ST. PATRICK'S SEMINARY & UNIVERSITY
ACADEMIC INTEGRITY

Policy Title	Academic Integrity
Approval Authority	Faculty Assembly
Responsible Party	Academic Dean
Administrative Oversight	Academic Dean

1. Academic Honesty Policy: Each student is expected to abide by St. Patrick's Seminary & University's Academic Honesty Policy. Written work must be the student's own, and each student must take care to give full documentation for all material quoted or paraphrased from other sources, including the Internet.

2. Plagiarism Policy: STPSU defines plagiarism as the use of another person's ideas or words without appropriately indicating them as such. If the conditions for permitted use of generative AI are not explicitly stated in the course syllabus, students should assume that any use of generative AI tools when writing assignments is forbidden. Use of generative AI will be considered academic misconduct akin to plagiarism and subject to the same disciplinary procedures. In courses where use is permitted with limitations, use without proper documentation may be still considered academic misconduct.

3. Consulting Policy: Students are encouraged to study together and to discuss information and concepts covered in lecture and the sections with other students. A student may give consulting help to or receive consulting help from other students. However, this permissible cooperation should never involve one student having possession of a copy of all or part of work done by someone else, including but not limited to in the form of an e-mail, an e-mail attachment file, a portable electronic storage device, or a hard copy. Should copying occur, both the student who copied the work from another student and the student who gave material to be copied will automatically receive a zero for the assignment. Penalty for violation of this policy can also be extended to include failure of the course and further University disciplinary action. If a student has a paper proofread by another, the proofreader must use the Proofreading form (see Appendix II). The student should turn in the original paper, the rewrite, and the form to the instructor. This policy is in place to safeguard the student from the suspicion of plagiarism. The use of generative AI for proofreading is not recommended and may be forbidden in some courses per the syllabus. Students who use generative AI in this capacity in a class where it is permitted must follow a parallel process: submitting the self- written paper and a transcript of AI prompts used along with the final AI-edited version. This policy is in place to safeguard the student from the suspicion of plagiarism.

4. Examination Policy: During examinations, you must do your own work. Talking or discussion is not permitted during the examinations, nor may you compare papers, copy from others, or

collaborate in any way. Any collaborative behavior during the examinations will result in failure of the exam and may lead to failure of the course and University disciplinary action.

5. **Consequences:** Any student who is suspected of cheating or copying or plagiarizing another person's work for an examination, a paper, or any other assignment will automatically receive an F for the assignment and undergo an investigation by a review board. The review board, consisting of the Academic Dean and two other appointed faculty members, will review the evidence and circumstances of cheating or plagiarism. Upon confirmation of the incident, the Board will recommend consequences to the President-Rector and formation advisor faculty at its next meeting, which may include formation probation, failure of the assignment, failure of the course, dismissal from the seminary, or a combination of the above. Students who are caught cheating or plagiarizing more than once will be subject to dismissal from the seminary program. Students who knowingly allow their work to be used in such a manner will be liable to an equal penalty.