the academic unit, a student may request in writing a formal hearing conducted by the Academic Honesty Committee. In these cases, all collected evidence will be turned over to the Chair of the Committee.

5.1. Adjudication

The Chair of the Academic Honesty Committee shall form a "Hearing Committee," to review student appeals of decisions made and sanctions imposed at the department level.

- a. The Chair of the Academic Honesty Committee will designate three members of the full Academic Honesty Committee to serve as the Hearing Committee for this particular case.
- b. The Hearing Committee will consist of a Hearing Chair and two other members of the Academic Honesty Committee.
- c. The Chair of the Academic Honesty Committee may act as Hearing Chair or appoint another member of the Committee to act in that capacity.

5.2. Investigation by the Academic Honesty Committee

- a. The Hearing Chair shall review the Academic Dishonesty Report as well as any physical evidence provided and conduct separate interviews with the student and with the instructor involved in the case. After reviewing the 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.

5.3. Hearings Conducted by the Academic Honesty Committee

- a. The Hearing Chair shall schedule the hearing and provide, at least one week in advance, notification in writing to the student, the instructor, the other members of the Hearing Committee, and such witnesses as the student or the instructor may call.
- b. Witnesses from within the Madrid Campus community are obligated to attend and may be sanctioned by the Academic Dean if they fail to appear.
- c. If the student accused of dishonesty fails to appear at the hearing, the Hearing Committee may hear the case and impose sanctions in his/her absence.
- d. During the proceedings, the Hearing Chair shall ensure that both parties, the student and the instructor, have a full and fair opportunity to provide such oral or written statements as they may wish to submit and to present evidence.
- e. The student and the instructor 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.
- f. If the Hearing Committee finds that the student committed no violation, all other records of the case shall be destroyed and confidentiality maintained.
- g. If the Hearing Committee determines that the preponderance of evidence supports a finding of a violation, sanctions shall be determined by majority vote of the full Academic Honesty Committee. The Committee may reaffirm the original finding of a violation and the original sanction imposed by the instructor or impose another sanction.
- h. Within a week after the Committee has concluded discussions, the Chair of the Academic Honesty Committee shall communicate, in writing, its decision to the Academic Dean, who shall provide the student with written notice of the outcome.
- i. If the Committee finds that the student has committed a violation, the student shall have right to appeal to the Madrid Campus Dean. Such appeal must be lodged with the Assistant Dean in writing within one week of the date on which the student was notified of the results of the hearing. If the decision of the Hearing Committee is appealed, the student shall have the right to stay in the course affected by the sanctions without prejudice or other penalty pending the results of the appeal. Findings and sanctions imposed by the Dean shall be final.

6. Review for Previous Documented Violations

At the termination of the adjudication and appeal process, the Chair of the Academic Honesty Committee will consult the records maintained in the Office of the Academic Dean to determine if there are records of previous violations. If the student is visiting the Madrid Campus, the Chair of the Academic Honesty Committee, at his/her discretion, may request the Academic Dean to contact the Dean of the student's respective college or school.

- a. If no previous violation is on record, then the Academic Dishonesty Report will be filed, and the case is closed. No further action is required.
- b. If a previous violation on record,
 - i. the Chair will refer the case to the Academic Honesty Committee, and
 - ii. the chair/program director as well as the course instructor will be notified that further review of the case is required in light of the previous violation.
 - iii. the Academic Honesty Committee will review the case and decide if further sanctions shall be imposed based on the nature of the violations. Sanctions that may be imposed by the Academic Honesty Committee include, but are not limited to, one or more of the following:
 - A requirement for the student to attend pertinent educational training workshop(s);
 - A letter of reprimand, which will be placed in the student's academic record;
 - 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;
 - Suspension and/or denial of permission to register for further courses within its jurisdiction for a specified period;
 - Permanent separation from Saint Louis University - Madrid Campus and/or denial of permission to register for further courses within its jurisdiction;
 - A combination of the above.
 - iv. Within a week, the Chair of the Academic Honesty Committee shall communicate, in writing, its decision to the Academic Dean, who shall provide the student with written notice of the outcome.
 - v. The student shall have right to appeal to the Academic Dean. Such appeal must be

lodged with the Assistant Dean in writing within one week of the date on which the student was notified of the results of the Academic Honesty Committee's decision. If the decision of the Committee is appealed, the student shall have the right to continue in the course affected by the sanctions without prejudice or other penalty pending the results of the appeal.

7. Constitution of the Madrid Campus Academic Honesty Committee

The Madrid Campus Committee on Academic Honesty shall be composed of five members representing different disciplines and appointed by the Academic Dean in consultation with the associate deans, chairs and program directors for staggered two-year terms. It shall also include a student represented from the Madrid Campus appointed by the Student Government Association; the student member is non-voting and does not serve on hearing committees.

The Committee is charged with:

- a. Reviewing college policies and overseeing their promulgation; all six members shall be involved.
- b. Adjudicating violations for cases when
 - i. the student appeals the sanctions imposed by the facilitator of informal departmental hearing;
 - ii. there is a record of previous violations on file in the Office of the Academic Dean.

8. Notification, Disclosure, and Retention of Evidence

If a student has been found to have committed a violation, the Academic Dishonesty Report will be reviewed by the Academic Dean and kept on file indefinitely.

- a. Summary information about the case and its outcome may, at the discretion of the Academic Dean, be disclosed to deter others from committing dishonesty.
- b. Within a month, the Assistant Dean will send written notification to the Academic Honesty Committee, the facilitator and the instructor, summarizing how the case was concluded.
 - i. This notification will serve as acknowledgement that the student has been contacted regarding the outcome of the case and that the supporting evidence has been placed on file.

- ii. This notification will also 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.

9. Conflict of Interest

Faculty, staff, students and University officials asserting a violation of academic honesty should recuse themselves from any decision-making role. Such responsibilities will pass to faculty, staff, students and University officials not directly involved in the case. In general, the standard for recusal is as follows: whenever individuals do not feel that s/he can consider all of the information provided during a review and render an impartial decision.

10. Further Appeal to the University Provost

Findings and sanctions imposed by the Dean shall be final. As stated in the University's Academic Integrity Policy, a further appeal to the Provost is limited to a review of the record in order to determine one or more of the following circumstances:

- a. The procedures set forth by this policy were not followed, which may have significantly impacted the outcome of the case or may have resulted in a different finding.
- b. The procedures set forth by this policy were not followed and, for that reason, a different finding may be justified.
- c. New or relevant information, not available at the time of the hearing, has arisen that may significantly impact the outcome of the case or may result in a different finding.
- d. The sanctions imposed were excessively harsh or excessive for the violation.