

# **University Academic Integrity Policy**

Saint Louis University is a community of learning in which integrity and mutual trust are vital. Since



**Cheating** is the use of unauthorized assistance to gain an advantage over others, and/or a failure to comply with any reasonable direction or instruction of an officer, employee or agent of the University relating to the conduct of a formal examination or assessment.

Cheating may include, but is not limited to:

- Copying from another examination or work.

- Using assistance, notes, aids, artificial intelligence or other technology, cell phones, calculators, translation software, or internet-based applications not authorized by the instructor in taking quizzes or examinations or to complete assignments.

- Acquiring, disseminating, or using any academic form of assessment belonging to an instructor or staff member without prior approval.

- Hiring or otherwise engaging in

the Academic Hearing Panel.

Creating a learning environment in which high standards of academic integrity are valued requires the efforts of everyone in the University community.

Retaliation or bias by or against any community member for exercising their rights or responsibilities under this Academic Integrity Policy is prohibited and may result in sanctions as deemed appropriate by the University.

**Faculty** (and instructors of record) are responsible for adhering to high standards of academic integrity in their own teaching and professional conduct; sharing relevant parts of the policy on their syllabi and assignments (e.g., an explicit statement on use of artificial intelligence and/or other technology); explaining key terms and discipline/course specific academic honesty norms 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 academic dishonesty through clear expectations and to help create an environment where academic integrity is uppermost. Participation in formal academic hearings is expected as appropriate.

**Students** are responsible for adhering to university standards of academic integrity and seeking clarification from their instructors when they are uncertain if a behavior is in violation of this policy, helping to create an environment in which academic integrity is respected, and reporting violations of the policy to instructors, department chairs, or administrators. Participation in formal academic hearings is expected as appropriate.

**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 teaching and professional conduct and for otherwise supporting

Incidents that impact graduation may require an expedited time frame.  
Incidents that impact course registration that dictates curricular progression scaffolding may require an expedited time frame.

### **Prior to the Formal University Academic Integrity Process**

If an instructor is unsure if what they see constitutes an Academic Integrity Incident, they should discuss how to proceed with their chair, other faculty, or the DAI.

The course instructor communicates (in-person or by email) with the student(s) regarding alleged Academic Integrity Incident.

- o Such communication should occur in a timely manner (not later than **10 University business days** from notification of alleged Incident).

If after communicating with the student the instructor determines there was an Academic Integrity Incident, based on a preponderance of evidence, or the occurrence is appropriate for a restorative educational opportunity, the process is complete.

If after communicating with the student the instructor determines there is only a suspicion of an Academic Integrity Incident, based on a preponderance of evidence, the process is complete.

- o The instructor shares with the student a summary of violation findings, supporting evidence, imposed and/or proposed sanction(s), and the University Academic Integrity Policy. Specific evidence may be shared with the student if:
  - The evidence is in danger of being compromised or destroyed.
  - The evidence would violate the privacy of another student(s).
  - The evidence would compromise the future academic integrity of the course materials.
- o The instructor begins the formal University Academic Integrity Process.

### **Formal University Academic Integrity Process**

If the instructor determines there is a preponderance of evidence that an Academic Integrity Incident occurred, they shall submit an academic integrity incident report with an imposed and/or proposed sanction(s) to the DAI via the University database of confidential and permanent records account no later than **5 University business days** following initial communication with the student. The complete submission to the DAI by the instructor shall include the following:

The DAI works with the student to ensure compliance to sanction(s) (if applicable).  
The DAI enters sanction(s) into the University database of confidential and permanent records.

The DAI reports closure of case to the following (as applicable):

- o Student
- o Instructor of course
- o Associate Dean of the                      academic home
- o Department Chair/Director of course and of                      major

Findings and sanction(s) are entered into the University database of confidential and permanent records. Saint Louis University is bound by the Family Educational Rights and Privacy Act of 1974 (FERPA)s. The files and information contained in the University database of confidential and permanent records are subject to these guidelines as student records.

**If Academic Integrity Incident and/or Associated Sanction is Refuted or a Recurring Academic Integrity Incident:**

The DAI assembles a 3-person Academic Hearing Panel from members of the Academic Integrity Board, as defined by the Academic Integrity Bylaws, to adjudicate and make determination of responsibility based on a

If the student wishes to speak privately with their advisor during the hearing, they may request a brief recess from the hearing.

[Appropriate FERPA (Family Educational Rights and Privacy Act) Waiver required.]

- o The student, instructor, and/or Academic Hearing Panel have the right to request witnesses in advance of the hearing. The Chair of the Academic Hearing Panel (in consultation with DAI) determines whether a witness is relevant to the hearing proceedings and may allow the witness at the hearing or not. [Appropriate FERPA (Family Educational Rights and Privacy Act) Waiver required.]

including those submitted by the instructor as part of the original Academic Integrity Incident Report and any subsequent





The student may receive a lowered or failing course grade in the course in question. The student shall have the right to continue in the course without retaliation or penalty pending final resolution.

The student may be dismissed from their academic program/department after multiple incidents per the academic program/department dismissal policy if applicable.

Visiting students (including 1818) may be prohibited from participating in the program/opportunity.

The student may be suspended or expelled from the University.

The aforementioned sanctions may be accompanied by a requirement to participate in additional academic education support designed to prevent future Academic Integrity Incidents.

On 6/26/2015 the University adopted a university-wide Academic Integrity Policy after

committee of faculty, deans, staff, and students. To comply with the University policy, academic units were expected to amend their own academic integrity policies to align with university definitions and minimum standards. Individual academic units were to consider standards of academic and professional conduct for their own disciplines. Therefore, the University Academic Integrity Policy did not offer a single set of procedures for adjudicating violations of academic integrity at the academic unit level and only applied standards for process, record keeping, and appeals to the Office of the Provost with the exception of violations of academic integrity in

The University Academic Integrity Policy creates a unified adjudication process across school/colleges and centralizes record keeping and academic integrity metrics.

Maintenance or records (see the University Policy of Maintenance of records at records (<https://www.slu.edu/provost/policies/academic-and-course/policy-records-management-and-retention.pdf> )

The current policy supersedes all previous versions. Academic units (as specified in the Scope section above) are expected to follow the Reporting and Adjudication Procedures for Allegations of Violations of Academic Integrity described above.

**This policy was:**

Endorsed by CADD: 5/22/2024

Approved by the Provost: 5/22/2024