# RIGHTS AND RESPONSIBILITIES

## Student Agreement

By registering at the College of Saint Benedict or Saint John's University, a student agrees to become familiar with and observe the policies, procedures and regulations presented in the catalog, student handbooks, the official class schedules and in other authorized documents of the colleges. Students also agree to comply with the directions of authorized college personnel.

Advisers are provided to assist students in planning their academic program. Advisers are not authorized to change established policy of the colleges. Students are solely responsible for assuring that their academic program complies with the policies of the colleges. Any advice which is at variance with established policy must be confirmed by the academic dean.

## Catalog Applicability

Students must fulfill the general graduation requirements of the catalog in effect when they matriculate in the colleges. If those requirements later change, provision will be made in implementing the new requirements, or by specific exemption, to allow currently enrolled students to graduate in a timely fashion.

Students may choose to satisfy the specific academic major requirements of any catalog which is in effect during their years of study in the colleges. However, they must fulfill all of the requirements for the academic major in the catalog which they select.

Changes in policies or procedures which are only marginally related to degree requirements (such as grading or registration) apply to all enrolled students. Exceptions can only be granted by decision of the appropriate academic officer.

## Academic Honesty

Academic honesty is central to the mission, character and reputation of the College of Saint Benedict and Saint John's University. As Catholic and Benedictine institutions, we uphold ethical standards of conduct that demand integrity in all aspects of our lives, including the academic. The liberal arts mission of our institutions demands honesty, as academic manifestations of the Benedictine commitments to truthful living and love of learning. CSB/SJU are committed to our students' scholarly and holistic development within a context of mentorship and guidance; we expect that students will progress, as in an apprenticeship, to greater levels of skill, originality, effectiveness, and autonomy as they complete each year of undergraduate education. Faculty members are committed to support and evaluate impartially the aptitudes and achievements of their students, a developmental process that works only when students present their own work. The reputation of our students, alumni/alumnae, faculty, staff, and benefactors depends on our devotion to the highest of academic standards.

## Academic Misconduct

### Academic Expectations

Implicit in the model of developmental education is the expectation that faculty will serve as mentors for their students as they grow in understanding of scholarly conventions, and in all academic skills and autonomy. Early in their college career, students review how to understand the value of intellectual property, avoid insufficient citation of sources, inappropriate paraphrasing of sources, and wholesale reproduction of unacknowledged sentences and paragraphs including those produced using emergent technologies, which are serious offenses in the scholarly world. This is especially pertinent in the case of a draft of an assignment; faculty are encouraged to work closely with students at the draft stage(s) to help the student avoid an official charge of plagiarism on the final draft. If plagiarism remains on the final draft, and in the case of other forms of academic misconduct, faculty must assist students in understanding the CSB/SJU academic misconduct policy and procedures. Students learn the skills of scholarship and the expectations of academic honesty under the tutelage of their instructors.

### Academic Misconduct

Academic misconduct is defined as any activity that tends to compromise the academic integrity of the College/University or subverts the educational process. Academic misconduct impedes the development of the student engaging in misconduct and undermines the community of learners that is a necessary component of a residential, Benedictine, liberal arts education. Students are assumed to be the author of all coursework they submit, and that all submitted work is completed in a manner ensuring that the core intellectual substance of the assignment is carried out by the student themselves. Academic misconduct includes but is not limited to:

- Cheating: copying the work of another student; receiving unauthorized assistance during an exam; use of content not authored by the student for homework, exams, or other assignments; submitting an assignment from one course for another course or other similar acts.
- Plagiarism: the act of using ideas, words, or work from another source (including generative AI or other emerging content creating tools) and presenting it as one's own without giving credit to the source creator(s).
- Fabricating information: submitting falsified information as if it were genuine; submitting content that is unverifiable or invented, including fabricated information generated through unauthorized use of generative AI; or providing false excuses as a means of gaining extensions or special circumstances for assignments.
- Intentionally damaging the coursework of others
- Assisting others in acts of academic misconduct (e.g. giving exam questions or course materials to other students or agencies without the consent or knowledge of the instructor).
- Actions indicating a general disregard of institutional or course-level policies, guidelines, or expectations regarding academic honesty and misconduct.

Acts of plagiarism that result from poor scholarship are addressed in a spirit of apprenticeship and treated as an opportunity for learning. An appropriate penalty, therefore, is the same as for any other situation in which students fail to achieve the goals of a course: a reduced grade for the assignment in question and further instruction to remedy the deficiencies demonstrated by the student. Acts of plagiarism deemed to be an academic misconduct violation should follow the procedures outlined in this policy.

