

# **BACCJ Student Handbook**

2024-25 Academic Year



**SAINT LOUIS  
UNIVERSITY**

— EST. 1818 —

***Criminology and Criminal Justice***

***Bachelors of Arts in Criminology and Criminal Justice (BACCJ)***

***Minor in Criminology and Criminal Justice (MCCJ)***

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\*Please note that this Handbook supplements the University's Student handbook. In the event of a conflict, the University's Handbook governs. It is available online at <https://www.slu.edu/life-at-slu/community-standards/student-handbook.php>

## **Saint Louis University Mission**

The mission of Saint Louis University is the pursuit of truth for the greater glory of God and for the service of humanity. The University seeks excellence in the fulfillment of its corporate purposes of teaching, research, health care and service to the community. It is dedicated to leadership in the continuing quest for understanding of God's creation and for the discovery, dissemination and integration of the values, knowledge and skills required to transform society in the spirit of the Gospels. As a Catholic, Jesuit University, this pursuit is motivated by the inspiration and values of the Judeo-Christian tradition and is guided by the spiritual and intellectual ideals of the Society of Jesus.

## **School of Social Work Mission**

Saint Louis University School of Social Work prepares criminology and criminal justice students for professional practice with a commitment to social justice and the empowerment of vulnerable and oppressed populations. The School strives for a dynamic community of learning with excellence in teaching, research, and service (passed by School of Social Work Faculty Assembly, May 2008).

## **School of Social Work Goals Specific to Criminology and Criminal Justice**

1. To use knowledge, values, and skills in criminology and criminal justice practice,
2. To contribute to the advancement of knowledge of the profession, and
3. To use skills, talents, and time in pursuit of social justice in the community.

## **Criminology and Criminal Justice (CCJ) Programs**

Bachelor of Arts in Criminology and Criminal Justice (BACCJ)

Bachelor of Arts in Criminology and Criminal Justice (BACCJ)/Juris Doctorate (JD) (3+3)

Minor in Criminology and Criminal Justice (MCCJ)

Master of Arts in Criminology and Criminal Justice (MACCJ)

Accelerated Bachelor of Arts to Master of Arts in Criminology and Criminal Justice

## **Criminology and Criminal Justice (CCJ) Program Administration**

**Noelle E. Fearn, PhD**..... Dean, School of Social Work

**Dyan McGuire, JD, PhD** ..... Director, Criminology and Criminal Justice Programs

**Kate O'Brien, MA**..... Academic Advisor

**Ryan Wittekiend, MS**..... Academic Advisor

**Jasmine Maloney, BS**..... Program Coordinator

## **Criminology and Criminal Justice (CCJ) Faculty Contact Information**

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### **Dean of the School of Social Work's Welcome**

Welcome to Saint Louis University's School of Social Work! The School shares the University's mission to educate the whole person and provide leadership in the discovery, dissemination and integration of values, knowledge and skills needed to instill a passion for lifelong learning and transform our society in the Jesuit tradition. Our School pursues this goal by providing learning-teaching-service environments, both in the classroom and in the community, that nurture, strengthen, and sustain creative intellectual, emotional, social, spiritual, and technical abilities and interests. We encourage and support innovative scholarship and research. We actively engage in community service, linking the School and its resources to local, regional, national, and international communities to eliminate ignorance, poverty, injustice, and hunger, to improve community life, and to solve difficult problems. We are thrilled for you to join us, to walk with us, and to work together with us as we seek to advance both the School's and the University's shared mission, and to serve with and for our community and the people to which the School's disciplines – social work, applied behavior analysis, criminology and criminal justice – and the professions associated with these disciplines are dedicated.

Noelle E. Fearn, PhD  
Professor and Dean of the School of Social Work

### **BACCJ Program Director's Welcome**

Welcome to the Bachelor of Arts in Criminology and Criminal Justice Program at Saint Louis University! Thank you for choosing our program as your partner in undergraduate education. A hallmark of the Jesuit approach to education is *cura personalis*—care for the whole person. It is our hope that in the BACCJ Program you will experience a well-rounded, personalized education and be prepared to engage in the work of criminal justice in a way that brings beneficial change to the community. Here in the SLU BACCJ program you will learn about being a “person for others” while being empowered and supported to achieve your own professional goals.

Preparation through the BACCJ program will be rigorous and intellectually challenging. Our program offers the opportunity for BACCJ students to learn effective, evidence-based practices that provide social justice for all. This distinctive learning environment is rooted in intensive teaching, mentoring, and experiential learning as well as in rich peer-learning opportunities with your classmates, your colleagues, and the communities we all serve.

This BACCJ Handbook contains important and detailed information about our program and policies, so please take some time to read and review it. The BACCJ Handbook is updated frequently to reflect changes made in various University, College, and Program policies or processes; you will be notified if **significant changes** occur during the academic year. As always, please feel free to contact me with questions or concerns. I am here if you need me.

Dyan McGuire, JD, PhD  
Associate Professor of Criminology & Criminal Justice  
Director, CCJ Programs

## **Academics**

The following policies and procedures have been adopted by the Criminology and Criminal Justice (CCJ) Program in the School of Social Work (SSW) and are meant to reflect the rights and responsibilities of students, faculty and staff. While the information that follows is the best reflection of CCJ Program policies as they currently exist, the administration and faculty of the CCJ Program and the SSW reserve the right to modify any policy through the appropriate channels. This flexibility is meant to maintain the student-focused mission of the CCJ Program and the SSW, and to provide the necessary means to maintain the integrity of our learning environment.

### **Academic Integrity**

The Criminology and Criminal Justice (CCJ) Program expects all students to adhere to Saint Louis University's academic integrity policy (Interim Revised for Academic Year 2023-2024 and any final policy upon approval). Only key portions of this policy are excerpted here; the policy, in its entirety, along with all other University Academic Affairs policies may be found on the Provost's webpage. See <https://catalog.slu.edu/student-handbook/policies-procedures/academic-policies/>

Saint Louis University is a community of learning in which integrity and mutual trust are vital. Since the mission of the University is "the pursuit of truth for the greater glory of God and for the service of humanity," acts of falsehood violate its very reason for existence. They also demean and compromise the activities of teaching, research, health care and community service that are its primary mission. Since the University seeks to prepare students and faculty for lives of integrity and occupations of trust, it regards all acts of academic dishonesty as matters of serious concern. Such dishonesty also undermines the academic assessment process, which in turn impairs the ability of the University to certify to the outside world the skills and attainments of its graduates. Such dishonesty allows those who engage in it to take unfair advantage of their peers and undermines moral character and self-respect.

***To summarize, academic integrity is honest, truthful and responsible conduct in all academic endeavors. Examples of violations of academic integrity include but are not limited to falsification, plagiarism, cheating, sabotage, collusion or concealment.***

Students are responsible for adhering to University standards of academic integrity, helping to create an environment in which academic integrity is respected, and reporting violations of the policy to instructors, department chairs, or administrators, as appropriate.

### **Reporting and Adjudicating Violations of Academic Integrity**

Where there is clear indication of such dishonesty, members of the SSW community have an obligation to report the incident to the appropriate faculty member or administrator. An appropriate investigation involving all of the following will occur.

- Maintenance of confidentiality
- Formal charges of violations of academic integrity
- Notification of charges
- Definition of the roles of faculty, administrators, students, staff and students in the proceedings
- Opportunity for response by those charged
- Opportunity to waive a hearing
- Procedures to avoid conflict of interest
- A hearing
- Notification of findings

Sanctions are to be commensurate with the nature of the offense and with the record of the student regarding any previous infractions. Possible sanctions for a violation of academic integrity include, but are not limited to, having a failing grade assigned for an assignment or the class, disciplinary probation, suspension, and dismissal from the University. In extraordinary circumstances, the University reserves the right to withhold or revoke a degree in consultation with the academic unit as appropriate. There is no statute of limitations for degree revocation.

