



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

Policy Number v2.

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POLICY ON ACADEMIC INTEGRITY

PURPOSE: To establish the policy and procedures by which the School of Science and Engineering (SSE) 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 SSE.

POLICY

I. General

This policy is based on the Saint Louis University (SLU) [Academic Integrity Policy](#). Where this policy conflicts with University policies and procedures, the University policy will prevail.

This SSE policy falls within a hierarchy of laws, statutes, and rules. School 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.

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.

The expectations and responsibilities of the faculty, student, staff, or administrator involved in the Academic Integrity process are listed in [Appendix A](#) of this policy document.

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, but is not limited to, cases of plagiarism, collusion, cheating, giving, or receiving or soliciting information in examinations, or the use of previously prepared material in assignments, examinations or quizzes, papers, projects, thesis and/or dissertation work. 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 SSE. 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.

Two classifications of academic integrity violations are defined by the SSE as noted below:

II.1 Minor Violations

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

- 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.
- When a student colludes on an assignment or other graded component of minimal weight to the overall grade of the course.

Such violations include, but are not limited to, the acts of dishonesty defined in [Appendix B](#). They are to be handled according to the process described in Sections IV and V below.

II.2 Major Violations

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

- When they are charged with a violation of the Policy of Academic Integrity and already have in their record a previous violation.
- When a student falsifies or plagiarizes an assignment or requirement of the class of considerable weight to the overall grade of the course.
- When they are alleged to have engaged in collusion in the performance of any substantial assignment or requirement of the class.
- When they are alleged to have engaged in any other academic misconduct of a particularly serious sort.

Such violations include, but are not limited to, acts of dishonesty defined in [Appendix B](#). They are to be handled according to the process described in Sections IV and V below.

II.3 Role of the Academic Integrity Committee

The role of the Academic Integrity Committee is to determine whether or not an academic integrity violation has occurred when a student is accused of such activity by another student, staff and/or faculty.

III. Academic Integrity Violations

Academic integrity violations are defined by the SSE 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 two or more students collude 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.

Definitions of the types of Academic Integrity Violations are listed in [Appendix B](#) of this policy document.

IV. Expectations of the Adjudication Process

IV.1 Expectations of Faculty, Staff, Students and Administrators

Consistent and fair adjudication of academic violations shall be paramount within the SSE's faculty, students, staff, and administrators. This section will address the Adjudication process and then more specifically the responsibility of the course instructor and the Department Chair in this 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.

Unless and until a formal finding of a violation has been reached, 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 records 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 and Associate Chairs bringing accusations have the following rights:

- A. To participate in a formal hearing before the Academic Integrity 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, Department Chairs, and Associate 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.

IV.2 Adjudication of Academic Integrity Violations

If a student is accused of an academic integrity violation and if the preponderance of evidence supports the finding of a violation, the instructor shall notify the Chair or Associate Chair of the Department, and the appropriate Associate Dean for Undergraduate or Graduate Education by completing the SSE Academic Integrity Violation Report (.pdf document) and the [SSE Academic Integrity Violation Google Form](#), noting that an act of academic dishonesty is purported, and that the process of adjudication has been initiated.

The appropriate Associate Dean of Undergraduate or Graduate Education will determine whether or not the student has previous academic integrity violations and/or if the purported act of academic dishonesty is egregious.

The appropriate Associate Dean of Undergraduate or Graduate Education will decide as to how the adjudication process is to proceed as noted below.

The adjudication process for academic integrity violations is classified as:

- Without an informal Department hearing,
- With an informal Department hearing, or
- By a Hearing Committee formed by the SSE Academic Integrity Committee.

A Roadmap of the Adjudication of Academic Integrity Violations is shown in [Appendix C](#) of this policy document.

IV.3 Procedural Outline for an Academic Integrity Violation without an Informal Departmental Hearing

If a purported act of dishonesty is classified as an academic integrity violation, the instructor in charge of the course shall proceed with the investigation, adjudication, and reporting, as outlined below.

IV.3.1 Investigation of the alleged act of academic dishonesty

The instructor shall investigate the allegations thoroughly.

