

## POLICY ON ACADEMIC HONESTY

High standards of honesty and integrity are expected of all students of the college seminary. In the academic area this applies to:

- cheating on assignments or examinations;
- plagiarism;
- unauthorized access to any college records of any kind.

Violations of these standards can result in a failing grade on the assignment or in the course without the possibility of withdrawal. A student may face suspension or dismissal depending upon the nature of the offense as determined by the Rector/President.

Saint John Vianney students are expected to abide responsibly by the “fair use” doctrine for copyrighted materials. All written assignments should be prepared with full integrity according to the style sheet cited in the course syllabus. Plagiarism is a grave offense, entailing at least a grade of “F” in the course, and according to the specific circumstances surrounding the offense, the possibility of dismissal from the program and the college seminary. Students in this situation will be referred to the Department Chair and/or the Academic Dean.

Presentation of falsified transcripts in order to gain transfer credits may result in suspension or dismissal as determined by the Rector/President.

### Cheating

Cheating consists of any unpermitted use of notes, texts or other sources so as to give an unfair advantage to a student in completing a class assignment or an examination. Intentionally aiding another student in cheating is also considered cheating. Cheating includes falsifying reports and documents.

### Plagiarism

Plagiarism is the presentation of information (either written or oral) as one’s own when in reality some or all of the information was derived from some other source. It includes the use, without proper acknowledgment, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws.

### Procedures for Handling Cheating and Plagiarism

Any faculty member discovering a case of suspected cheating or plagiarism shall make a responsible effort to confront the student with the evidence within five working days.

If the student can explain the incident to the satisfaction of the faculty member, no further action is warranted.

If the student denies cheating or plagiarizing and the faculty member continues to believe any of these offenses has occurred, the faculty member will send a written report to the

Department Chair, when pertinent, and to the Academic Dean giving specific information about the incident. If the student is a seminarian, the matter of cheating and plagiarism will be addressed through the normal process of formation, in addition to the academic procedures listed below:

- The Academic Dean, with the assistance and with the presence of the Department Chair, when pertinent, will hold a hearing in which the faculty member will present the evidence of cheating and/or plagiarism against the student. The Academic Dean will decide who, in addition to the above listed individuals, may be present at the hearing.
- The Academic Dean will determine whether or not the evidence indicates that cheating and/or plagiarism has taken place.
- If the student has admitted or has been found guilty of cheating or plagiarism, the following records must be kept:
  - the written document from the faculty member;
  - a summary of the meeting with the Academic Dean, which all parties present have signed and added comments if they elected to do so;
  - a copy of the written notification that the Academic Dean sent to the student containing any and all actions taken against him or her.
- These records will be kept in the student's permanent academic file until graduation or separation from the college seminary, at which time they shall be destroyed. If a student has committed two offenses, both incidents become part of the student's permanent academic record.
- The faculty member, in consultation with the Department Chair, when pertinent, and the Academic Dean shall decide how the student will be graded for the course in which cheating and/or plagiarism occurred.
- For a second or subsequent offense, the student shall be placed on academic suspension or dismissed from the academic program by the Academic Dean.