## **Academic Records**

### **Confidentiality of Student Records**

The CCJ faculty in the SSW believes that student records, both academic and personal, are confidential to the student and the institution. Because of the professional and legal responsibilities involved, record keeping is delegated only to responsible persons who realize the confidential nature of such records. All students shall have the right of privacy in regard to their records afforded to them by the Family Education Rights and Privacy Act of 1974. In keeping with these standards:

1. Official transcripts are kept only in the Office of the Registrar and only this office releases the transcript when so requested formally by the student. The academic record kept in the School of Social Work is never released outside of the University.
2. Medical records are preserved in the appropriate office in the Student Health and Counseling Center and are interpreted only by a member of the health care professions.
3. Counseling records (or summary statements) are not released without the explicit consent of the student. This includes any disciplinary action taken while in the University, psychological counseling, emotional issues, etc.
4. Financial records exist in the Offices of Undergraduate Admission, and Student Financial Services. The School of Social Work keeps no official record of financial aid and considers such information as strictly confidential between the student and the University.

### **Use of Student Records**

1. CCJ Program staff and faculty members with a legitimate educational interest have access to student records through the CCJ Program Director.
2. Requests for student information directed to the CCJ Program Director or the SSW will be answered by form letter giving only the facts of public knowledge, which are defined as facts of attendance, dates of attendance, and the date of graduation if a degree was conferred.
3. Students' names, dates of attendance, degrees, honors conferred and other information which appeared in a newspaper or publication are considered public information and thus, may be confirmed upon request.
4. Faculty writing letters of recommendation at the student's request may refer to grades earned or other indicators of the student's performance and ability.

## **Academic and Professional Expectations**

The CCJ Program has high expectations that are required of all CCJ students who are developing as professionals. Students are expected to maintain positive and constructive interpersonal communications and relationships with faculty, students, staff, and the community. Students are expected to positively contribute to the academic learning environment within the classroom, school, and in the community. This includes respecting diversity and not participating in any form of discriminatory actions. Conducting oneself with integrity and resolving conflict in a respectful manner are also demonstrations of academic and professional competence.

In addition, a policy on Professional Expectations is included on every CCJ course syllabus. The policy is as follows:

### **Professional Expectations**

Students are expected to demonstrate professionalism and contribute to the learning environment. Expectations include, but are not limited to:

1. Arriving promptly to class and leaving at the scheduled ending time.
2. Preparing thoroughly for each session.
3. Participating fully in all classroom activities and discussions.
4. Displaying respect for others' ideas and different styles while offering own points of view.
5. Turning off all extraneous electronic devices (e.g., cell phones and others) during class.

If a student does not demonstrate behaviors reflecting professional competence, then a faculty member, student, or staff person can request a professional review with the Associate Dean for Academic Affairs. The Associate Dean will then convene a small group of appropriate faculty to meet with the student. The outcome of the meeting may include any of the following: a discussion with documentation for the student's file only, professional probation with a contract, or a professional competence dismissal from the program. The overall focus of this review is strengths- and educationally-based to assist the student in continuing with and achieving success in the program. The student may bring one person as an "advocate" to the meeting if s/he desire. The Associate Dean will submit a report with recommendations to the Director of the BACCJ Program. The BACCJ Program Director will then meet with the student to discuss the final decision and provide a written letter or contract. If the student desires to appeal the decision, then a written appeal must be presented to the Dean of SSW within 10 days of the notice of the outcome of the review meeting.

### **Academic Expectations**

Academic expectations include successful completion of all assignments in the courses as well as meeting all course requirements for the BACCJ degree. Successful completion is defined as maintaining the necessary grades and GPA for the BACCJ degree as well as adhering to the professional expectations and academic integrity norms detailed in other sections of this handbook.



### **Accommodations for Students with Disabilities**

Students with a documented disability who wish to request academic accommodations must contact Disability Services at 314-977-3484 to discuss accommodation requests and eligibility requirements. Confidentiality will be observed in all inquiries. Once approved, information about the student's eligibility for academic accommodations will be shared with course instructors via email from Disability Services and viewed within Banner via the instructor's course roster. Students must notify instructors that they wish to access accommodations in any course. Students who do not have a documented disability but who think they may have one are encouraged to contact Disability Services.

### **Class Attendance**

Students are expected to attend all classes. Unauthorized absence is a serious matter and must be resolved to the satisfaction of the instructor before a final grade will be issued. Faculty may impose their own attendance policy for their classes and may fail students who fail to adhere to their policy so long as the policy is communicated to students in a timely manner via a syllabus or other means of written communication. Examinations are to be taken and assignments are to be submitted as scheduled. Students will adhere to all provisions for make-up examinations and guidelines for the acceptance of late assignments established by the instructor of each course. *It is the student's responsibility to make arrangements for excused absences, make-up examinations, and submission of late assignments.*

### **End of Term Course Feedback**

Students will have the opportunity to provide feedback about each CCJ course and instructor at the end of the semester using an online standard evaluation instrument. Each evaluation will cover the quality and relevance of course material and the quality of instruction. The intent is to seek information which will help to improve both the quality of the course and instructional competence. In completing these evaluations, students should be mindful of the extent to which the course objectives have been met.

### **Grading**

The following grading scale applies to all CCJ Undergraduate Program students in the School of Social Work:

<b>A</b>	<b>4.0</b>
<b>A-</b>	<b>3.7</b>
<b>B+</b>	<b>3.3</b>
<b>B</b>	<b>3.0</b>
<b>B-</b>	<b>2.7</b>
<b>C+</b>	<b>2.3</b>
<b>C</b>	<b>2.0</b>
<b>C-</b>	<b>1.7</b>
<b>D</b>	<b>1.0</b>
<b>F</b>	<b>0.0</b>

In addition, students are required to earn the following:

- ***A minimum grade of "C-" in all CCJ courses counting toward the minimum total 120 hours required for graduation.***

### **Dean's List**

Full-time, undergraduates in the CCJ Program who earn a GPA of 3.7 in a given semester will be named to the Dean's List. Each student will receive a letter of recognition from the SSW Dean.

### **Procedures for Student-Initiated Grievances**

If a student questions or disagrees with a final grade s/he received the student may challenge the grade. Students may challenge the grade by initiating a grievance following the procedures outlined below.

While students may begin with a verbal inquiry, only timely-filed, written grievances submitted in accordance with the following procedures begin the grievance process.

Students must submit their written grievance to the relevant faculty member within two weeks of the posting of the questioned grade. Written challenges must identify which specific grade(s) are being challenged and explain in detail the basis for challenging the grade(s). Any evidence or documentation substantiating the student's claims should be submitted as appendices to the grievance.

The relevant faculty member will respond in writing to the student within two weeks of receiving the grievance. If the student is unhappy with the resolution reached with the relevant faculty member, an appeal to the Program Director may be made. The Appeal must be in writing and submitted to the Program Director within 2 weeks of receiving the faculty member's decision. Appeals should demonstrate how the faculty member violated University Policy or behaved in an arbitrary or capricious manner.

If the student remains dissatisfied, a final appeal may be made to the Associate Dean for Academic Affairs who will review the record to ensure that University policy was followed.

In the event a grievance involves a grade issued by the Program Director, the student will have one appeal to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs' decision is final and not appealable.

Concerns related to unprofessional treatment, harassment, or discrimination by faculty or staff may also be considered for a written grievance following the above-referenced procedures but should, in all cases, be reported, as soon as possible, to the CCJ Program Director. While students are encouraged to address these concerns with the relevant faculty member directly, if the student doesn't feel safe addressing the matter with the implicated faculty or staff member, the student may initiate a grievance concerning unprofessional treatment, harassment, or discrimination directly with the Program Director (or the Associate Dean for Academic Affairs if the Program Director is the subject of the complaint).

## **CCJ Program Probation & Dismissal**

### Good Standing

Students are considered to be in good academic standing if they are not on probation (either university probation or program probation) and have not been dismissed or suspended from Saint Louis University. Students are advised to review University Probation and Dismissal policies because Programmatic policies supplement but do not replace University policy. In the event of conflict, University policy will govern in all cases.

### Probation

Students will be automatically placed on programmatic probation if any of the following occurs:

- the Saint Louis University cumulative grade point average falls below 2.00
- the Saint Louis University semester grade point average is below a 1.00

Students on programmatic probation may not register for more than 12 credits in the fall and spring semesters, 9 credits in the summer semester and 3 credits in the winter term.