- 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.
- If the preponderance of evidence supports a finding of a violation, the instructor shall notify the Chair or Associate Chair of the Department, using the SSE Academic Integrity Violation Report that an act of academic dishonesty is purported, and the process of adjudication has been initiated.

IV.3.2 Sanctions

Sanctions may include:

- A lowered or failing grade on the examination or assignment in question.
- A lowered course grade may be imposed on the student. 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.

IV.3.3 Adjudication Process without an Informal Department Hearing

The course instructor shall:

- Complete the SSE Academic Integrity Violation Report (Section I and II only). Include any supporting evidence either original or photocopied as deemed needed for documentation for adjudication.
- 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.
- Indicate, by placing a check mark on the line in Section III.7.a or III.7.b on the SSE Academic Integrity Violation Report, whether the student was notified in person or in writing. If III.7.a is checked, the student must sign and date the report indicating that they have been notified of the sanctions imposed.
 - It is important to note to students that their signature here is not an admission of guilt, just confirmation that they have been notified.

- Inform the student that they have the right to appeal the sanctions at an informal Departmental hearing, procedure outlined in Section IV.3.4 of this document.
- Their decision to waive their right to appeal or to appeal the decision is made on the SSE Academic Integrity Violation Report, Section III.8.
 - A student deciding to waive their right to appeal should place a check mark beside Section III.8.a.
 - The instructor will forward the SSE Academic Integrity Violation Report and all supporting documents to the appropriate Associate Dean for Undergraduate or Graduate Education's office.
 - A student deciding to appeal the sanctions should place a check mark beside Section III.8.b
 - The instructor will forward the SSE Academic Integrity Violation Report and all supporting documents to their Department Chair or Associate Chair and the case proceeds as an academic integrity violation with an informal Department hearing, Section IV.3.4 of this document.

Students shall be made aware that they can choose to forgo the decision, as to whether to appeal or not, by leaving these sections blank. The student may take up to one week from the notification of sanctions to decide and notify their instructor in written format.

- Upon the end of the one-week time frame, paperwork will be forwarded based on the student's decision, as indicated in the two previous bullet points.
- If the student does not contact the instructor within the week, then it is the understanding that the instructor of the course will follow the procedural outline as the student forfeits the right to appeal and the case is forwarded to the appropriate Associate Dean for Undergraduate or Graduate Education by completing the [SSE Academic Integrity Violation Google Form](#) and uploading all physical evidence in addition to the SSE Academic Integrity Violation Report if they have not already done so.

IV.3.4 Student Right to Appeal an Academic Integrity Process without an Informal Hearing

If at the conclusion of the case without an informal department hearing the student chooses to appeal the sanction of an academic integrity violation, the case will move to the procedural outline for hearing an academic integrity violation with an informal Department hearing.

If the result of a sanction is a lowered grade in any required part of the course or for the entire course, the student may not appeal the lowered grade through the Academic Integrity Policy process. To appeal the sanction of a lowered grade, the student must appeal through the appropriate **SSE Grade Appeal process**.

IV.3.5 Maintenance of Records of Academic Integrity Violations

At the conclusion of the procedural outline for a case without an informal department hearing, if the student does not appeal the finding and sanctions of the academic integrity violation, the appropriate Associate Dean for Undergraduate or Graduate Education will enter the record of the student academic integrity violation into the Maxient system to be retained as a permanent record in the student's file. In accordance with current academic integrity policies and processes, these documents are maintained in the Maxient system.

IV.4 Procedural Outline for an Academic Integrity Violation with an Informal Departmental Hearing

IV.4.1 Right of Student Appeal to an Academic Integrity Violation Decision without an Informal Hearing

A student appealing the results of an Academic Integrity Violation without an informal department meeting may request an Academic Integrity Violation with an informal department hearing but must meet the following requirements before an Academic Integrity Violation with an informal department hearing is granted.

1. The student must submit a written statement providing the factual basis for why their actions do not constitute a violation of the course's academic integrity policy. The department representative may deny the appeal if there is insufficient justification in the statement.
2. The student is not to discuss the issue further with the course instructor.
3. As part of this appeal, the disposition of the academic integrity violation will be handled by the academic department.

