SAGRADO
Universidad del Sagrado Corazón

Academic Integrity Policy

Effective: November 1, 2022

I. Purpose

Universidad del Sagrado Corazón promotes academic integrity throughout the university community. This integrity is fundamental to maintaining an environment conducive to the free dissemination, discussion, and creation of knowledge and all other types of academic production. Everyone involved in the University's academic project must be personally and professionally committed to conducting their academic activities in an open, honest, and responsible manner. Academic work must be the person's own work and must acknowledge the contributions of others to that work.

II. Applicability

This policy applies to all students enrolled at the University of Sagrado Corazón to take courses with or without academic credit.

The policy applies to all courses offered at the University, regardless of the course format and whether or not it carries academic credit.

The policy also applies to all teaching staff and administrative staff who perform teaching or academic support functions, such as laboratory technicians or specialists, teaching assistants, and instructors, among others.

III. Definition

1. *Academic integrity* is the execution of academic activity in an open, honest, and responsible manner.

   The guiding principle of academic integrity is that all academic work must be the work of the individual and must acknowledge the contributions of others to that work. The same principle applies to duly authorized group academic work: the work must be the work of the group members and must acknowledge the contributions of others to that work.

   An *academic activity* is any activity undertaken for the ultimate purpose of obtaining academic credit in a course or achieving accreditation of compliance with course requirements; and any activity that results in some form of output and is undertaken in the context of the individual's academic management at the University, even if it is not undertaken within a particular course. The following are examples of academic activities, but the list is not exhaustive: tests, exams, essays,

writings, compositions, artistic productions, presentations, conferences, projects, and research, regardless of the means of production.

A *lack of academic integrity* is any act or omission that does not demonstrate the honesty, transparency, and responsibility that should characterize all academic activity.

IV. Examples of Academic Dishonesty

Below is a non-exhaustive list of examples of academic dishonesty. This policy covers all types of academic dishonesty, even if they are not expressly listed and defined.

1. **Improper assistance:** using unauthorized materials, information, or devices, or receiving unauthorized assistance, to perform an academic activity such as an exam, project, or assignment.
2. **Unauthorized collaboration:** performing an academic activity as a group, such as assignments, projects, or exams, without proper authorization; or submitting work done as a group as individual work without proper authorization.
3. **Collusion:** cooperation between two or more people to misrepresent the truth in academic activity. This includes, but is not limited to, sharing or transferring work from different semesters or years.
4. **Misuse of third parties:** when a third party is employed or used to perform all or part of an academic activity, such as an assignment, project, or exam. This may include hiring or using essay writing services from friends, family members, other students, or private tutors.
5. **Falsification or fabrication:** making false statements or submitting false information, including, without limitation, misrepresenting research by manipulating materials, equipment, research processes, and/or fabricated or invented data presented as true in assignments, projects, or exams.
6. **Plagiarism:** the act of representing all or part of another person's ideas, interpretations, words, or work as one's own original work, regardless of the original medium. This includes works in print and electronic media, published and unpublished documents, designs, musical compositions, sounds, images, photographs, computer code, and ideas obtained in group work. Some forms of plagiarism are:
    a. **Plagiarism of ideas:** taking credit for another person's thoughts, ideas, or inventions.
    b. **Word-for-word plagiarism:** copying the exact wording of someone else's writing or a very close approximation of it without acknowledging the original author.
    c. **Plagiarism of sources:** using someone else's quotations without acknowledging who or where the quotation came from.
    d. **Plagiarism of authorship:** claiming to be the author of a work such as, but not limited to: an article, an essay, a book, or a musical composition,

play, or choreography, that has been created entirely or substantially by another person.

e. **Self-plagiarism:** submitting for evaluation and presenting as unpublished one's own work that has been previously submitted and evaluated, unless expressly permitted or authorized by the course instructor, in which case it must be disclosed that the work had been previously prepared.

7. **Impersonation:** assuming or allowing someone else to assume the character or appearance of another person or pretending to be that person in order to carry out an academic activity, such as taking courses, exams, or completing assignments or projects, regardless of the modality or format of these activities.