Students may not remain on programmatic probation for more than two consecutive semesters (including summer and winter, if enrolled).

### **CCJ Program Dismissal**

Students are subject to dismissal from the CCJ Program for academic or professional reasons under any of the following conditions:

1. Failure to attain a cumulative grade point average of at least 2.0 after two (2) consecutive full-time semesters on academic probation.
2. Being placed on academic probation for a third consecutive full-time semester.
3. Consistently exhibiting behavior considered unacceptable for the study of criminology and criminal justice or violating University policy regarding acceptable/unacceptable behaviors (see sections on academic integrity and professional expectations).

Dismissal from the CCJ Program will be conveyed in writing to the student from the CCJ Program Director.

### **Appeals Process for CCJ Program Dismissal**

Students who wish to appeal their dismissal from the CCJ Program should convey the appeal in writing to the Associate Dean for Academic Affairs of the School of Social Work within 2 weeks of being notified of their dismissal. The Associate Dean of the School will research the matter, make appropriate inquiries, review all related student/program documentation, and issue a written determination of the appropriateness of the dismissal decision under the above referenced criterion within 2 weeks of receiving the appeal. The Associate Dean for Academic Affairs' decision is final.

### **Academic Advising and Faculty Mentoring**

Upon entry to the CCJ Program, all students are assigned to both a CCJ faculty mentor and an academic advisor who will work with them during their pursuit of a CCJ degree at Saint Louis University. **It is the student's responsibility to schedule meetings with these resource people as needed.** Students are encouraged to be in regular contact with their faculty mentor and are required to meet with their academic advisor at least once a semester. Academic advisors are currently located in Tegeler Hall, 300 West. Students should contact their assigned academic advisor or go to Tegeler Hall, 300 West to schedule pre-registration and other academic advising meetings.

Academic advisors aid students with developmental transitions, plan and approve course registration, clarify the program/curriculum requirements, monitor academic progress and refer students to resources for academic and support services on campus. CCJ faculty mentors are active participants in the student's professional growth and exploration of career goals. Faculty mentors can recommend courses of study and experiences that may be advantageous for the student post-graduation graduation.

### **General Elective Courses**

In addition to the courses required for the CCJ major (see Appendix A), students may take general elective courses to fill the remaining credit hours needed for completion of the degree (a total of 120 credit hours are required for the baccalaureate degree). General elective courses can be fulfilled by any course that carries credit hours and is graded. This includes SLU courses offered by other Colleges and departments, transfer courses, study abroad courses, and ROTC courses. Note that other SLU Colleges/Schools may or may not accept ROTC courses toward degree completion. Students with double majors in other SLU Colleges/School should consult with advisors from each academic unit to ensure all requirements are met for degree conferral.

### **Registration**

Prior to each pre-registration period, students must meet with their academic advisor to review their academic progress and program plan. Following this appointment, the academic advisor and will release their holds on the students' account enabling the student to self-register online through Banner Self-Service. Students who fail to register in accordance with their advisors' recommendations may jeopardize their graduation date and may need to complete additional course work.

### **Failure to Register**

Students who fail to register for courses for two consecutive semesters are required to reapply to Saint Louis University through the Office of Undergraduate Admissions. Such students will be required to meet the application and curriculum requirements in place at the time of readmission.

### **Adding a Course**

Students may add a course through Banner Self-Service anytime during registration and through the first week of the semester. When adding a course after the first week of class, students must seek approval from the course instructor. Additional approvals may be necessary when adding courses after this deadline.

### **Dropping a Course (Course Withdrawals)**

Students may drop a course (withdraw) only during the official period designated by the University. Students may complete the drop process through Banner Self-Service at any time during the registration period through the first week of the semester. After the first week in the semester until the last day to drop a course, students must obtain a **Change of Registration** form from their academic advisor, obtain appropriate signatures, and submit the completed form to the Office of the Registrar. If a course is dropped without following the proper procedure or not officially dropped/withdrawn from, students may be assigned a failing grade for the course.

### **Incomplete Courses**

Students may request a temporary grade of "Incomplete (I)" in the case that – due to extraordinary circumstances – they are unable to complete all coursework before the final day of class. The request for a mark of "Incomplete" must be initiated by the student through completion and submission of the **Petition for Course Extension** form (available on the Office of the

Registrar's webpage). Petitions for incompletes/course extensions may not be requested to avoid an unsatisfactory grade. University policy stipulates that the student and instructor agree in writing to the conditions for clearing the "Incomplete" from the student's transcripts. A mark of "Incomplete" must be cleared within one year after the course was taken. University policy requires that any "Incomplete" converts to an "F" after one year.

### **Permission to Take Courses at Other Colleges or Universities**

Under special circumstances, students may be permitted to take courses at another college or University while attending Saint Louis University. Students who wish to take courses outside of the University should first go to the Office of the Registrar website and click on the "Transfer Course Articulation" link. They should then check the website to see if the course has been previously approved for articulation with the University or if they will need to submit a new petition to have the course reviewed. Students pursuing courses at other universities who wish to transfer credit hours to Saint Louis University must complete and submit a ***Petition for Undergraduate Off-Campus Summer Enrollment*** form, following the directions on the form. Students are strongly encouraged to work with their academic advisor through this process. Students who wish to study abroad will work with the Study Abroad Office to complete a similar process.

Classes for the CCJ major should be taken at SLU, barring very unusual circumstances. Classes taken at the lower division do not count for upper division CCJ course work. For example, taking a Criminal Law and Procedure course at a junior college will **not** satisfy our CCJ 4050 Criminal Law and Procedure Requirement.

A minimum grade of C (2.0) is required for any course to be accepted for transfer and the transferred course is not calculated into the Saint Louis University grade point average. No more than 64 credit hours from a community college can be applied toward the baccalaureate degree. There is no limit on the acceptable number of credit hours from an accredited 4-year institution, but to meet the University residency requirement, the last 30 credits of coursework must be completed at SLU to earn a SLU degree.

Students must request transcripts of the completed course(s) immediately after completion. An official transcript must be sent from the Registrar of the other College or University directly to the Office of the Registrar at Saint Louis University. Transcripts issued directly to the student can be submitted to the Office of the Registrar if they are in a University-sealed envelope. Failure to provide the transcript in a timely manner may prevent progression in the Criminology and Criminal Justice (CCJ) program or delay graduation. *Importantly, the Office of the Registrar will no longer post transfer credit if it does not have the completed petition form in the student's academic file.*

## **University Policies, Procedures, and Resources**

Information regarding all University policies, procedures, and resources can be found in the Saint Louis University student handbook and on SLU's website (including important information on the university environment and academic, behavioral, and community expectations for all students). Copies of the University's student handbook are available online. Students are expected to be aware of and adhere to all university policies.

## **Graduation**

### **Degree Conferral**

Degree conferral occurs at the end of each term (each May, August, and December) in the semester a student completes all necessary requirements of their degree program. Additionally, there are mid-term degree conferral dates each fall and spring, as well as several summer term degree conferral dates. The degree is not awarded until the CCJ Program has verified that all degree requirements are satisfied, regardless of when the student "walks" in the Commencement Ceremonies. The CCJ Program and the Office of the Registrar require time for administrative processing after the date final grades are posted to review transcripts and confer degrees. If it is found that a student has not fulfilled the degree requirements (e.g., by dropping a needed course, failing to complete 120 credits, or earning a grade below the necessary threshold), the student will need to complete the requirement and reapply for graduation in a subsequent semester. Students are strongly encouraged to communicate with their academic advisors to identify issues early and resolve them well in advance of their graduation date.

### **Degree Application**

Deadlines for applying for a degree on the next graduation date are noted in the semester calendar. It is the student's responsibility to apply in a timely fashion. Application is made according to the direction of the Office of the Registrar through the Banner Self-Service online application system. Students also complete a graduation survey as part of the application process. Graduation dates for the University are in December, May, and August.

In addition, students complete the Undergraduate Graduation Check Worksheet and turn the form into their academic advisor. This form is necessary to ensure that a student's degree is processed accurately, that they receive credit for secondary majors, minors, the University Honors Program, etc., and that they receive all email notifications and announcements from the University and the College regarding graduation ceremonies and rehearsals. This worksheet is distributed to students nearing the 120 total credit hours necessary for degree completion. If a student nearing graduation has not received a worksheet, they should contact their academic advisor.