All courses designed for first-year students are the essential milieu for the presentation and discussion of academic honesty and academic misconduct, with special attention to the elements of proper citation and plagiarism. While first-year courses provide an essential first opportunity for discussion of academic misconduct, they should not be the only

forum for discussion and learning. Other integration and discipline-specific courses introduce students to the discipline-specific principles and practices of academic honesty. Faculty work with students, no matter the penalty for academic misconduct, to understand better the expectations of scholarly work and to remedy the deficiencies represented by the student's work that leads to the process of evaluating academic misconduct.

## Cases of Academic Misconduct

The institutions ensure that all students receive instruction in the institutions' academic conduct policies and have opportunities to learn how to avoid plagiarism and other forms of poor scholarship. In addition to institutional policy, instruction on course level guidelines and expectations will also be provided, if applicable. Once this training has taken place, instructors and students must consider the following:

1. Timing: Was there any failure on the part of the institutions to relay the CSB/SJU policies related to academic honesty and misconduct?
2. Scope: How substantial a portion of the course material or of the assignment is affected by the infraction?
3. Context: In the judgment of the instructor, is this a single incident that meets the definition of academic misconduct, or does the incident in question represent a pattern of misconduct?

In those cases where plagiarism remains on a final draft, or where other academic misconduct warrants response, the burden of proof rests with the instructor to demonstrate that one or more students have engaged in academic misconduct. If an instructor suspects academic misconduct, they must present compelling evidence of this misconduct.

### I. General Procedure

Note: Any instructor who suspects academic misconduct and any student suspected of academic misconduct may seek guidance from the Assistant Dean/Director of Academic Advising regarding the procedures at any point in the process.

1. An instructor suspecting a violation of the misconduct policy must gather evidence and fill out the instructor portion of the Report of Academic Misconduct Form (https://my.csbsju.edu/pages/faculty-resources).
    a. Evidence may include input and responses from the student, including evidence gathered in conversation with the student.
    b. Gathered evidence should be attached to the Academic Misconduct Form.
    c. The Academic Misconduct Form should outline the proposed penalty and an educational component determined by the instructor.
2. The instructor must communicate with the student to present the Academic Misconduct Form and the evidence of the specific offense. It is recommended this communication takes place in person with a third-party present whenever possible.
    a. The student must select one of the following options, given the evidence presented.
        i. The student acknowledges the violation and agrees with the actions proposed by the instructor.
        ii. The student acknowledges the violation and requests to appeal the actions proposed by the instructor.
        iii. The student does not acknowledge that a violation has occurred and requests to appeal the charge to the appropriate Dean or Dean's designee.
3. The Academic Misconduct Form is completed and emailed to the Assistant to the Deans in the Academic Affairs Office, along with any supporting documents, for appropriate action. The student is encouraged to write a personal statement about the alleged incident and submit it to Academic Affairs within one week of signing the form.
    a. If the student has acknowledged the violation and agrees to the proposed actions, the case is resolved. All documentation will be held in a closed file in the Academic Affairs Office.
    b. If the student has requested to appeal either the proposed penalty or the occurrence of a violation, the case will be referred to the appropriate Dean or Dean's designee and the Appeal Process is initiated (see Section III. APPEALS PROCESS (https://catalog.csbsju.edu/catalog/academic-programs-policies-regulations/rights-responsibilities/#appeals)).
    c. Upon resolution of each case, the appropriate Dean or Dean's designee will review the Report of Academic Misconduct Form and determine if any prior violations have occurred. In the case of prior offense, the Dean or Dean's designee will review all evidence and determine an appropriate penalty (See Section II. CONSEQUENCES (https://catalog.csbsju.edu/catalog/academic-programs-policies-regulations/rights-responsibilities/#consequences)).
4. By refusing to view the evidence, or by refusing to acknowledge having viewed it, a student will not prevent imposition of the instructor's recommended penalty nor prevent the case from going into the closed file.
5. The actions determined by the instructor (or by the appropriate Dean or Dean's designee in cases of a second or third offense) will stand unless and until the student's appeal leads to a finding that the incident is not in fact a case of academic misconduct.
6. A student accused of academic misconduct who maintains their innocence has the right to remain enrolled in the course while the appeal process is pending.
7. The closed file located in the Academic Affairs Office will be maintained in accordance with institutional records retention practices.
    a. If a student's appeal of the violation is successful, the material will be removed from the closed file and destroyed.
8. The proof of academic misconduct in an earlier offense does not imply any assumption of misconduct when a student is accused in a future case.

