

ACADEMIC POLICIES AND INFORMATION

ACADEMIC CALENDAR: The scheduled academic year includes 3 semesters of 15 weeks of instruction for each semester. The summer semester is considered a regular part of the academic program at all levels.

A specific academic calendar is provided to assist the students to plan their academic career and may be obtained from the Registrar's Office.

Integrity: Academic Integrity means that each student acknowledges that the work represented in all assignments and all examinations is his, her, or their own or is properly cited, and that he, she, or them has neither given nor received unauthorized information. Furthermore, each student agrees not to divulge the contents of any assignment or examination to another student in any semester or to alter or impede the work or progress of another student.

Students of San Ignacio University are committed to the highest standards of academic integrity and assume full responsibility for maintaining those standards. All members of the University community are expected to exhibit the qualities of honesty, loyalty and trustworthiness in all academic activities.

Violations of Academic Integrity: Violations of academic integrity reflect negatively on the graduate student, the academic program, and the University; thus, academic dishonesty in all its forms cannot be tolerated.

Academic integrity may be violated any number of ways. Common examples of academically dishonest behavior include, but are not limited to, the following:

Cheating: Cheating is the intentional use of or attempt to use unauthorized materials, information, or study aids in any academic exercise.

This may include, but is not limited to:

- copying from another student's work;
- representing material prepared by another as one's own work;
- submitting the same work in more than one course without prior permission of the instructors;
- using electronic devices to communicate and/or access information during exams;
- procuring or using stolen evaluation materials;
- violating rules governing the administration of examinations; or
- Violating any rules relating to academic conduct of a course or program.

Fabrication or Misrepresentation: Fabrication is the provision or use of any false or altered information, data or citation in an academic exercise. Misrepresentation is giving incorrect or misleading information or failing to disclose relevant information. Fabrication or misrepresentation of academic records may include, but is not limited to:

- making a false statement regarding one's academic credentials,
- concealing material information, and/or
- forging someone else's signature,
- forging a University academic document or record (also a crime),
- tampering with computer records,
- falsifying academic information on one's resume, and/or
- Falsifying communications about class absences, missing assignments, exams or other course expectations and requirements.

Plagiarism: Plagiarism is the use or representation of the words, ideas, or sequence of ideas of another as one's own in any academic exercise. Information stored on a computer system or portable device or sent electronically

over a network is the private property of the individual who created it. Dissemination of information, without authorization from the owner of said information, is a violation of the owner's right to control his or her own property and is considered a form of attempted theft.

Plagiarism may include, but is not limited to:

- copying another person's paper, article, computer work, or assignment and submitting it as one's own;
- quoting, paraphrasing, or summarizing and utilizing someone else's ideas without attribution;
- Copying or downloading (cyber-plagiarism), in part or in whole, articles or research papers or using ideas or information found from other sources and not giving proper attribution.

Enabling of Academic Dishonesty: Enabling of academic dishonesty is to knowingly or passively allow one's work to be used by another without appropriate attribution. It also includes participation in or the failure to report known or suspected instances of academic dishonesty.

Obstructing Academic Progress: Obstructing academic progress includes, but is not limited to:

- denying others access to scholarly resources;
- providing false or misleading information;
- making library material unavailable to others by stealing or defacing books or journals or by deliberately misplacing or destroying materials; or
- Altering electronic files that belong to another without prior permission.

ACADEMIC INTEGRITY PROCEDURES

Procedures for Handling Suspected Violation(s) of Academic Integrity Occurring Within or Outside Course

Violations of Academic Integrity in Classes: A course instructor who suspects a student of academic dishonesty has the obligation to deal with the situation directly and quickly. The instructor will meet with the student to discuss the perceived violation and to determine what, if any, extenuating circumstances exist. The sanctions imposed and remedies recommended depend upon the circumstances surrounding the incident and the severity of the offense.

Sanctions may include: failing an assignment, receiving a reduced grade in the course, or other academic sanctions deemed to be appropriate. The instructor may also decide to impose more severe sanctions, such as: failure of the course resulting in the grade of F (indicates violation of academic integrity policy) or recommendation for suspension or dismissal from the University. Remedies may include: requiring a substitute assignment, repeating the assignment under supervised conditions, and other academic remedies deemed appropriate.

The instructor or staff member is required to notify the students about the following:

- the nature of the offense,
- the date of the offense or the date it was discovered,
- evidence to support the offense,
- the date and nature of the meeting with the student to address the offense,
- the proposed sanction, any proposed remedy that is required of the student,
- And the expected outcomes of the remedy.

Copy of this notification must be sent to the academic director, and academic coordinator (if appropriate). All sanctions except the recommendation for suspension or dismissal can be resolved between the faculty or staff member and the student. If there is a recommendation for suspension or dismissal, procedures for recommending

suspension or dismissal will be followed. All recommendations for suspension or dismissal are sent to the Academic Director.