A student graduating in December (or August) of a given year may choose to walk in the May ceremony either before or after the student's December graduation. If the student would like to walk in the May ceremony before his/her official graduation, a petition must be made to the CCJ Program Director in the preceding December. The CCJ Program Director will determine whether the student is likely to graduate by December and will base permission to walk on an assessment of such.

## **Graduation Requirements**

Graduation requirements are as follows:

- Minimum of 120 credit hours
- Cumulative GPA of at least 2.0
- Minimum grade of “C-” in all Criminology and Criminal Justice courses counting toward the total 120 credit hours
- Completion of all CCJ degree program requirements
- Last 30 credit hours in residence at Saint Louis University

Formal application for degrees must be made prior to the posted deadline specified by the Office of the Registrar. A diploma will not be issued unless an application is submitted (see above).

## **Graduation with Latin Honors**

The cumulative grade point average (GPA) for honors is based **only** on course work completed at Saint Louis University. Graduation honors will be awarded as follows:

- Cum laude – GPA of 3.500 - 3.699
- Magna cum laude – GPA of 3.700 - 3.899
- Summa cum laude – GPA of 3.900 - 4.000

Students receiving a first baccalaureate degree must have completed 54 semester hours in residence at Saint Louis University to be eligible to graduate with honors. A student with a baccalaureate degree from another institution may be awarded a second baccalaureate degree with honors if at least 48 credit hours are earned at Saint Louis University.

## **Graduation with University Honors Program Distinction**

Students have the option to enrich their CCJ Program studies through participation in the University Honors Program. The Honors Program requires additional academic and experiential learning requirements, many of which complement a student’s work within an academic major. Students who complete the requirements set forth by the University Honors Program will graduate with University Honors Program distinction.

## **Communication**

### **Canvas**

Students are responsible for using Canvas as often as each class demands. Each student is responsible to ensure that the settings within Canvas are such that messages from instructors reach them in a timely fashion. Students are responsible for all communications posted on or sent through Canvas.

### **Bulletin Boards**

General student announcements are posted on the student bulletin boards throughout the School of Social Work in Tegeler Hall. This includes bulletin boards in the stairwells, near classrooms, and in administrative offices.

### **Cell Phones**

Cell phones must be turned off or to vibrate during classes (per individual instructor policies), lectures, presentations, meetings and appointments. Anyone who accepts a call is expected to leave the room before beginning a conversation.

### **E-Mail**

E-mail is the CCJ Program's primary means of communication with students. All students are automatically assigned a University e-mail address. **All University, School, and CCJ Program e-communication will be sent to your SLU email account only.** Students who already have a personal e-mail address may keep it, but students' SLU e-mail accounts must be forwarded to personal e-mail addresses. For information on forwarding SLU accounts, contact the ITS office at 977-4000. For efficiency purposes, students should include their Banner identification number in cases where its anticipated that the e-mail recipient will need to electronically access information to be of assistance.

### **Student Government Association (SGA)**

Undergraduate students in our College are represented by three senators on the University's Student Government Association. Most communication regarding student life/governance will be the responsibility of these students. Elections are held every February and a college-wide vote is organized by SGA. Further information can be found by visiting <http://sga.slu.edu/contact-us>.

### **Criminology & Criminal Justice (CCJ) Clubs & Organizations**

Membership in CCJ specific student organizations is open to both undergraduate and graduate students from any major. Meetings are held as scheduled with various types of activities. The mission of the program's club(s) is to provide socialization among students across campus, while also acting as a liaison to the Criminology and Criminal Justice programs. Gamma Beta is SLU's chapter of Alpha Phi Sigma, the National Criminal Justice Honor Society for students majoring in Criminology and Criminal Justice. This honor society recognizes academic excellence by undergraduate, graduate, and Juris Doctorate students. The goals of Alpha Phi Sigma are "to honor and promote academic excellence, community service, educational leadership, and unity." Students interested in these organizations may obtain further information by contacting the groups' current leadership or the CCJ faculty advisor, Professor Kenya Brumfield-Young, at [Kenya.brumfielddyoung@slu.edu](mailto:Kenya.brumfielddyoung@slu.edu).



## **Campus Life and Student Resources**

### **Billiken Shuttle Service**

Students, faculty, and staff can take advantage of the shuttle service that runs between the Frost Campus and Health Sciences Center locations on a regular schedule at no charge. The shuttle also makes stops at the Metro Link Station at Grand Avenue. Information can be obtained at <https://www.slu.edu/parking/on-campus-transportation/shuttle-services.php>

### **Bookstores**

There are full-service bookstores on both the Frost Campus and Health Sciences Center locations. The Saint Louis University Barnes & Noble Bookstore is located in the Busch Student Center. It stocks required texts for all criminology and criminal justice courses and can order other books students may need.

### **Career Services**

CCJ students are encouraged to contact Eliza Angarano, MA, our Career Development Specialist (314-977-2168) with any questions about career development, career counseling, and career referral services. SLU's Career Services offers many services for students and alumni, including individual appointments to develop career plans, help with job seeking, review of resumes and cover letters, and Handshake, an online career database of job postings.

### **Computer Labs**

Students have access to computers on the second floor of Tegeler Hall. Students also have access to the internet and a number of search databases.

### **Fitness & Recreation Facilities**

The Simon Recreation Center on Laclede offers a full spectrum of facilities and equipment for swimming, exercises and court sports. Lounge and vending areas are available. Membership is free for students.

### **Libraries**

Books and materials from the libraries are obtained by showing a valid SLU ID Card. The major University collection is in the Pius XII Memorial Library. The University libraries participate in inter-library loan programs in the region and in the Center for Research Libraries that provides three million volumes for loan through participating institutions. Information on these services can be obtained from any librarian. Students can also access the St. Louis Public Library, as well as several private collegiate libraries in the community. CCJ library and reference services are provided by Rebecca Hyde, Research Librarian. Assistance may include: literature searches, research projects, and identifying resources. Ms. Hyde, can be reached at 314-977-3106 or [rhyde1@slu.edu](mailto:rhyde1@slu.edu) or in Pius XII Memorial Library.

### **SLU Central Login Service**

Students should check the SLU Central Login Service ([auth.slu.edu](http://auth.slu.edu)) to verify their most up-to-date personal SLU student information, scholarship/financial aid awards, registration status, grades, and Bursar student account record.

## **Public Safety**

SLU's uniformed public safety officers provide a free escort service to students' cars upon request. The phone number for the Department of Public Safety (DPS) is 977-3000. Most of the campus parking lots have well-marked outdoor telephones with direct lines to DPS. The DPS Escort Service, available to all SLU students, faculty, staff, and visitors is available from the Metro Link Station at Grand Ave. The "SLU Escort Telephone" is located on the east wall of the lower-level platform. Saint Louis University is dedicated to creating a campus environment that is as safe and secure as reasonably possible. There are also five live webcams that can be viewed on the SLU website. A campus security report, as required by the Jeanne Clery Act, is published every year. This report details policies and procedures of Saint Louis University to deter, report and respond to campus-related emergencies and crime, summarizes crime statistics and highlights programs to educate the University community about safety and security.

## **SLU ID Cards**

Saint Louis University policy requires all students to have photo identification at all times. SLU Cards can be obtained at Parking and Card Services in DuBourg Hall, Room 33. Students' university photo IDs can be adapted for regular wear by using a plastic holder. Public Safety officials will challenge any individual on SLU property who do not display an acceptable form of identification. (SLU ID Cards are necessary to gain access to the Salus Center at all times.)

## **Student Lounge**

A student lounge is located on the first floor of Tegeler Hall (across from Carlo Auditorium). It provides a relaxed, comfortable atmosphere and a quiet place for students to take a breather between classes, have a snack, or hold small student/group meetings. Equipped with lounge chairs, dining tables and chairs, sofas, vending machines, microwave oven, and refrigerator, the lounge is available anytime during regular building hours.

