



**SAINT LOUIS UNIVERSITY
SCHOOL OF SCIENCE AND ENGINEERING**

Policy Number
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TEMPORARY POLICY ON ACADEMIC INTEGRITY

PURPOSE: To establish the policy and procedures by which the School of Science and Engineering 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 the School of Science and Engineering. This policy remains in effect until the academic year following the adoption of a permanent policy on academic integrity by the School of Science and Engineering.

POLICY

I. General

This policy is based on the Saint Louis University Academic Integrity Policy. Where this policy conflicts with University policies and procedures, the University policy will prevail.

This School of Science and Engineering policy falls within a 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. School of Science and Engineering 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 the School of Science and Engineering 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 School 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 School 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 V 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 the School of Science and Engineering. 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 Violations

Academic integrity violations are defined by the School of Science and Engineering and are outlined below:

- A. When a student acting alone cheats, falsifies, or plagiarizes an assignment or other graded component of the course.
- B. When a student colludes on an assignment or other graded component of the course.
- C. When a student submits substantively the same body of work for credit in two or more classes taken at an undergraduate or graduate level.
- D. When a student engages in any other academic misconduct of 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.

All instructors and members of the school 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 will 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 involved in academic integrity 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 formal hearing before the Academic Honesty Committee of the School of Science and Engineering.
- 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 School of Science and Engineering faculty, staff, and students. This section will address the adjudication process and the responsibility of the course instructor.

If the evidence supports the existence of an academic integrity violation, the instructor should address the issue with the student as well as the proposed sanction. The instructor will inform the student of the allegations in writing through the SSE Academic Dishonesty Form. If the student disagrees with the proposed sanction, they may appeal the instructor's decision to the department chair within one week from the date they were notified of the sanction.

The department chair will meet with the student, instructor, and relevant witnesses and record the outcome of the process using the SSE Academic Dishonesty Form. To appeal the department chair's decision to the Academic Honesty Committee, the student must submit a letter of appeal to the department chair within seven days from receipt of the department chair's report.

In cases where the allegations are thought to be egregious by the instructor or department chair, they may immediately refer the case to the appropriate Associate Dean for Undergraduate or Graduate Education. The Associate Dean will notify the chair of the Academic Honesty 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 the School of Science and Engineering or has transferred from another academic unit outside the School of Science and Engineering, the Associate Dean for Undergraduate or Graduate Education of the School of Science and Engineering 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 Honesty Committee via the president of the SSE Council and a hearing will be conducted as outlined below.

Adjudication by the Academic Honesty Committee

The Academic Honesty Committee shall form a subcommittee, the Hearing Committee, to adjudicate violations. The Chair of the Academic Honesty Committee will designate three members of the Academic Honesty Committee to serve as the Hearing Committee for a particular case. If the instructor happens to be on the Academic Honesty Committee, the

instructor will be recused from participating in the Hearing Committee.

The Hearing Committee will consist of a Hearing Chair and two other members of the Academic Honesty Committee of the School. The Chair of the Academic Honesty Committee may act as Hearing Chair or appoint another member of the Committee to act in that capacity.

- A. Investigation: The Hearing Committee Chair shall secure physical evidence from the instructor 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.
- B. 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.
- C. 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).
- D. 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.
- E. 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 Honesty Committee. In any situation where the Hearing Committee cannot make a unanimous finding, the student is cleared of charges.
- F. Sanctions: Sanctions shall be proposed by the Hearing Committee by majority vote. Sanctions may include, but are not limited to, one or more of the following:
 1. 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.
 2. A score of zero on the graded material or a failing grade in the course.
 3. Probationary status for a specified period, including loss of privileges and/or requirements that the student satisfy conditions before enrolling in further courses at Saint Louis University.
 4. Suspension from the School of Science and Engineering and/or denial of permission to register for further courses within its jurisdiction for a specified period.
 5. Permanent separation from the School 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 Honesty Committee. A majority vote of the 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 Honesty Committee shall communicate, in writing, its decision to the appropriate Associate Dean, who shall provide the student(s) with written notice of the outcome. If the Committee finds that the student(s) committed no violation, all 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 School of Science and Engineering. Such appeal must be lodged with the appropriate Associate Dean for Undergraduate or Graduate Education 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 Associate Dean for Undergraduate or Graduate Education will send written notification to the Academic Honesty Committee, 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 Associate 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 the Associate Dean for Undergraduate or Graduate Education. Once the adjudication process has been completed, neither the instructor, Department Chair, Facilitator, nor Academic Honesty Committee members shall retain copies of any of the collected evidence or forms.

APPENDIX A: 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 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 the School of Science and Engineering.

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 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.

https://www.slu.edu/provost/policies/academic-and-course/policy_academic-integrity_6-26-2015.pdf

APPENDIX B: Responsibilities of Parties in the Academic Integrity Process

This Academic Integrity Policy is designed to promote ethical conduct within the School of Science and Engineering community by:

- Defining the responsibilities of members of the School of Science and Engineering 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 the School of Science and Engineering.
- Establishing standards and procedures for maintaining records.

To foster an academic environment in which integrity is uppermost, the School of Science and Engineering relies on the commitment of everyone in the School 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 School'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 an 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 responsible for recognizing and avoiding the kinds of misconduct outlined in this policy.
- Report suspected violations of the policy to instructors, Department Chairs, or administrators, as appropriate.

STAFF RESPONSIBILITIES

Staff members have 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 School of Science and Engineering and University policies.

APPENDIX C: Roadmap of Adjudication of Academic Integrity Violations

- Instructor informs student of the violation and proposed sanctions. The student can appeal the instructor's sanctions to the appropriate department chair. The instructor and the department chair have the right to submit an Academic Dishonesty Report at their discretion.
- Instructor submits the Academic Dishonesty Report and all the violation evidence to the Associate Dean for Undergraduate or Graduate Education.
- The Associate Dean for Undergraduate Education or Graduate Education notifies the Chair of the Academic Honesty Committee
- Academic Honesty Committee forms a subcommittee (Hearing Committee).
- Hearing Committee interviews student(s), faculty, and witnesses.
- If the Hearing Committee unanimously determines that a violation occurred, the full Academic Honesty Committee determines the sanctions. If the Hearing Committee does not come to a unanimous conclusion the student is cleared of the charges.
- Student has the right to appeal the sanctions to the Dean's office.
- Findings and sanctions imposed by the Dean's office shall be final.

NOTE: A detailed explanation of the process can be found in Section V of the Academic Integrity Policy.