



## **Saint Louis University**

### **Academic Integrity Policy**

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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

Individual academic units in the University must take into account standards of academic and professional conduct for their own disciplines. Therefore, the University Academic Integrity Policy attempts no single set of procedures for adjudicating violations of academic integrity at the academic unit level and only applies standards for process, record keeping, and appeals to the Office of the Provost. (Exception: Alleged violations of academic integrity in scientific research will be guided by the University's Research Integrity Policy. Each academic unit is expected to develop and implement an academic integrity policy inclusive of the following guidelines (see individual college/school/center policies for specific guidelines):

to be followed by academic units are as follows:

- Maintenance of confidentiality
- Formal charges of violations of academic integrity
- Notification of charges
- Definition of the roles of faculty, administrators, students, staff and students in the proceedings
- Opportunity for response by those charged
- Opportunity to waive a hearing
- Procedures to avoid conflict of interest
- A hearing
- Notification of findings
- Provision of information on appeals to the Provost
- Maintenance of records (see University policy of maintenance of records at <http://www.slu.edu/Documents/its/SLUInfoSecurity%201.7%20MaintenanceRecords%20v1.pdf>.)

, 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.

The academic unit in which the course is offered is expected to take the appropriate action (e.g., failure in the course) and any further actions should be taken in collaboration with the student's academic home unit.

In the event that a course is cross-listed, the Deans or Directors of the academic units in question will determine which will take the lead.

If the student being investigated is an unclassified graduate student, the Associate Provost for Graduate Education will have jurisdiction.

If the person is an undecided undergraduate (University College), the Associate Provost for Undergraduate Education will have jurisdiction.

, the Office of the Provost 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.

will be conducted in accordance with the standards and procedures of the academic unit with jurisdiction.

will be imposed according to the policy standards of the academic unit with jurisdiction of the faculty member teaching the course or supervising the academic experience or leading the academic program in which the violation occurred. Academic unit with jurisdiction as defined as the unit of the faculty member teaching the course or leading the academic program in which the violation occurs. Formal charges of violations of academic integrity do not preclude other disciplinary action that the University may take if circumstances warrant additional sanctions.

Sanctions are to be commensurate with the nature of the offense and with the record of the student regarding any previous infractions. Sanctions may include, but are not limited to,

- A lowered grade;
- Failure on the examination or assignment in question;
- Failure in the course;
- Notice of the infraction in the violator's permanent record;
- Participation in training sessions;
- Probation;
- Suspension from the University;
- Expulsion from the University;
- Revocation of University degree; or
- A combination of the above.

In extraordinary circumstances, the University reserves the right to withhold or revoke a degree in consultation with the academic unit as appropriate. There is no statute of limitations for degree revocation.

The student can appeal the decision set forth by the academic unit with jurisdiction.

#### 4. Submitting and Conducting an Appeal to the Office of the Provost

##### a.) Grounds for Appeals to the University Academic Review Board

Except as required to explain the basis of a decision or to provide new information, an appeal will be limited to a review of the record of the unit with jurisdiction and of supporting documents in order to determine one or more of the following circumstances:

The procedures set forth by the academic unit were not followed, which may have significantly impacted the outcome of the case or may have resulted in a different finding; **The procedures set forth by the academic unit were not followed and, for that reason, a different finding may be justified**

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.

**The sanctions imposed were excessively harsh or excessive for the violation.**

#### b.) Constitution of the Board

Once an appeal has been filed with the Office of the Provost, the Associate Provost for Graduate Education or Associate Provost for Undergraduate Education will collect and review material compiling a record for initial review by the University Academic Review A1C2/MCID 3atcad(9BT11s5at)-c1ETBT2 2t

recuse him/herself if that individual believes s/he cannot impartially fulfill his/her duties. Written notification of intent to appeal must be sent to both the academic unit administrator (e.g., Dean, Chair, or Director) with jurisdiction in the case and the Office of the Provost within five (5) University business days of receipt of the imposition of sanctions. Any concerns or objections with the make-up of the committee should be indicated at the time of notification.

The student's letter of notification to appeal must contain the following information:

The student's name, student number, mailing address, phone number, and email address; and

Notice of the violation itself and appropriate documentation of the event (e.g., Dismissal letter outlining academic integrity violations).