## **Student Success Center**

In recognition that people learn in a variety of ways and that learning is influenced by multiple factors (e.g., prior experience, study skills, learning disability), resources to support student success are available on campus. The Student Success Center assists students with academic and career related services, including: academic coaching, career services, disability services, tutoring services, and writing services. The Student Success Center is located in the Busch Student Center (Suite 331).

**Appendix A: BACCJ Degree Curricula**  
**BACCJ Core Curriculum & Explanations**  
**(For students who began their degrees prior to Fall 2022 )\***

<b>Subject Matter</b>	<b>Required Hours for BACCJ</b>	<b>Specific Courses &amp; Details</b>
<b>English and Communications</b>	9	ENGL 1900: Advanced Strategies of Rhetoric & Research ENGL 2XXX-3XXX: Literary Studies course CMM 1200: Public Speaking
<b>History</b>	6	HIST 1120: Origins of the Modern World 1500 to Present HIST 2610: History of the United States since 1865
<b>Philosophy and Theology</b>	9	PHIL 1050: Introduction to Philosophy THEO 1000: Theological Foundations THEO 2XXX: 2000 level or higher Theology course
<b>Mathematics</b>	3	MATH 1200: College Algebra
<b>Natural Sciences</b>	3	Any Natural Science course (Forensic Science is not accepted)
<b>Fine Art</b>	3	Any Fine and Performing Arts course
<b>Foreign Language</b>	6	Any two (2) Foreign Language courses
<b>Global Health/Cultural Diversity</b>	3	PUBH 2100: Introduction to Global Health
<b>Total Core Hours</b>	42	<i>Core classes specified above</i>
<b>General Electives</b>	39	27 credit hours of general electives

*\* This list is meant to explain the possibilities for BACCJ Core coursework where multiple possibilities exist. Students should work in collaboration with their academic advisor to ensure the adequacy of course selections.*

**BACCI Major Requirements (39 total credit hours)**  
**(For students who began their degrees prior to Fall 2022)\***

**Core Required Courses**

CCJ 1010	Introduction to Criminal Justice	3 credit hours
CCJ 3700**	Research Methods in CCJ	3 credit hours
CCJ 2050	Multiculturalism for the CJ Professional	3 credit hours
CCJ 2150*	Criminology: The Nature of Crime	3 credit hours
CCJ 3750**	Statistics in CCJ	3 credit hours
CCJ 3200	Ethics in Criminal Justice	3 credit hours
CCJ 4960	CCJ Capstone	<u>3 credit hours</u>
		<b>21 credit hours</b>

**CCJ Systems (select 3)**

CCJ 2200	Law Enforcement	3 credit hours
CCJ 2250	Institutional & Community Corrections	3 credit hours
CCJ 3100	Juvenile Justice & Delinquency	3 credit hours
CCJ 4050	Criminal Law & Procedure	3 credit hours
CCJ 4150	Criminal Investigations	3 credit hours
CCJ 4910	CCJ Internship	<u>3 credit hours</u>
		<b>9 credit hours</b>

**Nature of Crime (select 3)**

CCJ 3100	Juvenile Justice & Delinquency	3 credit hours
CCJ 3150*	Contemporary Theories of Crime	3 credit hours
CCJ 3300	Corporate & White-Collar Crime	3 credit hours
CCJ 3350	Understanding Serial Killers	3 credit hours
CCJ 3400	Victimology & Victimization	3 credit hours
CCJ 3500	Race and Crime	3 credit hours
CCJ 3550	The Science of Evil	3 credit hours
CCJ 3600	Mental Health & Crime	3 credit hours
CCJ 4915	CCJ Externship	<u>3 credit hours</u>
		<b>9 credit hours</b>

**\* Students are advised to take CCJ 2150 prior to CCJ 3150**

**\*\* Students are advised to take CCJ 3700 prior to CCJ 3750.**

**BACCJ Core Curriculum & Explanations**  
**(for students beginning their degrees Fall 2022 or later)\***

<b>Subject Matter</b>	<b>Required Credit Hours</b>	<b>Specific Courses &amp; Details</b>
<b>IGNITE Seminar</b>	9	CORE 1000 IGNITE Seminar
<b>Cura Personalis</b>	2	CORE 1500 Self in Community CORE 2500 Self in Contemplation CORE 3500 Self in World
<b>Eloquentia Perfecta</b>	8	Written & Visual Communication Oral & Visual Communication Creative Expression Writing Intensive
<b>Ways of Thinking</b>	12	Quantitative Reasoning Aesthetics, History & Culture Social & Behavioral Sciences Natural & Applies Sciences
<b>Collaborative Inquiry</b>	2	Collaborative Inquiry
<b>Equity &amp; Global Identities</b>		Identities in Context Global Interdependence Dignity, Ethics, & a Just Society Reflection in Action

*\* This list is meant to explain the possibilities for BACCJ Core coursework where multiple possibilities exist. Students should work in collaboration with their academic advisor to ensure the adequacy of course selections. More information about the University core is available at <https://www.slu.edu/core/index.php>.*

**BACCI Major Requirements (42 total credit hours)**  
**(for students beginning their degrees Fall 2022 or later)**

**Core Required Courses**

CCJ 1010	Introduction to Criminal Justice	3 credit hours
CCJ 2050	Multiculturalism for Criminal Justice Professionals	3 credit hours
or CCJ 2100	Multiculturalism for the Workplace	
CCJ 2150	Criminology: Nature of Crime	3 credit hours
CCJ 2200	Policing & Society	3 credit hours
CCJ 2250	Institutional & Community Corrections	3 credit hours
CCJ 3200	Ethics in Criminal Justice	3 credit hours
CCJ 3450	Gender, Sexuality, and the Criminal Justice System	3 credit hours
or CCJ 3500	Race, Ethnicity, and the Criminal Justice System	
CCJ 3700	Research Methods in Criminology and Criminal Justice	3 credit hours
CCJ 3750	Statistics in Criminology and Criminal Justice	3 credit hours
CCJ 4050	Criminal Law & Procedure	3 credit hours
CCJ 4960	Criminology and Criminal Justice Capstone	3 credit hours

***33 credit hours***

**CCJ Electives (select any three [3] electives offered, e.g.,)**

CCJ 3100	Juvenile Justice & Delinquency	
CCJ 3150*	Contemporary Theories of Crime	3 credit hours
CCJ 3300	Corporate & White-Collar Crime	3 credit hours
CCJ 3350	Understanding Serial Killers	3 credit hours
CCJ 3400	Victimology & Victimization	3 credit hours
CCJ 3401	American Incarceration	3 credit hours
CCJ 3600	Mental Health & Crime	3 credit hours
CCJ 3800	Violence Against Women	3 credit hours
CCJ 4910	Criminology and Criminal Justice Internship	3 credit hours

**Total, any 3 electives offered by CCJ program**

**3 credit hours**  
***9 credit hours***

**\* Students are advised to take CCJ 2150 prior to CCJ 3150 and CCJ 3700 prior to CCJ 3750.**

**\*\*Students can take *either* CCJ 3450 or CCJ 3500 to meet the CCJ Core requirements.**

(Students may take both CCJ 3450 and CCJ 3500 and one will count towards CCJ Core Requirements and the other toward CCJ Electives.)

