



# St. John's Seminary

## *Academic Integrity Policy*

### **Academic and Doctrinal Integrity**

All students are on their honor during examinations and in the preparation of written materials such as exegesis, research papers, reflection papers, book reviews, etc. Receiving academic credit under false pretenses is not just a violation of academic protocol; it is a serious formation issue. Therefore, students are expected to give accurate and explicit citations of any and all words, ideas, information, images, or other creative material from sources other than the student's own reasoning, observation, and reflection. Failure to do so is either an act of intentional dishonesty or the result of culpable ignorance of the practices of scholarly research.

Any student who publicly dissents from the doctrine and authentic teaching of the Roman Catholic Church may be dismissed from their academic program. Any student who violates academic integrity, either deliberately or through gross negligence, may be dismissed from their academic program.

### **Plagiarism**

Plagiarism is the use of the ideas, words or other material generated by the scholarly or creative activity of another person, living or dead, without acknowledging that indebtedness following a system of documentation. This applies to words, music, visual arts, spoken words, scientific research – all products of intellectual activity. The source might be a scholarly source, a website, or even a friend. Such outside sources must be credited when their material is quoted, paraphrased, summarized, or otherwise relied on. Knowledge of the process and standards for acknowledging another's work is the responsibility of the student. It is also the responsibility of the student to understand the extension of academic dishonesty to include cheating, copying another's work, employing another's work improperly in an assignment (such as submitting work prepared by another or providing such work), and fabricating sources or information. Acceptable standards for incorporating research can be reviewed in the most recent edition of the *Chicago Manual of Style*.

Academic integrity is essential in maintaining the reputation of the individual student as well as that of the institution of St. John's Seminary. Students and faculty are required to acknowledge the work of others in their writing and in their oral presentations. Failure to do so is either an act of intentional dishonesty or the result of ignorance of the practices of scholarly research. As future leaders of the Catholic community, our students are expected to exhibit moral integrity in all they do. Therefore, academic dishonesty is a matter of grave concern in seminary formation. The Seminary will keep a record of any infringements of academic integrity and will monitor repeated offenses.

### **Reporting Procedure**

Professors are expected to report cases of suspected academic dishonesty. The professor who has cause to suspect plagiarism, cheating, copying another's work, or using another's work



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improperly, should first report the incident to the academic dean. The academic dean will then open an investigation and may appoint two other faculty members to comprise a review panel. The Academic Dean, advised by his review panel, will consider the circumstances and evidence related to the incident of suspected plagiarism. If the incident of plagiarism is confirmed, then the Academic Dean, with the counsel of the review panel, will determine the consequences. Depending on the severity of the offense, the consequences may range from failure of the assignment, failure of the course, academic probation, or dismissal from the seminary. Even in minor violations of academic integrity, a second offense involving plagiarism, cheating, copying, or submitting work not prepared by oneself, may lead to dismissal from the seminary program. Students who knowingly permit their work to be used in this way are also liable to the same penalties described above.

Instances of suspected plagiarism will also be reported to the student's formation advisor and confirmed cases, along with the student's response if applicable, will be shared with the student's sponsoring agencies and recorded in the student's permanent academic record.



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## St. John's Seminary Student Incident Report

Report Date:

Student Name:

Incident Date:

Course Number: Course Title:

Professor:

Nature of the Charge:  Cheating  Copying  
 Plagiarism  Using Work Prepared by Another  
 Other

Disputed by Student:  Yes, but resolved  Yes, Not resolved  
 No

Review Panel Members: 1-

2-

3-

Disciplinary Action:  Academic Probation  Failure of the assignment  Failure of the course  
 Dismissal from the seminary  Other

Further Information Provided by Academic Dean: