GUIDELINES ON ACADEMIC INTEGRITY

I. Academic Integrity

As a Catholic, Franciscan learning community, committed to the values of respect, compassion, service, and integrity, the University of St. Francis acknowledges academic freedom as a fundamental right. For academic freedom and Franciscan values to be maintained and shared, uncompromising honesty and responsibility are essential elements of community life.

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in many ways, including instruction on the components of academic honesty, modeling the Franciscan values of respect and integrity, as well as abiding by university policies on penalties for cheating and plagiarism.

Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Collaboration is only acceptable when it is explicitly acknowledged.

Ethical conduct is the obligation of every member of the University community, and breaches of academic integrity constitute serious offenses. Since a lack of academic integrity necessarily hinders the student’s academic development, it cannot be tolerated under any circumstances.

II. Violations of Academic Integrity

Some of the various ways in which academic honesty can be violated are listed below. Violations include but are not limited to:

• **Cheating:** Cheating is taking, giving, or accepting any illicit advantage for any course work inside or outside of the classroom. This includes use of materials, books, notes, electronic devices, and communication with others not expressly permitted for the assignment or activity. Students may not employ others, including commercial enterprises, to conduct research or prepare work for them.

  Students may also not submit the same work more than once without prior instructor approval. Submitting the same assignment twice violates the assumption that every assignment advances a student’s learning and growth.

• **Fabrication:** Fabrication is the falsification or invention of any information, data, or citation in an academic exercise.

• **Facilitating Academic Dishonesty:** Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity. Such students are as guilty of intellectual dishonesty as the student who receives the material even though they may not themselves benefit academically from that dishonesty.

• **Plagiarism:** Plagiarism is the representation of the words or ideas of another as one's own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be properly cited in the text or in a note. Citation is also required when material from any source in print, electronic, or other medium is paraphrased or summarized in whole or in part in one’s own words. Since information that is “common knowledge,” such as names of leaders of prominent nations, basic scientific laws, etc. need not be footnoted, plagiarism can, in some cases, be a subtle issue. Any questions about what constitutes plagiarism should be discussed with the faculty member.

• **Denying others access to information or material:** It is a violation of academic integrity to
deny others access to scholarly resources, or to deliberately impede the academic work of another student. Examples of offenses of this type include: giving other students false or misleading information; making library material unavailable to others by stealing or defacing books or journals, or by deliberately misplacing or destroying reserve materials; or by altering computer files that belong to another.

III. Determination of Violations
If an instructor suspects a violation of the University Academic Integrity Policy, he or she will meet with the student. This meeting must occur within five days of the discovery of the suspected violation and will provide the student with an opportunity to clear himself or herself to the satisfaction of the instructor.

• If the student is cleared, the matter will be dropped.
• If the student admits to the violation as alleged, a brief description of the violation signed by the student and the instructor will be sent to the Registrar’s and appropriate Dean’s Office. The appropriate course sanction (see Section IV below) must also be noted on this document. The dean will review the circumstances and impose a University sanction (see Section IV below). The student will be notified of the dean’s decision within 5 days of receiving the signed description of the violation.
• If the student and the instructor cannot agree on the matter of guilt on the alleged violation, each shall submit a signed statement indicating his/her position to the appropriate college dean within two class days of their meeting. The dean will meet with both parties within five weekdays of receiving both letters. The dean will make the final ruling, impose University sanctions, and notify the instructor and student in writing within five weekdays after the meeting. If the student is ruled guilty of violating the Academic Integrity Policy, the instructor may impose a course sanction.

IV. Sanctions
For any violation of the Academic Integrity Policy the following sanctions are imposed:
• A course sanction is imposed by the instructor. It can range from a warning to a failing grade for the assignment or course or require extra work before the course can be completed. Violations having been determined, the student surrenders the right to withdraw from the course.
• A University sanction is imposed separately by the dean of the appropriate college depending on the severity of the violation. The possible University sanctions range from a "censure" (an official reprimand, recorded as a note in the student's file) to dismissal from the University. Dismissals are noted on the student’s transcript.