**CCI Minor Requirements (18 total credit hours)**

***Core Required Courses*** ***12 credit hours***

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CCJ 1010	Introduction to Criminal Justice	3 credit hours
CCJ 2050	Multiculturalism for Criminal Justice Professionals	3 credit hours
CCJ 2150	Criminology: Nature of Crime	3 credit hours
CCJ 3200	Ethics in Criminal Justice	3 credit hours

***Select any two [2] CCJ electives offered, e.g.,*** ***6 credit hours***

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CCJ 2200	Policing & Society	3 credit hours
CCJ 2250	Institutional & Community Corrections	3 credit hours
CCJ 3300	Corporate & White-Collar Crime	3 credit hours
CCJ 3350	Understanding Serial Killers	3 credit hours
CCJ 4050	Criminal Law & Procedure	3 credit hours
CCJ 4150	Criminal Investigations	3 credit hours

### **Appendix B: Helpful SLU Contact Information**

<b>Contact</b>	<b>Building/Room Number</b>	<b>Phone Number(s)</b>
Admissions Office	DuBourg Hall, Room 119	1-800-758-3678, 314-977-2500
Academic Advisors	Tegeler Hall, Suite 300 West	314-977-3934
Billiken Bus/Shuttle Line		314-977-RIDE
Bookstore (Barnes & Noble)	Busch Student Center	314-531-7925
Campus Ministry (Eckelkamp Center)	Wuller Hall	314-977-2425
Career Services, Meg Hunt	Busch Student Center, Room 331	314-977-2828, 314-977-2168
Center for Service & Community Engagement	Wuller Hall	314-977-4105
Department of Public Safety	Wool Center, Room 114	314-977-3000 (emergency) 314-977-2376 (general information) 314-977-7433 (safety escorts/rides)
Housing and Residence Life	DuBourg Hall, Room 157	314-977-2811
Instructional Media Center	Academic Technology Commons, Pius XII Library	314-977-2919
Parking and Card Services	DuBourg Hall, Room 33	314-977-2957
Recreation Center	Simon Recreation Center	314-977-3181
Registrar's Office	DuBourg Hall, Room 22	314-977-2269
Snow Line (Weather Info)		314-977-SNOW
Student Financial Services	DuBourg Hall, Room 121	314-977-2350, 1-800-758-3678
Student Health Center	Marchetti Towers (East)	314-977-2323
Student Success Center Academic Coaching Disability Services Tutoring Writing Services Other Academic Support	Busch Student Center, 3 <sup>rd</sup> Floor	314-977-3484
University Counseling Center	Wuller Hall, 2 <sup>nd</sup> Floor	314-977-TALK (8255)



# University Academic Integrity Policy

**Version:** 3.0

**Responsible University Official:**  
Provost

**Version Effective Date:** 8/21/2024

## 1.0 Introduction

Saint Louis University is a community of learning in which integrity and mutual trust are vital. Since the mission of the University is "the pursuit of truth for the greater glory of God and for the service of humanity," acts of integrity are essential to its very reason for existence. They also dignify and strengthen the activities of teaching, research, health care, and community service that are its primary mission.

Since the University seeks to prepare students and instructors for lives of integrity and occupations of trust, it regards academic integrity as a matter of serious import. Academic integrity is the foundation of the academic assessment process, which in turn sustains the ability of the University to certify to the outside world the skills and attainments of its graduates. Academic integrity allows those who practice it to contribute to a just and equitable learning environment that cultivates moral character and self-respect.

This policy is grounded in a respect for each faculty member's initial evaluation of an alleged academic integrity incident, for a student's right to confidential, equitable, and timely adjudication of alleged incidents, and for the shared conviction of our college/school deans and associate deans that a university-wide academic integrity policy and process best promotes equitable and consistent application.

Students are expected to adhere to the standards of academic integrity as defined in this policy and as guided by the faculty and staff supporting their educational endeavors, thus contributing to an environment in which academic integrity is respected.

The Academic Integrity Policy detailed below sets out principles implicit in the University's ethos but that call for explicit formulation to guide its practice.

## 2.0 Scope

The Policy on Academic Integrity set forth here is designed to promote ethical conduct within the University community by:

- Defining the responsibilities of various members of the University community.
- Defining violations of academic integrity.
- Setting minimum standards for reporting and adjudicating (making a

- formal judgement/decision) violations of academic integrity.
- Establishing procedures for appeals to the Office of the Provost.
- Establishing standards and procedures for maintaining records.

Saint Louis University undergraduate and graduate students' educational experience in all modalities is governed by this Academic Affairs policy except for courses delivered by the School of Law, the School of Medicine, the Center for Advanced Dentistry Education, and the Madrid campus.

*Note:* Alleged violations of academic integrity in scientific research will be addressed in accordance with the Research Integrity and Compliance Program in the Office of the Vice President for Research.

### 3.0 Definitions

This section defines academic integrity and articulates the conduct and standards considered as having violated this policy. More than one violation may apply.

***Academic integrity*** is the commitment to and demonstration of honest and moral behavior in an academic setting. The University and wider academic community are built on shared values and norms of behavior, including honesty, fairness, and responsibility. Applying academic integrity to one's work entails practicing honesty and fairness towards others, taking responsibility for learning, and following the conventions of scholarship. The University is responsible for awarding credit for honestly conducted work, and students are responsible for demonstrating academic integrity by practicing the following:

- Using information, text, images, and all other materials incorporated into academic work appropriately, according to copyright and privacy laws.
- Acknowledging the source of information whether taken from another person, artificial intelligence, or other technology.
- Conducting research ethically, in line with the University's regulations on human research ethics.
- Reporting research truthfully.
- Acting ethically and honestly in all academic endeavors.
- Acknowledging faculty members' intellectual properties and confirming faculty support when students conduct research, apply for assistantships and/or fellowships.

***Academic Integrity Incident*** refers to reported student conduct that violates the academic integrity standards set forth in this policy.

***Falsification*** is the misrepresentation of fact for academic gain.

Falsification may include, but is not limited to:

- Lying to or deceiving an instructor regarding academic work.
- Fabricating or misrepresenting documentation or the data used in completing assignments.
- Misrepresenting or altering information in the academic records of an instructor, academic or administrative department, or unit of the University unless authorized to do so.

**Plagiarism** is the presentation or representation of content as if the content were the student's own without proper citation. Examples include thoughts, words, or data created by another source other than the student not explicitly permitted by the instructor. This definition includes self-plagiarism as the use of material prepared for one class and submitted in another without proper citation and without permission of the current instructor.

Plagiarism may include, but is not limited to:

- Directly presenting the written, artistic, or spoken work generated or created by someone other than the student, by artificial intelligence, or by other technology without quotation marks or indented quotations and without proper citation to the source.
- Paraphrasing or incorporating the ideas, concepts, arguments, observations, images, objects, music, or statements generated or created by someone other than the student, by artificial intelligence, or by other technology without proper citation of the source.
- Presenting information from the internet, produced by artificial intelligence, or by other technology so that it appears to be the student's own work.
- Submitting as the student's own, any work that has been prepared, either entirely or in part, by another person, group, commercial firm, artificial intelligence, or by other technology without proper citation.
- Claiming research advisors' research idea as the student's own and using these ideas to apply for scholarships/assistantship/fellowships without research advisors' approval/support.

**Cheating** is the use of unauthorized assistance to gain an advantage over others, and/or a failure to comply with any reasonable direction or instruction of an officer, employee or agent of the University relating to the conduct of a formal examination or assessment.

Cheating may include, but is not limited to:

- Copying from another student's examination or work.
- Using assistance, notes, aids, artificial intelligence or other technology, cell phones, calculators, translation software, or internet-based applications not authorized by the instructor in taking quizzes or examinations or to complete assignments.
- Acquiring, disseminating, or using any academic form of assessment belonging to an instructor or staff member without prior approval.
- Hiring or otherwise engaging in the impersonation of another person to take a quiz or examination or in fulfilling other academic requirements.
- Asking students for solutions to assignments, exams, quizzes and then submitting these solutions as their own.

**Sabotage** is the disruption of or attempt to prevent the academic pursuits of others.

Sabotage may include, but is not limited to:

- Intentionally interfering with work or undermining the academic success of others in the University community to negatively impact another's academic performance.
- Modifying, stealing, or destroying academic materials including, but not limited to, computer files, library materials, artwork, personal books, and papers.

- Taking any action that negatively impacts research outcomes including, but not limited to, lab tampering, falsification of data, withholding data/findings, or destruction of research resources.

**Collusion** is the unauthorized collaboration in a deceitful manner with another person or persons for the purpose of giving or gaining an academic advantage in the completion of an assignment, quiz, or examination that has been restricted to individual effort. Collusion does not include receiving help from authorized University assistance.

Collusion may include, but is not limited to:

- Paraphrasing another student's assignment and submitting it as their own.
- Having another individual or group do the/an assessment task.
- Giving solutions to assignments, exams, quizzes to other students.

**Concealment** is the failure to report to the instructor or to call to the attention of an instructor or administrator any matter where a student knows of facts indicating a significant likelihood that a violation of this Academic Integrity Policy has been or will be committed or that an academic unit requires be reported, including the behaviors described in the definitions in this section.