Upon the request of the student for an informal hearing of the case, all collected evidence will be turned over to the Department Chair or Associate Chair. The Department Chair or Associate 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 or Associate Chair is also the instructor, the Department Chair or Associate Chair must appoint an impartial member of the Department to facilitate the meeting.

IV.4.2 Investigation

The Department Chair, Associate Chair, or Facilitator shall carry out a prompt and thorough investigation.

- This investigation shall include an informal departmental 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.

- Witnesses from within the University community are obliged to attend and may be sanctioned by the Dean's Office if they fail to appear.
- Witnesses against the student shall not have to appear at the same informal hearing as the accused student.
- After the conclusion of the informal departmental hearing, the Department Chair, Associate Chair, or Facilitator must decide if the preponderance of evidence supports a finding of an academic integrity violation or not. This should occur within a week of this hearing.
 - If no violation has been found, records of the case shall be destroyed, and confidentiality maintained.

IV.4.3 Sanctions

If an academic integrity violation has been found, the Department Chair, Associate Chair, or Facilitator may not lessen the sanctions imposed by the course instructor but may impose additional sanctions as listed in Section IV.3.2.

IV.4.4 Adjudication Process with an Informal Department Hearing

If the evidence supports a finding of guilt, the Department Chair, Associate Chair, or Facilitator will

- Provide the student with written notice of the outcome within a week after the hearing.
- Notify the student that they have the right to appeal to the Academic Integrity Committee according to the procedure outlined in Section V. Such appeal must be initiated in writing by the student, contacting the Department Chair, Associate Chair, or Facilitator within one week of the date on which the student was notified of the outcome.
- Fill out Section IV of the SSE Academic Integrity Violation Report (Appendix D) as appropriate for the case and complete the signature section of the Report found below Section V.
- Write a brief letter addressed to the appropriate Associate Dean for Undergraduate or Graduate Affairs. This letter shall summarize the violation, the nature of the evidence, and the outcome of the hearing along with all physical evidence.

IV.5 Student Right to Appeal an Academic Integrity Violation with an Informal Hearing

If at the conclusion of the case without an informal department hearing the student chooses to appeal the sanction of an academic integrity violation, the case will move to a hearing conducted by the Hearing Committee of the Academic Integrity Committee.

If the result of a sanction is a lowered grade in any required part of the course or for the entire course, the student may not appeal the lowered grade through the Academic Integrity Policy process. To appeal the sanction of a lowered grade, the student must appeal through the appropriate **SSE Grade Appeal process**.

If at the conclusion of the procedural outline for a case with an informal department hearing the student does not appeal the finding and sanctions of the academic integrity violation, the appropriate Associate Dean for Undergraduate or Graduate Education will enter the record of the student academic integrity violation into the Maxient system to be retained as a permanent record in the student's file. In accordance with current academic integrity policies and processes, these documents are housed in the dean's office and Maxient system.

IV.6 Procedural Outline for an Academic Integrity Violation by the Hearing Committee of the SSE Academic Integrity Committee

Consistent and fair adjudication of academic violations shall be paramount for SSE faculty, staff, and students. This section will address the adjudication process and the responsibility of the course instructor.

IV.6.1 Actions 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 Integrity Violation Report. 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 Integrity Violation Report. To appeal the department chair's decision to the Academic Integrity Committee, the student must submit a letter of appeal to the department chair within seven days from receipt of the department chair's report.

IV.6.2 Review of the Student's File for Previous Violations

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 SSE or has transferred from another academic unit outside the SSE, the Associate Dean for Undergraduate or Graduate Education of the SSE may contact the Dean or comparable administrator of the respective college, at their discretion.

In cases where the allegations are thought to be egregious, the appropriate Associate Dean for Undergraduate or Graduate Education will notify the chair of the Academic Integrity Committee, who will follow the procedures outlined in this section.

IV.6.3 Academic Integrity Violation forwarded to the Academic Integrity Committee

The case, along with any previously adjudicated cases, will be forwarded to the Academic Integrity Committee via the appropriate Associate Dean for Undergraduate or Graduate Education and a hearing will be conducted as outlined below.