APPEAL PROCEDURE FOR ACADEMIC PROBATION OR ACADEMIC DISMISSAL
The procedure for appealing imposition of academic probation or academic dismissal is as follows.

Step I: To initiate the process, the student completes Form AAPD Appeal for Academic Probation or Academic Dismissal which is available online through the portal on the Registrar’s Home Page. The student is responsible for online submission of the completed form by Jan. 3 if appealing a probation or dismissal after a fall semester, or by May 25 if appealing a probation or dismissal after a spring semester. The student’s appeal is forwarded to the Dean of the appropriate college. The Registrar will also receive notification that an appeal has been filed.

Step II: The Dean should confer or make all reasonable efforts to confer with the student no later than the Thursday before Spring term classes begin for an appeal filed after the fall
semester, or no later than June 1 for an appeal filed after the end of a spring semester.

If a resolution is achieved, no further action will be taken beyond the dean and the student signing the form explaining the agreed upon decision. Signed copies of the form are retained by the Dean and the student, as well as forwarded to the Registrar.

If no resolution is achieved, the Dean forwards the student’s appeal along with the Dean’s statement to the Chair of the Educational Standards Committee. The student should expect notification of an appeal hearing by the Friday before the Spring term begins. Academic Probation or Academic Dismissal Appeal Hearings following the fall term are generally held either the Friday before Spring term classes begin or the first day of Spring term classes. Academic Probation or Academic Dismissal Appeal Hearings following the spring term are generally held during the first week in June.

Step III: The Student Appeals Subcommittee, composed of the Chair of the Educational Standards Committee, two additional faculty members preferably from the Educational Standards Committee, and two students preferably from the appropriate college and approved by the Chief Academic Officer will convene a hearing to interview the student. The Subcommittee will interview the Dean, at the Dean’s request, or at its discretion. The student, the Registrar, the Dean, and the Chief Academic Officer will receive notification of the subcommittee’s decision within 24 hours. This will be followed by hardcopy letter to the student, the Registrar, and the Dean within 5 days of the hearing. A complete file is also forwarded to the Chief Academic Officer within 5 days of the hearing. The decision of the subcommittee is final.

The appeal procedure outlined above is not to be used for a course grade dispute. Student Appeals Subcommittee deliberations are based on the student’s current record.

APPEAL PROCEDURE FOR ALLEGED VIOLATIONS OF ACADEMIC INTEGRITY

The procedure for appealing imposition of a sanction ranging from censure to dismissal for a violation of academic integrity is as follows:

Step I: The student completes Form AAVAI Appeal for Alleged Violation of Academic Integrity which is available in PDF format through the Registrar’s Home Page. The student must submit the completed form to the Registrar’s Office no later than twenty days after notification of the censure or dismissal. The Registrar will forward a copy of the form to the Dean(s) of the appropriate college(s).

Step II: The Dean must schedule a meeting with the student within five calendar days after receiving the form.

If a resolution is achieved at the meeting, no further action will be taken beyond the Dean and the student signing the form explaining the agreed upon decision. Signed copies of the form are retained by the Dean and the student, as well as forwarded to the Registrar.

If no resolution is achieved, the form is forwarded to the Chair of the Educational Standards Committee. The student should expect notification of an appeal hearing to be convened within seven days after the Chair receives notification.

Step III: The Student Appeals Subcommittee, composed of the Chair of the Educational Standards Committee, two additional faculty members preferably from the Educational Standards Committee, and two students preferably from the appropriate college and approved by the Chief Academic Officer will convene a hearing. The subcommittee will interview the student, the Dean, and at the discretion of the committee, any other persons related to the appeal. The student, the Registrar, the Dean, and the Chief Academic Officer will receive electronic notification of the subcommittee’s decision within three days of the hearing. This
will be followed by hardcopy letter to the student, the Registrar, and the Dean within 5 days of the hearing. A complete file is forwarded to the Chief Academic Officer within 5 days of the hearing. The decision of the subcommittee is final.

**APPEAL PROCEDURE FOR REAPPLICATION AFTER SANCTIONED DISMISSAL**

The procedure for appealing for reapplication after a sanctioned dismissal is only available to students who were granted this right as a condition of their original sanction. The student must produce written evidence from the University that the right was granted. The procedure is as follows.

**Step I:** The student completes Form ARSD Appeal for Reapplication after Sanctioned Dismissal which is available in PDF format through the Registrar’s Home Page. The student must submit the completed form to the Registrar’s Office no later than two months prior to the semester for which the student is seeking reapplication. The Registrar will forward a copy of the form to the Dean of the appropriate college.

**Step II:** Same procedure as Step II under Appeal Procedure for Alleged Violations of Academic Integrity.

**Step III:** Same procedure as Step III under Appeal Procedure for Alleged Violations of Academic Integrity.

A grievance based on alleged racial, gender, or other discrimination should be directed through the appropriate Title IX procedures explained in the Student Handbook.

**GRIEVANCE PROCEDURE: GRADING OR OTHER COURSE MATTERS**

When a student has a complaint about a given grade or other matter directly related to a course, the following procedure will be followed if the problem cannot be resolved in an informal discussion between the instructor and the student:

**Step I:** The student files a Step I form secured from the Registrar’s Office within 20 calendar days of the contested occurrence or receipt of grade report. The completed form is returned to the appropriate Dean of the college from which the course was offered. A copy is forwarded to the instructor by the Dean. The instructor must contact the student within 10 class days to discuss the grievance. The results of the discussion will be indicated on Step I form, signed by the instructor, and forwarded to the appropriate college Dean.

**Step II:** If the grievance is not resolved in Step I, the student can request that the appropriate program administrator to review the grievance. The administrator will request the student and faculty member to submit material within 14 calendar days after the Step I decision has been received. The Step II review may be conducted as a meeting or conference call and will include the appropriate administrator, faculty member, the student, and a representative selected by student (if any). Students can receive assistance or advice during these procedures from parents or other persons of their choosing, including an attorney. The administrator’s decision will be provided in writing, to the student within 7 calendar days after the meeting. Results of the Step II meeting will be indicated on the Step II form and the entire packet will be filed in the office of the Vice President for Academic Affairs.

**Step III:** If the grievance is not resolved in Step II, the student can request that the appropriate college Dean review the grievance. The Dean will request the student and faculty member to submit material within 14 calendar days after the Step I decision has been received. The Step II review may be conducted as a meeting or conference call and will include the appropriate college Dean, faculty member, the student, and a representative selected by student (if any). Students can receive assistance or advice during these procedures from parents or other persons of their choosing, including an attorney. The Dean’s written
decision will be provided to the student within 7 calendar days after the meeting. The
decision of the Dean is final. Results of the Step III meeting will be indicated on the Step
III form and the entire packet will be filed in the office of the Vice President for Academic
Affairs.

Note: All forms are available in the Registrar’s Office. If the student fails to adhere to the stated timelines the
grievance will be dropped. If University personnel fail to adhere to the stated timelines, the grievance will proceed
to the next step. The timelines may be extended by mutual agreement of parties involved. Twenty (20) class days
regarding GRADING is interpreted to mean the twentieth calendar day after the grades are mailed from the
Registrar’s Office.