**Preponderance of Evidence** is a widely accepted standard of evidence/proof applied to academic integrity incident evaluations, proceedings, and determinations. This standard requires that a finding be proven to be 'more likely than not' to be true, based on the totality of the information or materials available to the decision maker(s) and free of bias.

**Egregious** is a willful act or conduct by a student who intentionally violates the university-wide Academic Integrity Policy in an impactful and a serious manner beyond a common transgression.

**Restorative Educational Opportunity** is a teaching and learning practice that empowers students to learn from mistakes, to recognize the impact of their actions, and to develop and enhance skills, problem-solving, and a deeper understanding of academic integrity issues.

**Conflict of Interest** is any interaction with a student(s), faculty, or staff involved in the Academic Integrity adjudication process that could directly and significantly affect one's responsibilities on the Academic Hearing Panel.

#### 4.0 Responsibilities of Members of the Community

Creating a learning environment in which high standards of academic integrity are valued requires the efforts of everyone in the University community.

Retaliation or bias by or against any community member for exercising their rights or responsibilities under this Academic Integrity Policy is prohibited and may result in sanctions as deemed appropriate by the University.

**Faculty** (and instructors of record) are responsible for adhering to high standards of academic integrity in their own teaching and professional conduct; sharing relevant parts of the policy on their syllabi and assignments (e.g., an explicit statement on use of artificial intelligence and/or other technology); explaining key terms and discipline/course specific academic honesty norms to students; and following procedures for reporting and adjudicating possible violations both in and out of their academic unit. Furthermore, faculty are encouraged to create assignments that minimize academic dishonesty through clear expectations and to help create an environment where academic integrity is uppermost. Participation in formal academic hearings is expected as appropriate.

**Students** are responsible for adhering to university standards of academic integrity and seeking clarification from their instructors when they are uncertain if a behavior is in violation of this policy, helping to create an environment in which academic integrity is respected, and reporting violations of the policy to instructors, department chairs, or administrators. Participation in formal academic hearings is expected as appropriate.

**Staff** are responsible for calling the attention of their supervisors to possible violations of academic integrity, for modeling high standards of academic integrity in their own teaching and professional conduct and for otherwise supporting a community of academic honesty and trust. Participation in formal academic hearings is expected as appropriate.

**Academic administrators** such as Deans, Chairs, and Directors are responsible for adhering to university standards of academic integrity in their teaching and professional conduct, reporting incidents as needed, and for otherwise supporting a community of academic honesty and trust. Participation in formal academic hearings is expected as appropriate.

**The Office of the Provost** in collaboration with Deans and Directors of academic units are responsible for integrating concepts of academic integrity into academic programs and curricula to comply with the University policy. Participation in formal academic hearings is expected as appropriate.

**Director of Academic Integrity (DAI)** is responsible for overseeing aspects of academic integrity as assigned by the provost and helping shape, coordinate, and maintain the academic integrity system at the University.

## 5.0 Reporting and Adjudication Procedures for Allegations of Violations of Academic Integrity

**Confidentiality** applies to all aspects of the proceedings and all University students, faculty, and staff who are subject to this policy. Each case of academic dishonesty, names of student(s), facts, comments, and material information should remain confidential. Disclosure of this information is limited to the Academic Hearing Panel and those University officials for each case who have a need to know the information in connection with discharging their official duties and responsibilities. Violation of this confidentiality clause may result in sanctions as deemed appropriate by the University.

Every effort will be made to complete the Academic Integrity process within **60 University business days** of initial reports.

- Incidents that impact graduation may require an expedited time frame.
- Incidents that impact course registration that dictates curricular progression scaffolding may require an expedited time frame.

### **Prior to the Formal University Academic Integrity Process**

- If an instructor is unsure if what they see constitutes an Academic Integrity Incident, they should discuss how to proceed with their chair, other administrator, or the DAI.
- The course instructor communicates (in-person or in writing) with the student(s) regarding alleged Academic Integrity Incident(s).
  - Such communication should occur within a timely manner (not more than **10 University business days** from identification of alleged Incident).
- If after communicating with the student the instructor determines there was no Academic Integrity Incident, based on a preponderance of evidence, or the occurrence is appropriate for a restorative educational opportunity, the process is complete.
- If after communicating with the student the instructor determines there is or likely has been an Academic Integrity Incident, based on a preponderance of evidence:
  - The instructor shares with the student a summary of violation findings, supporting evidence, imposed and/or proposed sanction(s), and the University Academic Integrity Policy. Specific evidence may be shared with student unless:
    - The evidence is in danger of being compromised or deleted.
    - The evidence would violate the privacy of another student(s).
    - The evidence would compromise the future academic integrity of the course materials.
  - The instructor begins the formal University Academic Integrity Process.

### **Formal University Academic Integrity Process**

- If the instructor determines there is a preponderance of evidence that an Academic Integrity Incident occurred, they shall submit an academic integrity incident report with an imposed and/or proposed sanction(s) to the DAI via the University database of confidential and permanent records account no later than **5 University business days** following initial communication with the student. The complete submission to the DAI by the instructor shall include the following:
  - Report of findings
  - Syllabus
  - Particulars of assignment
  - Evidence (copies)
  - Relevant email correspondence (if any)
  - Imposed and/or proposed sanction(s)
- Upon receipt of the submission, the DAI reviews University-wide records to determine whether the incident is a first or recurring Academic Integrity Incident and

may offer suggestions to the instructor's imposed and/or proposed sanctions accordingly.

- The DAI notifies the student via their SLU email account of the finding(s), imposed and/or proposed sanctions, implications, and whether it is a first or recurring Academic Integrity Incident.
- The student must acknowledge or refute responsibility in writing via their SLU email account within **7 University business days**.
- Student failure to respond to the notification of the of account of the finding(s), imposed and/or proposed sanctions, and implications, after **7 University business days** will be treated as acceptance of responsibility. Students who do not respond to the notification may follow the new evidence appeal process. Students are eligible to initiate a new evidence appeal within **30 University business days** of notification.

**If Acknowledged First Academic Integrity Incident:**

- The DAI collaborates with instructor(s) to facilitate sanction equity and confirm the imposed and/or proposed instructor sanction.
- The DAI informs the student of sanction(s) implications.
- The DAI works with the student to ensure compliance to sanction(s) (if applicable).
- The DAI enters sanction(s) into the University database of confidential and permanent records.
- The DAI reports closure of case to the following (as applicable):
  - Student
  - Instructor of course
  - Associate Dean of the student's academic home
  - Department Chair/Director of course and of student's major
- Findings and sanction(s) are entered into the University database of confidential and permanent records. Saint Louis University is bound by the Family Educational Rights and Privacy Act of 1974 (FERPA)s. The files and information contained in the University database of confidential and permanent records are subject to these guidelines as student records.

**If Academic Integrity Incident and/or Associated Sanction is Refuted or a Recurring Academic Integrity Incident:**

- The DAI assembles a 3-person Academic Hearing Panel from members of the Academic Integrity Board, as defined by the Academic Integrity Bylaws, to adjudicate and make determination of responsibility based on a preponderance of evidence.
- The DAI appoints a Chair of Academic Hearing Panel responsible for scheduling and communicating with accused student, instructor, and Academic Integrity Office.
  - The DAI may attend Academic Hearing Panel Hearing to observe and advise on process as a non-voting, ex officio member.
  - When scheduling the hearing, every effort will be made to not interfere with a student's or instructor's academic schedule.

- Academic Hearing Panel conducts Hearing in adherence to the Academic Integrity Board Bylaws.
  - The Academic Hearing Panel may solicit input from academic and administrative units and individuals whose professional/disciplinary expertise is needed to fulfill the Academic Hearing Panel's review (i.e., the alleging faculty, other faculty from associated college/school, the associated academic department chair, the associated college/school dean's office, ITS, the Dean of Students Office, etc.).
  - The Academic Integrity Office provides the Academic Hearing Panel with all relevant reports, evidence, and pertinent information.
  - The Academic Hearing Panel confers separately with the student and the instructor.
  - The Office of Academic Integrity informs via SLU email the student/instructor of the date, time, and location of the Hearing at least **5 University business days** before the hearing.
  