V. Adjudication of academic dishonesty violations by the Academic Integrity Committee

V.1 Right of Student to Appeal an Academic Integrity Violation Decision with an Informal Departmental Hearing

If the result of an Academic Integrity Violation with a departmental hearing upholds the academic dishonesty violation, the student may appeal the decision to the Academic Integrity Committee.

In order for a student to appeal to have the Academic Integrity Committee hold an Academic Integrity Violation hearing, the student must first have gone through the process of an Academic Integrity Violation with an informal department hearing.

V.2 Formation of the Hearing Committee

The Academic Integrity Committee shall form a subcommittee, referred to as the Hearing Committee, to adjudicate violations. The Chair of the Academic Integrity Committee will designate three members of the Academic Integrity Committee to serve as the Hearing Committee for a particular case. If the instructor (or a co-instructor) involved in the violation happens to be on the Academic Integrity Committee, the instructor(s) will be excused from participating in the Hearing Committee and if necessary, the SSE Executive Committee will select an appropriate member from the SSE faculty to fill the Hearing Committee's membership.

V.3 The Hearing Committee Process

The Hearing Committee will consist of a Hearing Committee Chair and two other members of the Academic Integrity Committee of the School. The Chair of the Academic Integrity Committee may act as Hearing Committee 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 Committee Chair may initiate such

further inquiry as deemed appropriate.

- B. Hearing: The Hearing Committee 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 fails to appear at the hearing, the Hearing Committee may hear the case and impose sanctions in the absence of the student(s).
- D. During the proceedings, the Hearing Committee 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 Committee Chair conducting the proceedings.
- E. If the Hearing 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 Integrity Committee. In any situation where the Hearing Committee cannot make a unanimous finding, the student is cleared of charges.
- F. Sanctions shall be proposed by the Hearing Committee by majority vote.

If an academic integrity violation has been found, the Hearing Committee may not lessen the sanctions previously imposed in the case but may impose other additional sanctions. 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 letter of reprimand will be placed in the student's electronic file.
3. Probationary status for a specified period, including loss of privileges and/or requirements that the student satisfies conditions before enrolling in further courses at SLU.
4. Suspension from the SSE 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.

V.4 The Hearing Committee Decision

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

Within a week after the Academic Integrity Committee has concluded discussions, the Chair of the Academic Integrity Committee shall communicate, in writing, its decision to the appropriate Associate Dean for Undergraduate or Graduate Education, who shall provide the student(s) with written notice of the outcome.

- If the result of the Academic Integrity Violation as heard by the Hearing Committee concludes that no violation occurred, all records and evidence of the case will be destroyed.
- If the Hearing Committee unanimously determines that a violation occurred, the full Academic Integrity Committee can uphold the original sanctions and may add additional sanctions. (Section V.2.F)

V.5 Right of Student to Appeal an Academic Integrity Violation by the Academic Integrity Committee

If the result of a sanction is a lowered grade in any required part of the course or for the entire course, the student may not appeal the lowered grade through the Academic Integrity Policy process. To appeal the sanction of a lowered grade, the student must appeal through the appropriate **SSE Grade Appeal process**.

If at the conclusion of the procedural outline for a case with a hearing by the Academic Integrity Committee the student does not appeal the finding and sanctions of the academic integrity violation, the appropriate Associate Dean for Undergraduate or Graduate Education will enter the record of the student academic integrity violation into the Maxient system to be retained as a permanent record in the student's file. In accordance with current academic integrity policies and processes, these documents are housed in the dean's office and Maxient system.

A student found to have committed a violation by the Academic Integrity Committee shall have a right to appeal to the Dean's office through the appropriate Associate Dean for Undergraduate or Graduate Education of the SSE. Such an 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.

- In order for a student to appeal to have the Dean of the SSE hold an Academic Integrity Violation hearing, the student must first have gone through the Academic Integrity Violation process by the Academic Integrity Committee.