CREDIT FOR PRIOR LEARNING

EVALUATION OF TRANSFER CREDIT FOR UNDERGRADUATE STUDENTS
The Advising Center will evaluate transfer credit of all new undergraduate transfer students
admitted to the University according to the following University transfer credit guidelines:
• Transfer credit will be acceptable only from institutions that are accredited or are in
candidacy status by one of the regional accrediting associations.
• A maximum of 70 semester hours will transfer towards the bachelor’s degree from a
community college. (BSN Fast-Track, Health Care Leadership, Management, and
Organizational Leadership programs accept a maximum of 80 semester hours.)
• Courses in the major and general education areas will be accepted as approved by
academic departments.
• Courses with less than a “C” grade in major or major supportive requirements are not
acceptable.
• Teacher Education courses must have been taken within the last 7 years for transfer to
teacher education programs.
• General Education and elective courses with less than a “C” grade are not acceptable
unless the student is certified as having completed the IAI (Illinois Articulation General
Education Curriculum), which became effective for students beginning their college
studies the Summer and Fall 1998 (or thereafter) as degree seeking candidates. (see
section on IAI Policy for further information)
• AP (Advance Placement), CLEP, DANTES, prior learning portfolio, and other
proficiency credit evaluated by the previous accredited institution will be accepted to the
University as transcripted by the transferring institution to the maximum of 33 semester
hours.
• Courses that are remedial, developmental, or pre-college are not acceptable for transfer to
the University.
• Transfer courses completed more than seven years prior to acceptance must be reviewed
by the individual college if the course applies to the student’s major, minor, or
concentration. Undergraduate students must petition for this review through the
Advising Center. The Advising Center will forward this request to the appropriate
college dean for action.
• Transfer are not computed into the GPA at the University of St. Francis.

ILLINOIS ARTICULATION INITIATIVE (IAI) POLICY
The University of St. Francis is a participant in the Illinois Articulation Initiative (IAI), a
statewide agreement that allows transfer of the completed Illinois Transferable General
Education Core Curriculum between participating institutions. Completion of the general
education core curriculum at any participating college or university in Illinois assures transferring students that lower division general education requirements for an associate or bachelor’s degree have been satisfied with the exception of ‘mission specific’ requirements such as theology and philosophy. This agreement became effective for students entering an associate or baccalaureate degree-granting institution as a first time freshman in the summer of 1998 (and thereafter). For more information on the Illinois Articulation Initiative (IAI), refer to the website at www.itransfer.org.

Transfer students to the University of St. Francis who have completed the Illinois Transferable General Education Core Curriculum as approved by IAI and have been certified as complete by the sending institution will have completed the University of St. Francis general education requirements except for the ‘mission specific’ requirements of theology and philosophy. Certification of the Illinois Transferable General Education Core Curriculum must contain the following minimum requirements:

### Illinois Transferable General Education Core Curriculum

<table>
<thead>
<tr>
<th>Area Courses</th>
<th>Number of Semester</th>
<th>Hours</th>
<th>Special Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication, written and oral</td>
<td>3</td>
<td>9</td>
<td>A two course sequence in writing and one course in oral communication</td>
</tr>
<tr>
<td>Mathematics</td>
<td>1 or 2</td>
<td>3</td>
<td>Prerequisite to approved math course: intermediate algebra and geometry</td>
</tr>
<tr>
<td>Physical and Life Sciences</td>
<td>2</td>
<td>7</td>
<td>One life science, one physical science, one course must have a lab.</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>3</td>
<td>9</td>
<td>One humanities, one fine arts, one from humanities or fine arts</td>
</tr>
<tr>
<td>Social and Behavioral Science</td>
<td>3</td>
<td>9</td>
<td>Two disciplines must be represented (disciplines include: Anthropology, History, Economics, Human Geography, Political Sciences, Psychology, Sociology, and Interdisciplinary Social/Behavioral Sciences)</td>
</tr>
</tbody>
</table>

**Total** 12-13 37-41

The following agreement is effective for transfers to the University of St. Francis who began their college studies the Summer or Fall, 1998 and thereafter as degree seeking candidates and have been certified by the sending institution to have completed the Illinois Transferable General Education Core Curriculum as approved by IAI:

- Transfer students who earn a baccalaureate oriented Associate of Arts (AA) or Associate of Science (AS) degree from an accredited Illinois institution prior to enrolling at the University of St. Francis will have fulfilled the University of St. Francis general education requirements except for the mission related requirements of 6 semester hours of philosophy and 6 semester hours of theology.
- Transfer students who have been certified by the “sending institution” as having completed the Illinois Transferable General Education Core Curriculum as approved by IAI, minimum of 37 semester or 56 quarter hours, satisfactorily from accredited Illinois
institutions prior to enrolling at the University of St. Francis will have fulfilled the University of St. Francis general education requirements except for the mission related requirements of 6 semester hours of philosophy and 6 semester hours of theology.