### II. Consequences

Penalties for academic misconduct vary according to whether the case involves a first or a repeat offense, and according to the character of the offense itself. If the evidence of academic misconduct comes to light only after course grades have been turned in, the instructor may change the course grade retroactively.

It is recommended that all proposed penalties include an educational component that is intended to support student learning and to prevent future violations of the policy.

#### First Offense

1. The penalty for a first offense of academic misconduct is commensurate with the type of misconduct. Possible penalties may range from, and are not limited to, failure of the assignment to failure of the course in which the academic misconduct occurred, as decided upon by the faculty member. Faculty may allow work to be resubmitted with a grade penalty at their discretion.

2. The process of written acknowledgement and closed file described in Section I will be implemented.
3. If a student commits two acts of academic misconduct of similar type in different courses concurrently, it is at the discretion of the Dean or Dean's designee whether they are regarded as one or two offenses. If the two instances seem to manifest from a single misunderstanding, and the student can demonstrate their lack of understanding, they may be regarded as one offense.
4. The priority throughout this process is to help the student learn about proper citation, the dignity of intellectual property, their own and others, and the requirements of the CSB/SJU educational mission. For this reason, it is recommended that an educational component be included in the penalty for each violation.

**Second Offense**

1. The instructor should follow the general procedure indicated above. The appropriate Dean or Dean's designee will be aware that this is not the student's first instance of academic misconduct, and because of the increased gravity of the situation, will consult with the instructor and other parties deemed necessary to learn as much as possible about this instance of misconduct. The faculty member and the Dean or Dean's designee will discuss a penalty commensurate with the gravity of the incident, which is ordinarily failure of the course in which the academic misconduct occurred.
2. If a student commits two acts of academic misconduct of similar types in different courses concurrently, it is at the discretion of the appropriate Dean or Dean's designee whether they should be regarded as one or two offenses.
3. The process of written acknowledgment and closed file described in Section I will be implemented.
4. If the incident of academic misconduct is egregious, the student may be suspended or expelled from the college after a second offense. This decision will be made by the appropriate Dean or Dean's designee.

**Third Offense**

1. The instructor should follow the general procedure indicated above. The appropriate Dean or Dean's designee will be aware that this is the student's third instance of academic misconduct, and because of the increased gravity of the situation, will again consult with the instructor and other parties deemed necessary to learn as much as possible about this instance of misconduct. The student will fail the class in which the academic misconduct occurred.
2. The student will be suspended or expelled from the college.
3. The steps of written acknowledgement and closed file described in Section I will be implemented.

### Appeals Process

1. The appeal process for academic misconduct is initiated by the student's choice indicated on the Report of Academic Misconduct form, which is then reviewed by the appropriate Dean or Dean's designee. Students may seek guidance from the Assistant Dean/ Director of Academic Advising or the Dean for Student Academic Success regarding the procedures at any point in the process.
2. The student must provide detailed information related to the alleged misconduct and dispute the evidence presented. The student may present any or all of the following:
   a. a prepared, written statement rebutting the evidence.
   b. material evidence that supports the claim that the work is the student's own and that documents the process by which the assignment in question was generated.
   c. the testimony of any others who may have been involved in the incident.
3. The Dean or Dean's designee will review the materials and evidence presented by the student and request further clarification from instructor(s) and/or the student as needed. The Dean or Dean's designee may consult others in Academic Affairs as needed. The standard for proof considered by the Dean or Dean's designee will be a preponderance of evidence or, is it more likely than not that a violation has occurred.
   a. If a student's appeal of the violation is successful, the material will be removed from the closed file in the Academic Affairs office and destroyed.
   b. If a student's appeal of the action taken by the instructor is successful, the Dean or Dean's designee will determine actions that are commensurate with the type of misconduct (See Section II. CONSEQUENCES (https://catalog.csbsju.edu/catalog/academic-programs-policies-regulations/rights-responsibilities/#consequences)).
   c. If the student appeal of the violation is denied, the Dean or Dean's designee will uphold the action taken by the instructor as indicated on the Report of Academic Misconduct form.
4. The Dean or Dean's designee will notify the student and the instructor as to the outcome of the appeal. The decision of the Dean is final.