If the result of an appeal to the Dean results in a finding that no academic integrity violation occurred, all records of the case shall be destroyed. If the result of the appeal to the Dean results in a finding that an academic integrity violation occurred, the sanctions imposed by the faculty concerned, the academic department, and/or the Academic Integrity Committee shall be upheld.

- The decision of the Dean is final within the SSE.

V.6 Storage of Record of Academic Integrity Violations

The appropriate Associate Dean for Undergraduate or Graduate Education will enter the record of the student academic integrity violation into the Maxient system to be retained as a permanent record in the student's file. In accordance with current academic integrity policies and processes, these documents are maintained in the Maxient software system.

V.7 Right of Student to Appeal the Academic Integrity Violation Decision of the Dean of the SSE

Should the student wish to file an appeal of the SSE Dean's decision at the level of the University, the student should be directed to the governing University-level [Academic Integrity Policy](#).

VI. Disposal of Evidence and Outcome Notifications

VI.1 Disposal of Evidence

At the conclusion of any part of the adjudication process, if it is found that no academic integrity violation has occurred, all evidence used in the adjudication process is to be destroyed. If a student has been found to have committed an academic integrity violation, a copy of the notice and a summary of the case, along with all case evidence will be forwarded to the appropriate Associate Dean for Undergraduate or Graduate Education, who enters the case information and evidence into the Maxient system. Case results and evidence are stored within the Dean's office and the Maxient system. No evidence is to be retained by the course instructor, Department Chair, and/or Associate Chair, or the Academic Integrity Committee.

VI.2 Notification of All Parties

Within two weeks, the appropriate Associate Dean for Undergraduate or Graduate Education will send written notification to the Academic Integrity Committee, the Department Chair, Assistant Chair, Facilitator, and the instructor summarizing how the case was concluded.

This notification will serve as acknowledgment 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 for Undergraduate Affairs will issue a reminder to the Department Chair, Assistant Chair, Facilitator, and the course instructor to destroy any outstanding evidence concerning the case and to maintain confidentiality of the case to protect the integrity of the student in accordance with the [Records Management and Retention Policy](#) of Saint Louis University.

APPENDIX A

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.
- At the faculty member's discretion, 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 B

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 quizzes, tests, or exams, or to complete assignments such as writing papers, preparing reports, giving oral presentations, making models, multimedia 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 their project); professional conflict of interest (e.g.: the researcher and their evaluator serve as colleagues and as subordinate-supervisor of each other; or personal conflict of interest (e.g.: there is a situation of nepotism or amorous relationship among a subordinate and their supervisor).

Additional definitions used in this document are consistent with the definitions found in the Saint Louis University [Academic Integrity Policy](#).

APPENDIX C

Roadmap of Adjudication of Academic Integrity Violations

In the Case of an Alleged Academic Integrity Violation

- If a student is accused of an academic integrity violation and if the preponderance of evidence supports a finding of a violation, the instructor shall notify the Chair or Associate Chair of the Department, and the appropriate Associate Dean for Undergraduate or Graduate Education by completing the SSE Academic Integrity Violation Report (pdf document) and the [SSE Academic Integrity Violation Google Form](#), noting that an act of academic dishonesty is purported, and that the process of adjudication has been initiated.
- The appropriate Associate Dean of Undergraduate or Graduate Education will determine whether or not the student has previous academic integrity violations and/or if the purported act of academic dishonesty is egregious.
- The appropriate Associate Dean of Undergraduate or Graduate Education will decide as to how the adjudication process is to proceed as noted below.

Academic Integrity Violation *without* an informal department hearing (Section IV.3)

- The course instructor investigates the allegation, adjudicates the violation, and applies sanctions if the investigation shows that an act of academic dishonesty has occurred.
- The course instructor notifies the Department Chair or Associate Chair of the violation and sanctions using the SSE Academic Integrity Violation Report.
- The Department Chair or Associate Chair will notify the appropriate Associate Dean of Undergraduate or Graduate Education, who will enter the record of an academic integrity violation into the Maxient system. Records of student academic integrity violations are maintained in the Dean's office and the Maxient System.