- In accordance with IAI standards, the University of St. Francis will accept courses with “D” grades in all applicable courses within the Associate of Arts (AA) or Associate of Science (AS) degree. Courses with less than “C” grades that are major or major supportive requirements are NOT acceptable.

- The University of St. Francis will accept courses with less than “C” grades in courses acceptable for the Illinois Transferable General Education Core Curriculum of those transfers who have been certified by the “sending institution” as having completed the Illinois Transferable General Education Core Curriculum as approved by IAI. Courses with less than “C” grades that are major or major supportive requirements are NOT acceptable.

- AP, CLEP and proficiency credit as evaluated by the verifying institution as having fulfilled any Illinois Transferable General Education Core Curriculum requirement will be accepted as evaluated.

- Credit from a non-IAI participating institution evaluated by the verifying institution as having fulfilled any Illinois Transferable General Education Core Curriculum requirement will be accepted as evaluated.

Transfer students who have NOT completed the Associate of Arts (AA) or the Associate of Science (AS) degree or have not been certified as completing the Illinois Transferable General Education Core Curriculum as approved by IAI must complete the general education requirements as specified by the University of St. Francis. Courses satisfying general education requirements will be evaluated on an individual course basis. Any courses with less than “C” grades of students entering the University in this status will NOT be accepted.

Students entering the University as first-time freshmen, re-entering students who have not earned a baccalaureate oriented Associate of Arts (AA) or Associate of Science (AS) degree prior to re-enrolling, or students attending another institution concurrently while attending the University of St. Francis must complete the University of St. Francis general education requirements. Concurrently enrolled students must seek approval from the academic advisor and Registrar on courses fulfilling general education and major program requirements. USF students may request to be certified as having completed the IAI requirements at St. Francis by completing an IAI Certification Review form in the Registrar's Office.

**EVALUATION OF TRANSFER CREDIT FOR GRADUATE STUDENTS**

Credit for graduate work completed at another regionally accredited institution may be accepted toward a graduate degree; up to a total of (9) semester hours may be transferred with certain provisions:

- the student must complete at least a total of 27 semester hours at University of St. Francis.
- the student must complete a petition for transfer of credit facilitated by the Academic Advising Center
- the course(s) must be appropriate to the degree program of the student and not be in conflict with credit limitations
- the course(s) must have a grade of “B-” or higher
- the course must have been completed within the last seven years unless the applicant can provide evidence of current relevant knowledge.

Credit will be considered for transfer only after the above conditions have been met and an
official transcript of the student’s record has been sent directly the Graduate and Degree Completion Admissions Office by the appropriate institution(s). Transfer credits are not included in the computation of the student’s GPA.

The petition must be approved by the academic advisor and appropriate program administrator. Petition for transfer of credit must be processed, approved, and credit recorded before a student is considered eligible candidacy and comprehensive examination.

EVALUATION OF CREDIT FROM NATIONALLY RECOGNIZED ASSESSMENT PROGRAMS

Currently enrolled students may apply for credit from nationally recognized assessment programs such as Advanced Placement (AP), CLEP and DANTES or credit for non-traditional learning experiences through the USF Prior Learning Assessment Program. Students should apply for credit upon enrolling at USF but no later than prior to completing 96 semester hours of credit toward the degree. Official score reports must be submitted for evaluation. Credit for AP, CLEP and DANTES exams will also be accepted from another institution of higher education as recorded on the sending institution’s transcript. AP, CLEP and DANTES credit may not duplicate that awarded for a completed college course and/or equivalency. For those enrolled in an on-campus degree program, the maximum amount of credit that USF will award or accept in transfer, either through the Prior Learning Assessment Program and/or the AP, CLEP and DANTES program, is 33 semester hours. Credits awarded through any of these programs will not count as resident hours.