Violations of Academic Integrity Outside of the Class Context: Procedures for addressing suspected violations of the academic integrity policy outside the context of a particular course are the same as those described above for suspected violations occurring within a course. The exception is that the faculty member, staff member, or student contacts the appropriate course instructor or Academic Director, depending on the nature of the offense, who will meet with the accused student. The Academic Department will evaluate the quality of the complaint by interviewing both the complainant and the student who is being accused. If the violation is verified, the department will proceed as described above. Staff working in academic units (e.g., Academic coordinator, Student services, Academic program coordinator, etc.) are responsible for informing students about their need to understand the Academic Integrity Policy in the University Catalog and to strictly abide to it.

ACADEMIC INTEGRITY APPEALS

Appeal Process: The student has the option of appealing to the academic director within 5 academic days if he or she disagrees with the accuser's decision. Request for Appeals should include:

- A clear rationale for the appeal, along with all appropriate documents that support the rationale for the appeal.
- The written statement of sanctions or remedies imposed by the faculty member, the written decision of the accuser, and all relevant communications.
- A statement of the student's desired outcome of the appeal (e.g., dismissal of the charge, modification of sanction or remedies imposed), or if the student is proposing an alternative plan for remediation.

Appeals to the Program Coordinator: The Program Coordinator evaluates the student's appeal in terms of: whether the accuser followed the Academic Integrity Policy and whether the student had satisfactory advance notice and opportunity to respond. The Program Coordinator decides whether or not to support the student appeal and responds in writing to the student and instructor or staff member within five academic days after receipt of the written appeal. Copies of the decision will be sent to others copied by the instructor or staff member in the original letter. The student has the option of appealing to the Academic Director within five academic days if he or she disagrees with the Program coordinator decision. The appeal should include any information the student deems to be important to counter the allegation of a violation of academic integrity.

Appeals to the Academic Director: The Academic Director will review letters of appeal and any additional documentation [e.g., letters to student from faculty member, program Coordinator (if appropriate)].

The Academic Director will communicate the decisions in writing to all parties involved within five academic days to all parties involved.

STUDENT CONDUCT & REGULATION

All regulations and policies regarding student conduct can be found in the Student Handbook. The following list is a summary of the prohibited conducts at San Ignacio University Campus:

- Participating in unauthorized group protests or performing political or religious proselytism, or solicitation in the institution.
 - Bringing alcohol or illegal drugs into the institution. Being intoxicated (under the influence of drugs or alcohol) while on the premises. See more information in the Student Handbook.
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- Bringing weapons of any nature into the institution. Kitchen knives are to be used only in the Kitchen Lab, for culinary purposes and under the supervision of instructors.
- Showing disrespect, verbally, physically or in writing, towards the instructors, staff and classmates.
- Slandering or libeling the institution and/or any of its members.
- Performing acts of academic dishonesty, such as cheating, plagiarizing, impersonation, and altering of exams.
- Stealing or vandalizing property belonging to the institution, other students, instructors, staff, or visitors.
- Entering administrative offices without prior authorization.
- Eating or drinking in the classroom, with the exception of food and beverage previously designated for tasting, and any special events previously sanctioned by the Academic Director. Students may engage in the social tasting of wine and spirits through supervised and controlled tastings in the enology and cocktail preparation courses only under direct supervision of the instructor. Spitting is encouraged and spit-containers will be provided.
- Selling items or promoting services not authorized by the institution.
- Engaging in gambling games inside the institution.
- Receiving visitors on premises without prior written approval by the President or the Director of Academic.
- Performing or allowing, by action or omission, any kind of activity that may cause damage to the institution, its assets, staff, students, or visitors.
- Committing any other act of an illegal, dishonest, or unethical nature that may not be on this list.

Disciplinary Procedures: Any such conduct will be subject to immediate disciplinary action, as determined by the Academic Director, including expulsion. Disciplinary actions could include:

- Reprimands
- Suspensions, and
- Expulsion depending on the severity of the grievance.

The process of expulsion can only be sanctioned by the Academic Department.

Expulsion may occur after a student has received one or more suspensions. However, if the severity of the grievance warrants it, the student may face expulsion without receiving any previous sanction.

Expulsion is the permanent removal of the student from the institution, handed down by the Academic Department, given for a serious fault or after the student has received a series of reprimands and or suspensions. Expulsion from the University will only occur after a full review has been done by the Academic Department and the student has been allowed to present his/her case in his/her own defense.

Students who are found guilty of any violation are liable for any damages to people and or property he/she may have caused, including but not limited to lawsuits and fines.

A student may appeal the decision to the President.

Emergency Disciplinary procedures may occur if the student:

- Breaks a local or state law
- Intentionally places himself/herself or others in grievous bodily danger.
- Intentionally damages school property.
- Subverts the civil rights of another person.
- Arrives to school intoxicated by alcohol or under the influence of drugs.

In such cases the Academic Director will immediately deal with said problem in the most beneficial and fair manner.

Concerning Disciplinary Action/Appeals: If a student feels that he or she has been subjected to an unfair disciplinary action, including expulsion from the University. The student may appeal any such disciplinary action. It is understood that all infractions or broken rules requiring disciplinary action must have been explained to the student by the Academic Department when the decision was reached. It is at the sole discretion of the Academic Department to listen to an appeal or to modify its decision.