Academic Integrity Violation *with* an informal department hearing (Section IV.4)

- A student appealing the results of an Academic Integrity Violation without an informal department meeting may request an Academic Integrity Violation with an informal department hearing but must meet the following requirements before an Academic Integrity Violation with an informal department hearing is granted.
 1. The student must provide a written statement providing the factual basis for why their actions do not constitute a violation of the course's Academic Integrity policy.
 2. The student is not to discuss the issue further with the course instructor.
 3. As part of the appeal, the matter will be handled by the academic department.
- The course instructor turns over all alleged evidence to the Department Chair or Associate Chair, who will conduct an Academic Integrity Violation with an informal department hearing of the evidence. The investigation may include witnesses by both parties.

- As part of the Academic Integrity Violation with an informal department hearing by the Department Chair or Associate Chair, the investigation may include witnesses by both parties.
- If the result of the Academic Integrity Violation with an informal department hearing concludes that no violation occurred, all records and evidence of the case will be destroyed.
- If investigation upholds the academic dishonesty violation, the Department Chair or Associate Chair may uphold the sanctions imposed by the course instructor or impose other sanctions
- As part of the appeal, either the Chair or Associate Chair will have a brief meeting with the student to deliver their decision to the student.
- The Department Chair or Associate Chair will notify the appropriate Associate Dean of Undergraduate or Graduate Education, who enters the record of an academic integrity violation into the Maxient System. Records of student academic integrity violations are maintained in the Maxient System.

Academic Integrity Violation Adjudication Process by the Academic Integrity Committee (Section V)

- If the result of an Academic Integrity Violation with a departmental meeting upholds the academic dishonesty violation, the student may appeal the decision to the Academic Integrity Committee.
- In order for a student to appeal to have the Academic Integrity Committee hold an Academic Integrity Violation hearing, the student must first have gone through the process of an Academic Integrity Violation with an informal department hearing.
- The Department Chair or Associate Chair will submit all evidence to the appropriate Associate Dean for Undergraduate or Graduate Education.
- In cases where violations are determined to be egregious by the course instructor, the Department Chair and/or the Associate Chair, the Department Chair or Associate Chair must immediately submit all evidence to the appropriate Associate Dean of Undergraduate or Graduate Education.
- The appropriate Associate Dean for Undergraduate or Graduate Education will forward the evidence to the Chair of the Academic Integrity Committee.
- A Hearing Committee is formed by the Academic Integrity Committee, which will interview the parties and any witnesses and will then conduct a hearing concerning the Academic Integrity Violation.

- If the result of the Academic Integrity Violation as heard by the Hearing Committee concludes that no violation occurred, all records and evidence of the case will be destroyed.
- If the Hearing Committee unanimously determines that a violation occurred, the full Academic Integrity Committee can uphold the original sanctions and add additional sanctions.
- The chair of the Academic Integrity Committee will forward all findings and sanctions as determined by the Academic Integrity Committee to the appropriate Associate Dean of Undergraduate or Graduate Education.
- The appropriate Associate Dean of Undergraduate or Graduate Education will enter the record of the Academic Integrity Violation into the Maxient system. Records of student academic integrity violations are maintained in the Maxient System.

Academic Integrity Violation Adjudication Process by the Dean of the SSE (Section V.5)

- If the Academic Integrity Committee determines that a violation has occurred, the student may appeal the decision to the Dean of the SSE.
- In order for a student to appeal to have the Dean of the SSE hold an Academic Integrity Violation hearing, the student must first have gone through the Academic Integrity Violation process by the Academic Integrity Committee.
- The decision of the Dean is final within the SSE.

Student Right to Appeal an Academic Integrity Violation Decision made by the Dean of the SSE

- The student follows the University-level Academic Integrity Policy to appeal the decision of the Dean of the SSE to the Office of the Provost.

APPENDIX D

Links to SSE Academic Integrity Violation Report and Google Form

All SSE faculty should use the following document to report cases of academic misconduct.

[SSE Academic Integrity Violation Report](#)

Upon completion of the report and student notification, the following Google form should be used to summarize where the case stands after the student has been notified.

[SSE Academic Integrity Violation Google Form](#)