College Level Examination Program (CLEP) and DANTES Examination Program

The University of St. Francis accepts most CLEP and DANTES examinations for currently enrolled students when those examinations meet or exceed institutionally established criteria. The student must request that the Educational Testing Service send a copy of the official transcript directly to the coordinator of the Prior Learning Assessment Program for an evaluation. No credit will be awarded in areas in which a student has already completed a college course. Additional information on the CLEP and DANTES program may be obtained from the Coordinator of the Prior Learning Assessment Program.

Advanced Placement (AP) Exams

Students who have taken college level courses in high school and passed the Advanced Placement examinations administered by the Educational Testing Service may apply for either advanced placement and/or credit in the subjects related to the courses. Students should request scores be sent to the Registrar’s Office at the University prior to or during the first semester of enrollment. The appropriate department chair will determine advanced placement or amount of credit in each case.

Prior Learning Assessment Program (PLAP)

The University of St. Francis recognizes that college level learning can be achieved in non-traditional settings. Examples of such college level learning might include attendance at conferences, institutes, and seminars; work experiences; volunteer work in the community; and military training. Students twenty-three and older may apply for college credit by submitting substantive documentation of prior learning through a portfolio process. The learning documented in a portfolio must be comparable to a course offered at the University of St. Francis.

The number of semester hours to be awarded for these experiences will be determined by faculty assessors and the Coordinator of the Prior Learning Assessment Program (PLAP). For those enrolled in an undergraduate degree program, the maximum amount of credit that can be earned either through the Prior Learning Assessment Program and/or the AP, CLEP
or DANTES program is 33 semester hours at USF. There are fees for both the assessment of prior learning and the posting of credit.

Students in undergraduate programs must complete the prior learning portfolio assessment process before acquiring 96 hours of college credit. For more information and/or application, contact the Coordinator of the Prior Learning Assessment Program.

**TUITION AND FEES**

**TUITION AND FEES (2008-2009 ACADEMIC YEAR ONLY)**

Regular Fees (per semester)

Updated information on tuition, fees, and payment plans can be found on the University business office website: [http://www.stfrancis.edu/businessaffairs/forms/index.htm](http://www.stfrancis.edu/businessaffairs/forms/index.htm)

**Undergraduate Students**

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Tuition (12-18 semester hours)</td>
<td>$10,725</td>
</tr>
<tr>
<td>Part-Time Tuition (1 – 11 semester hours) per credit hour</td>
<td>715</td>
</tr>
<tr>
<td>Overload Tuition (additional hours over 18) per credit hour</td>
<td>715</td>
</tr>
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</table>

**Tuition per Credit Hour:**

- Health Care Leadership: 470
- Organizational Leadership: 470
- Applied Organizational Management: 470
- Professional Arts: 470
- Nursing Fast Track: 470
- Management (online) majors: 470
- Health Arts Program: 415

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room and Board (Marian Hall-double occupancy)</td>
<td>3872</td>
</tr>
<tr>
<td>Student Activity Fee (12 or more semester hours)</td>
<td>80</td>
</tr>
<tr>
<td>Student Activity Fee (7-11 semester hours)</td>
<td>25</td>
</tr>
<tr>
<td>Academic Computing Fee (12 or more semester hours)</td>
<td>115</td>
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<tr>
<td>Academic Computing Fee (7-11 semester hours)</td>
<td>60</td>
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<tr>
<td>Parent Association Fee (12 or more semester hours)</td>
<td>10</td>
</tr>
<tr>
<td>Payment Plan/Deferment Fee (Traditional Undergraduate)</td>
<td>90</td>
</tr>
</tbody>
</table>

**Graduate Students**

**Tuition: per credit hour**

- Business Administration: $698

**Tuition: per credit hour**

- Education: 560
- Health Administration: 560
- Management: 560
- Training and Development: 560
- Social Work: 560
- Nursing: 560
- Nursing – Albuquerque Campus: 455

**Tuition: Annual**

- Physician Assistant Program – Albuquerque Campus (Class of 2011): 23,664