V. General

1. The University will not tolerate any lack of academic integrity.

2. Any breach of academic integrity will be dealt with in accordance with the **Academic Integrity Procedure**.

VI. Questions about this policy

This policy is issued by the university president with the advice of the Office of General Counsel and in accordance with the *Policy for Review and Approval of Policies and Procedures* available at https://politicas.sagrado.edu/. Questions regarding the scope and interpretation of this policy should be directed to the Office of Academic Affairs by email at cumplimiento@sagrado.edu

The University of the Sacred Heart reserves the right to interpret this policy in its administration, implementation, and enforcement. If there is any ambiguity in any provision of this policy, Sagrado reserves the discretion to interpret it in accordance with the purpose for which it was established, the impact on university operations, and good faith, unless otherwise provided by law.

VII. Reporting Violations

Violations of this Policy should be reported to the Office of Compliance, Internal Audit, and Institutional Integrity at cumplimiento@sagrado.edu . Any violation of this Policy will be addressed in accordance with institutional policies and procedures.

Gilberto J. Marxuach Torrós
President

SAGRADO
Universidad del Sagrado Corazón

Academic Integrity Procedure

Effective: November 1, 2022

I. Purpose

This procedure describes the process for addressing complaints of violations of the Academic Integrity Policy ("Policy").

The terms defined in the Policy include the concepts most commonly used in this Procedure.

II. Applicability

This procedure applies to all students enrolled at the Universidad del Sagrado Corazón taking courses, with or without credits, regardless of the modality in which the course is offered. It also applies to all teaching and administrative staff with teaching or academic support functions, such as laboratory technicians or specialists, teaching assistants, and instructors, among others.

III. Procedure

A. Responsibility for Guidance

1. Course on Academic Integrity

All students enrolled in a course with academic credit will take the Academic Integrity course offered by the Madre María Teresa Guevara Library during their first semester or first academic session of study. Upon completion of the course, students will receive a micro-credential certifying their compliance with this requirement.

2. Orientation on the Academic Integrity Policy

In each course, the professor will inform students about the University's Academic Integrity policy and encourage them to read it. The policy will be available and accessible on the course page on the University's course platform (*Learning Management System*) and at https://politicas.sagrado.edu/.

Similarly, it will provide guidance on the existence of the Madre María Teresa Guevara Library guide regarding the correct guidelines for citing or paraphrasing in

APA (*Publication Manual of the American Psychological Association)* or MLA (*Modern Language Association Manual*) format, as applicable.

B. Incident of possible lack of academic integrity

1. If a professor believes that a student has committed a breach of academic integrity, they will meet with the student to discuss the detected breach and assess whether it was intentional or the result of carelessness or inexcusable negligence, or whether it was the result of ignorance.

   If it is understood that the offense was the result of ignorance, the student may be allowed to withdraw the work in question and submit a new one in compliance with the Academic Integrity policy. The professor may take other reasonable educational measures, such as requiring the student to attend certain workshops on the subject or limiting the maximum grade the student can obtain on the resubmitted work. All of this will be documented and filed in the student's record at the Registrar's Office.

2. If it is understood that the offense was intentional or the result of carelessness or inexcusable negligence, the professor will immediately notify the Dean of the academic unit of the course, along with the reasons why they believe the offense was committed.

3. The Dean of the academic unit will analyze the information and, if in agreement with the professor, will refer the matter to the Vice-Presidency for Academic Affairs for the formation of an Academic Integrity Committee.

4. The Academic Integrity Committee will review the case and submit its recommendation to the Vice-Presidency for Academic Affairs, as outlined in this procedure.

C. Academic Integrity Committee

1. Appointment of the Committee

The Vice-Presidency for Academic Affairs shall form an Academic Integrity Committee (Committee) to address each case of academic integrity involving a student or faculty member.

The Committee shall consist of three persons, including the dean of the academic unit concerned. The Provost shall appoint the other two members of the Committee, one of whom shall be appointed chair.

In cases involving administrative staff, the Committee shall be composed of the Vice President for Organizational Development and Human Resources and shall include at least one faculty member.

In all cases, the Committee shall be responsible for receiving all relevant information, conducting any additional investigation, and interviewing all parties involved or with knowledge of the matter.

