Academic Integrity Policy

Preface

In accordance with its mission to enable “students to develop intellectually, spiritually, ethically, socially, artistically, and physically to enrich their own lives and the lives of others,” St. Ambrose is committed to upholding moral standards in line with Judeo-Christian tradition. In its mission statement, the university seeks to “teach, learn, and work in a climate of mutual respect, honesty, and integrity where excellence and academic freedom are cherished.” All members of the community are called upon to uphold the standards of academic integrity, to avoid academic dishonesty of any kind. By accepting employment at the university or by accepting admission to St. Ambrose, faculty, staff and students affirm support of the principle of honesty in their endeavors on behalf of the institution. Each member of the St. Ambrose community is responsible for acting with integrity.

Forms of Academic Dishonesty

Academic dishonesty is any attempt to deceive involving academic work or records. Forms of deceit include but are not limited to the following:

Cheating
Cheating is the use or attempted use of materials such as notes, ideas, words, information, study aids, solution manuals, tests, quizzes, electronic devices (such as calculators, cell phones, or iPods), or any academic assignment in a dishonest and deceptive manner. Cheating includes any party who is knowingly involved in the deception.

Plagiarism
Plagiarism is the intentional or unintentional presentation of another’s words, ideas or facts as one’s own. Examples include using phrases, sentences or paragraphs from a source without quotation marks, paraphrasing another’s work or using information (verbal or visual), opinions, or concepts from a source without proper citation or acknowledgement, and submitting another’s paper or assignment, in whole or in part, as if it were one’s own.

Unauthorized Assistance
Unauthorized assistance is the use of any source of information not authorized by the instructor. Examples include collaboration on completing assignments or tests without the authorization of the instructor or outside the limits designated by the instructor and allowing another such as a tutor or fellow student to complete or revise a paper or assignment significantly.

Multiple Use
Multiple use is the submission of the same work in more than one course without prior permission of the instructor. Examples include submitting the same papers, assignments or presentations, in whole or in part, to satisfy course requirements in more than one class.

Falsification or Fabrication
Falsification or fabrication is intentionally altering or creating data in an academic exercise or record. Examples include inventing research or lab results, counterfeiting a
record of a practicum experience, sabotaging another student’s work such as a lab report, fabricating an excuse (e.g., an illness or accident) to justify a delay in submission of an exam or assignment, inventing a citation, altering a grade on an assignment or academic record, unauthorized altering a returned test or paper before seeking regrading, or impersonating another student live or via electronic format.

Complicity
Complicity is assisting another person in committing an act of academic dishonesty. Examples include using another person’s password, allowing another student to copy from one’s exam or assignment, writing or procuring an assignment for another student, taking an exam for another student, changing an academic record for another student, supplying another student or students with unauthorized copies of an exam, or exam questions or answers, or lying to students, faculty or administration on behalf of another student.

Abuse of Academic Materials
Abuse of academic materials is intentionally destroying, stealing, or making such materials inaccessible. Examples include hiding or removing library resources so other students do not have access to them, destroying software or files needed in academic work, and stealing notes, assignments or exams from students or instructors.

Potential Consequences of Academic Dishonesty
At the discretion of the instructor, potential consequences may range from resubmission or retaking of the assignment or exam, receiving an “F” for the assignment or exam, receiving an “F” for the unit in which the assignment or exam occurred to receiving an “F” for the entire course. The instructor is responsible for reporting an act of academic dishonesty to the director of registration, who will place the information in a confidential file. Severe or repeated acts of academic dishonesty will automatically be evaluated by the Board of Studies and may result in sanctions such as suspension, expulsion, or loss of academic honors. A student’s grade can be changed, even after a course has been completed. An incident report, including any documentation and the action taken, will be kept in the Registrar’s office.

Procedures for Alleged Academic Dishonesty
An instructor who has evidence or suspects an act of academic dishonesty has taken place is responsible for acting in accordance with the St. Ambrose University Academic Integrity Policy. In addition, others, including students, who have reason to believe a violation has taken place, should notify the instructor, department chair, or academic dean verbally or in writing. The names of those supplying information other than the instructor will be held in confidence. All alleged acts of academic dishonesty will be reported and kept on file by the registrar’s office.

In the case of a minor infraction, an instructor will discuss the charge with the student and suggest an appropriate sanction. The student may either accept the action or may request a formal hearing before the Board of Studies.

In the event of a repeat violation or if an instructor suspects organized cheating or severe acts of academic dishonesty, the investigation will be pursued by the Board of Studies. The Board of Studies will determine which sanctions will be enforced; its ruling may be appealed to the Vice President of Academic Affairs.