- Hearing parameters:
  - The Academic Hearing Panel Hearing may be conducted in-person or virtually.
  - The hearing may not be recorded.
  - The accused student's participation in the hearing is compulsory. If participation results in absence from a course, the University Authorized Absence Policy applies. If the student fails to attend the scheduled hearing, they are subject to a referral to the Office of Student Responsibility. A student's lack of participation in the hearing does not prevent the Academic Hearing Panel from determining responsibility. A student's lack of participation does not constitute a presumption of responsibility.
  - The student may bring one personal advisor, e.g., parent, guardian, faith-based leader, or an attorney of the student's choosing at the student's own expense. The advisor is only present to support the student through the process but may not speak for the student, ask questions of others present, or interfere with the hearing. If the student wishes to speak privately with their advisor during the hearing, they may request a brief recess from the hearing. [Appropriate FERPA (Family Educational Rights and Privacy Act) Waiver required.]
  - The student, instructor, and/or Academic Hearing Panel have the right to request witnesses in advance of the hearing. The Chair of the Academic Hearing Panel (in consultation with DAI) determines whether a witness is relevant to the hearing proceedings and may allow the witness at the hearing or not. [Appropriate FERPA (Family Educational Rights and Privacy Act) Waiver required.]
  
- The Academic Hearing Panel's determination is premised on all the materials provided, including those submitted by the instructor as part of the original Academic Integrity Incident Report and any subsequent evidence or applicable context provided by the instructor, student and/or the respective academic department and/or dean's office. A **majority vote** of voting members is required to determine the



student's responsibility for the alleged violations.

- o If the student is found responsible for the violation, based on a preponderance of evidence, the Academic Hearing Panel determines whether to uphold or adjust the originally imposed and/or proposed sanctions.
- o If the student is found not responsible for the violation, based on a preponderance of evidence, no sanction(s) will be imposed on the student.
- The Academic Hearing Panel Chair prepares an Academic Hearing Panel Hearing Summary including a brief synopsis of the Hearing and the final decision regarding student responsibility and sanction(s). The Summary shall be submitted to the DAI within **5 University business days** of the Hearing.
- The DAI communicates the Academic Hearing Panel decision and sanction(s) (if any) to the student and instructor within **10 University business days** of the Hearing.  
[Notification via SLU email]
  - o If the student is found responsible:
    - The DAI will inform the student of the sanction(s) and implications.
    - The DAI will work with the student to ensure compliance with the sanction(s) (if applicable).
    - The DAI will inform the instructor of the decision.
    - The DAI will inform the Associate Dean of the student's academic home.
    - The DAI will inform the Department Chair/Director of course and of student's major.
    - The DAI will enter records of the sanctions into the University database of confidential and permanent records.
  - o If the student is found not responsible:
    - The DAI will inform the student of the process findings.
    - The DAI will inform the instructor of the findings.
    - The DAI will collaborate with the instructor to reverse any sanctions that may have been applied.
    - The DAI will inform the Associate Dean of the student's academic home if applicable.
    - The DAI will inform the Department Chair/Director of course and of student's major if applicable.
    - The DAI will destroy all case materials for students found not responsible.
- The Academic Integrity Incident Report, supplemental materials, findings, and sanction(s) are entered into the University database of confidential and permanent records. Saint Louis University is bound by the Family Educational Rights and Privacy Act of 1974 (FERPA)s. The files and information contained in the University database of confidential and permanent records are subject to these guidelines as student records.

**Right of Appeal – New Evidence Appeal or Process Appeal to the Office of the Provost**

- Parties involved in the academic integrity incident may appeal the decision of the Academic Hearing Panel to the DAI based only on either of the following grounds:
  - o New Evidence Appeal: New evidence not available at the time of the Academic

Hearing Panel Hearing, which would have a material impact on the case's determination.

- Process Appeal: There was a material deviation from the procedures set forth in this Academic Integrity Policy that would significantly impact the outcome of the matter or may have resulted in a different finding.
- The appeal must be submitted in writing via SLU email to the DAI within **7 University business days** of notification of Academic Hearing Panel Hearing decision.
- In the case of an appeal based on new evidence, the DAI refers the case and all relevant materials (initial report, evidence, Academic Hearing Panel Hearing summary, approved sanction(s), etc.) to the original or new Academic Hearing Panel within **5 University business days** for a new hearing and follows the procedures and timelines outlined above.
- In the case of a process appeal, the DAI refers the case and all relevant materials (initial report, evidence, Academic Hearing Panel Hearing summary, approved sanction(s), etc.) to the Office of the Provost within **5 University business days**.
  - The DAI informs the student and instructor that the appeal has been referred to the Office of the Provost or the Academic Integrity Hearing Panel.
  - The Office of the Provost will make every effort to provide a decision regarding the appeal within **10 University business days**.
- DAI shall communicate via the student's SLU email the Academic Hearing Panel/Provost Office decision and sanction(s) (if any) to the student and instructor within **10 University business days of the appeal decision**.
  - If the student is found responsible:
    - The DAI will inform the student of the sanction(s) and implications.
    - The DAI will work with the student to ensure compliance with the sanction(s) (if applicable).
    - The DAI will inform the instructor of the decision.
    - The DAI will inform the Associate Dean of the student's academic home.
    - The DAI will inform the Department Chair/Director of course and of student's major.
    - The DAI will enter records of the sanctions into the University database of confidential and permanent records.
  - If the student is found not responsible:
    - The DAI will inform the student of the appeal findings.
    - The DAI will inform the instructor of the appeal findings.
    - The DAI will collaborate with the instructor to reverse any sanctions that may have been implemented.
    - The DAI will inform the Associate Dean of the student's academic home if applicable.
    - The DAI will inform the Department Chair/Director of course and of student's major if applicable.
    - The DAI will destroy all case materials for students found not responsible.

**The Office of the Provost decision is final and not eligible for further appeal.**

## 6.0 Sanctions

Academic Integrity sanction(s) will be determined based on whether the incident is a first or recurring Academic Integrity Incident and/or egregiousness of the incident. Sanction(s) may include but are not limited to:

- The faculty may determine the incident is appropriate for a restorative educational opportunity and no formal sanction is applied.
- The student may be required to repeat/revise the assignment or complete an alternative assignment.
- The student may receive a lowered, failing, or zero grade on the examination or assignment in question.
- The student may receive a lowered or failing course grade in the course in question. The student shall have the right to continue in the course without retaliation or penalty pending final resolution.
- The student may be dismissed from their academic program/department after multiple incidents per the academic program/department dismissal policy if applicable.
- Visiting students (including 1818) may be prohibited from participating in the program/opportunity.
- The student may be suspended or expelled from the University.

The aforementioned sanctions may be accompanied by a requirement to participate in additional academic education support designed to prevent future Academic Integrity Incidents.

## 7.0 Historical Context

On 6/26/2015 the University adopted a university-wide Academic Integrity Policy after development with and vetting through individual academic unit's governance bodies by a committee of faculty, deans, staff, and students. To comply with the University policy, academic units were expected to amend their own academic integrity policies to align with university definitions and minimum standards. Individual academic units were to consider standards of academic and professional conduct for their own disciplines. Therefore, the University Academic Integrity Policy did not offer a single set of procedures for adjudicating violations of academic integrity at the academic unit level and only applied standards for process, record keeping, and appeals to the Office of the Provost with the exception of violations of academic integrity in scientific research (which was guided by the University's Research Integrity Policy).

The University Academic Integrity Policy creates a unified adjudication process across school/colleges and centralizes record keeping and academic integrity metrics.

Maintenance of records (see the University Policy of Maintenance of records at records (<https://www.slu.edu/provost/policies/academic-and-course/policy-records-management-and-retention.pdf> )

The current policy supersedes all previous versions. Academic units (as specified in the Scope section above) are expected to follow the Reporting and Adjudication Procedures for Allegations of Violations of Academic Integrity described above.

**This policy was:**

Endorsed by CADD: 5/22/2024 Approved  
by the Provost: 5/22/2024