2. **Committee Determination**

   The Committee shall submit a report that includes a narrative of the facts, its reasoned determination regarding the alleged academic misconduct, and, if misconduct is found, the recommended sanctions. The Committee shall issue its report within thirty (30) calendar days from the date the matter was referred to it, unless there is just cause to extend the term as determined by the Provost. The term may also be shortened if, in the Provost's judgment, there are compelling reasons to expedite the Committee's work.

   In cases involving administrative personnel, the Vice President of Organizational Development and Human Resources shall oversee the terms.

IV. Sanctions

If the Committee determines that the student has committed a breach of integrity, it may recommend one of the following sanctions:

a. Fail the work in which the misconduct occurred. The student is given an "F" grade on the specific work.
b. Fail the overall course grade. The student is given an "F(#)" grade in the course with a note that they committed a breach of academic integrity. The symbol (#) is used to identify that the course has been failed for reasons of academic integrity. This grade will appear on the student's credit transcript.
c. Suspend the student from the University for a period not exceeding two academic terms; and/or
d. Expelling the student from the University.

The Committee will take into account the type of offense, its severity, the student's previous conduct, and the effect of the offense on others when recommending sanctions. Major sanctions such as suspension or expulsion will be applicable in cases of intentional offenses or offenses due to inexcusable carelessness or negligence, or in cases of repeat offenses.
The committee may also require the student to take certain measures as a condition of remaining enrolled or applying for readmission to the University.

In cases involving a faculty member or administrative staff member, the sanctions defined in the *Faculty Handbook* and *Employee Handbook*, respectively, shall apply.

V. Review of the Academic Integrity Committee's Determination

If the student disagrees with the Committee's determination, he or she may request a review by the Vice-Presidency for Academic Affairs within five (5) days of notification of the committee's report. The request for review must be in writing and include the grounds on which the committee's determination should be reviewed.

If the student does not request a review within the established period, the committee's determination becomes final. If the student requests a review within the period, the Provost will appoint a person to examine the committee's report and the student's written statement and make recommendations. The Provost will make the final decision on the case, and there will be no further recourse from this decision.

In cases involving faculty or administrative staff, the processes defined in the *Faculty Handbook* and *Employee Handbook,* respectively*,* shall apply.

VI. Confidentiality of the processes

Members of the Academic Integrity Committee, members of the Vice-Presidency for Academic Affairs, and any other member of the university community who has participated in or has knowledge of a proceeding against a student for alleged academic misconduct must keep confidential all information received in connection with such proceeding, including the existence of the proceeding itself. This information may only be discussed within the proceedings themselves and with persons duly authorized to act in the proceedings. The information received may not be shared outside the context of the proceedings, even after they have ended, except with the express authorization of the General Counsel.

VII. Notification to the academic record

A copy of the Academic Integrity Committee's report will be placed in the student's file. If the final determination is that the student intentionally committed an academic integrity violation and that a non-remediable sanction such as suspension or expulsion from the University is warranted, this sanction will be noted in the student's academic record and on their transcript.

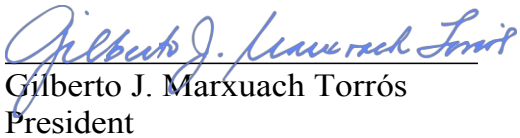
VIII. Questions about this procedure

This Procedure is approved by the University President with the advice and counsel of the Office of General Counsel. Questions regarding the scope and interpretation of this procedure should be directed to the Office of Academic Affairs by email at asuntosacademicos@sagrado.edu

The Universidad del Sagrado Corazón reserves the right to interpret this Procedure in its administration, implementation, and enforcement. In the event of ambiguity in any provision of this Procedure, the Universidad del Sagrado Corazón reserves the discretion to interpret it in accordance with the purpose for which it was established, the impact on University operations, and good faith, unless otherwise provided by law.

IX. Reporting violations

Violations of this Procedure should be reported to the Office of Compliance, Audit, and Institutional Integrity at the following email address:cumplimiento@sagrado.edu . Any violation of this Procedure will be addressed in accordance with institutional policies and procedures.



Gilberto J. Marxuach Torrós
President