

ACADEMIC INTEGRITY

Policy Number: A.02.11

SCOPE

All Students.

PURPOSE

To describe academic dishonesty and its consequences.

POLICY/PROCEDURE

The University of St. Thomas strives to provide a learning environment that is rooted in academic and ethical behavior and embraces the Basilian Fathers' core values of goodness, discipline and knowledge. Students are therefore expected to act with honesty and integrity in their pursuit of academic excellence. Every offense against academic honesty seriously undermines the teaching-learning process for which the University exists, and such offenses will be dealt with seriously.

Definition

Academic dishonesty includes but is not limited to:

1. Cheating on an assignment, examination or test; for example, by copying from another's work or using unauthorized materials before or during the test, including the use of electronic devices;
2. Plagiarism, which represents as one's own the work of another, whether published or not, without acknowledging the precise source;
3. Participation in the academic dishonesty of another student, even though one's own work is not directly affected;
4. Any conduct which would be recognized as dishonest in an academic setting.

Charge of Academic Dishonesty

Faculty and/or exam administrators who consider that they have a valid case of academic dishonesty against a student must inform the student of the charge and the resulting penalty which is at the discretion of the faculty member. The faculty member will submit the charge, penalty and supporting documentation to the Dean of Students and the Registrar using the Academic Dishonesty form on the portal after the act has been discovered and investigated but no later than the date when course grades are due for the semester or academic session. Record of the offence will be kept by the Registrar's office as an official academic record. Each case will be treated as a matter of deferred adjudication; if and when the student graduates, the record will be expunged. A student wishing to appeal the academic dishonesty charge must write a letter of appeal within seven days of receiving the Report of Academic Dishonesty. The Registrar will forward the appeal and all supporting documents pertaining to the case to the Academic Committee.

University of St. Thomas Policies

Second Case Offenses

When a second charge of academic dishonesty has been upheld against a student, the student shall be dismissed from the University. The transcript will note “Dismissed for Academic Dishonesty,” along with the date. Readmission to the University may be considered under extraordinary circumstances through a written appeal to the office of the Provost.

APPROVED:

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