

# **Academic Integrity Protocol**

- 1. The instructor decides if you fail the assignment, the entire course, or assigns some other academic sanction.
- 2. The instructor reports the incident to the department chair and the Office of Student Life.
- 3. The Office of Student Life pursues the matter through the University Judicial Process and determines a judicial sanction. The most severe sanction is expulsion.
- 4. If the student disagrees with the decision, she/he can appeal to the Department Chair and/or Office of Student Life.

A student who is guilty of a dishonest act may, at the discretion of the instructor, receive a grade of "F" for the course. In addition, a student found guilty of a dishonest act may be subject to sanctions, up to and including dismissal from the University, as a result of the student judicial process as described in the Student Handbook. A student who violates copyright laws, including those covering the copying of software programs, or who knowingly alters official academic records from this or any other institution is subject to similar disciplinary actions. (Undergraduate Bulletin)

Report academic misconduct through <a href="www.scu.edu/osl/report/">www.scu.edu/osl/report/</a> Academic dishonesty issues may be anonymously reported to ethicspoint.com.

For more information about Santa Clara University ethics, talk to faculty or contact:

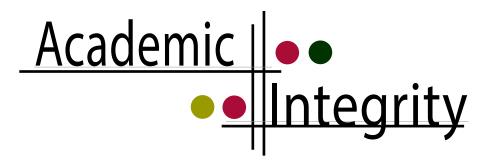


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# **Santa Clara University**



In.teg.ri.ty

(in-teg'rity), n

Def: The state of being whole, entire, or undiminished; also, soundness of moral principle and character; uprightness; honesty

I am committed to being
a person of integrity. I pledge,
as a member of the Santa Clara University
Univeristy community, to abide by and uphold
the standards of academic integrity
in the Student Conduct Code



# What's the Benefit?

Pressures to "succeed" can challenge your commitment to live an ethical and honest life. Below are a few things to consider as you strive to be successful in an academic setting:

### Patterns of Behavior

Honest behavior is learned. Each time someone cheats it becomes easier to justify one's dishonest actions. If you choose to cheat now, it becomes easier to justify other forms of dishonest behavior later in your professional and social life. Your decisions as an accountant, engineer, teacher, scientist, or politician, and as a parent or friend, can either benefit or damage society as a whole.

## Learning to Learn

Copying homework or submitting a document written by someone else may result in a higher grade, but it will not result in learning the subject matter or skills of the course. Doesn't that amount to wasted tuition?

### Fairness to Others

You may think that your cheating has no effect on your classmates. However, if you achieve a higher grade than you deserve by cheating, you personally make success more difficult for your classmates who do their own work. You will also contribute to the mentality that "everyone does it," thus degrading the academic standards at SCU.

# Pride in Accomplishment

What do you want your diploma to represent? A diploma obtained through dishonest acts is a worthless piece of paper that misrepresents the value of your education to others. Eventually someone will figure out you are a fraud. Is being a fraud something to be proud of?

# You Cheated... Who Pays?

#### You

Why spend your time on school if you are just going through the motions?

### Your family

They have supported you, often paid for your education, and they believe in your success.

### Your classmates

While they have put hours into studying, you looked at their work and got the same grade with half of the effort.

# Your future employers

They unintentionally hired someone who may not be prepared for his/her new position.

Santa Clara graduates represent the institution to the larger community: families, individual businesses, cities, states, and the country. Your contributions to improving standards of integrity can result in our graduates representing SCU in ways that make faculty, staff, students, and alumni proud of their accomplishments.

# 6 Ways to Avoid Academic Dishonesty



- Talk With Your Professor
   Communicate with your instructor
   about course material you find
   challenging and confirm her or his
   expectations for your work.
- 2. Set Parameters For Group
  Work
  Make certain you understand
  whether it is permissible for you to
  work as a group on assignments.
  Be clear on what type of
  collaboration is allowed and what
  type is prohibited.
- Know the rules
   Read the syllabus and make sure
   you know the standards and
   expectations for academic honesty
   in each course.

- Plan Ahead
   Schedule your time so that you are not working on papers or studying for tests the night before they are due.
- 5. Utilize Your Resources
  The Drahmann Advising and
  Learning Resources Center is
  located in Kenna Hall, Room
  101. The HUB, SCU's writing
  center, is located in Benson
  Memorial Center.
- 6. Actively promote a climate of honesty
  Encourage your peers to value and practice academic integrity. Discourage dishonest behavior when you observe it.