**Generative Artificial Intelligence (AI) and Academic Misconduct FAQs**

# Student Right to Information

The College of Saint Benedict's and Saint John's University maintain an educational record for each student who is or has been enrolled at the colleges. In accordance with the Family Educational Rights and Privacy Act of 1974 (PL 93-380, as amended) the following student rights are covered by the act and afforded to all students of the colleges:

1. The right to inspect and review information contained in the student's educational records.
2. The right to challenge the contents of their educational records.
3. The right to a hearing if the outcome of the challenge is unsatisfactory.
4. The right to submit an explanatory statement for inclusion in the educational record if the outcome of the hearing is unsatisfactory.
5. The right to prevent disclosure, with certain exception, of personally identifiable information.
6. The right to secure a copy of the institutional policy.
7. The right to file complaints with the Minnesota Department of Education concerning alleged failures by the College of Saint Benedict or Saint John's University to comply with the provisions of the act.

Each of these rights, with any limitations or exceptions, is explained in the institutional policy statement, a copy of which may be obtained from the Office of Student Records and Registration.

The College of Saint Benedict's and Saint John's University may provide directory information in accordance with the provisions of the Family Educational Rights and Privacy Act without the written consent of the student unless the student requests in writing that such information not be disclosed (see below). The items listed below are designated as directory information and may be released for any purpose at the discretion of the colleges unless a request for non-disclosure is on file:

- Category I: Name, address, telephone number, dates of attendance, class.
- Category II: Previous institution(s) attended, major field of study, awards, honors, degree conferred.
- Category III: Past and present participation in officially recognized sports and activities, physical factors of athletes (height and weight), date and place of birth.

Although information regarding students' dorm and room numbers is designated as Directory Information, the College of Saint Benedict and Saint John's University generally do not provide such information publicly without the individual student's consent. One exception is disclosure to governmental entities to verify the residency of a student. Similarly, student email addresses are designated as Directory Information but are not generally provided except for the limited purpose of being disclosed to authorized users of the College's and University's internal network.

Students may withhold directory information by notifying the Office of Student Records and Registration, in writing, specifying the categories to be withheld, within 40 calendar days from the first scheduled day of class of each fall semester. The student is responsible for the consequences of withholding information. Regardless of the effect, the colleges assume no liability for honoring a student's request that such information be withheld. It will be assumed that the failure on the part of a student to request the withholding of specific categories of directory information indicates the student's approval of disclosure.

Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Office of Student Records and Registration.

# Extra Curricular Activities Policy

## CSB and SJU Joint Policy on Extra-Curricular Activities and Academic Responsibilities

The College of Saint Benedict and Saint John's University (CSB and SJU) recognize that a wide range of experiences contributes to the liberal education of a student and encourage students to seek extra-curricular activities that will enrich their college experience. At the same time, the two institutions uphold the primacy of the academic program. There is no necessary conflict between these two objectives.

When extra-curricular events are scheduled that conflict with academic programs, CSB and SJU expect the persons in charge of the extra-curricular event to remind the students of the priority of their academic responsibilities, students to make prior arrangements with the instructors, and faculty to make reasonable accommodations whenever possible.

The specific elements of this policy follow.

### Student Responsibilities

1. Students are expected to complete all their academic responsibilities – to attend required classes and laboratories, complete class and laboratory assignments and meet all scheduled examinations.
2. Students who choose not to attend classes or other required academic exercises must realize the potentially serious consequences of their choice. For example, faculty members who include class participation in their evaluation of students' performance would be justified in lowering their evaluation of those students who miss class.
3. Students should be aware that it may not be possible for instructors to schedule make-up exams or make-up assignments. In this matter the instructor's decision prevails.

### Institutional Philosophy and Responsibilities

1. CSB and SJU expect those faculty and/or staff members administering extra-curricular activities to develop an awareness of the critical dates of the academic calendar and avoid scheduling activities during examination periods and other special events whenever possible. If scheduled extra-curricular activities cause more than occasional conflicts with academic programs, then steps should be initiated to review the future of this extra-curricular activity. As part of the ongoing review of this policy, unresolved conflicts should be communicated to the designated CAPS Liaison for Extra-Curricular Activities.
2. In order to accommodate extra-curricular activities, the institutions encourage faculty members to avoid scheduling single-section classes in the 4:00 to 6:00 p.m. time period. In addition, faculty should refrain from rescheduling entire classes or laboratories without compelling academic reasons.

# Rights Reserved by the Colleges

The College of Saint Benedict and Saint John's University do not hold themselves bound to offer any course for which there is insufficient registration and reserve the right to withdraw any course described in this catalog.

The College of Saint Benedict and Saint John's University reserve the right to terminate or modify program requirements, content and the sequence of program offerings from term to term for educational reasons which they deem sufficient to warrant such actions.

Further, the College of Saint Benedict and Saint John's University reserve the right to terminate programs from term to term for financial or other reasons which they determine warrant such action. The content, schedule, requirements and means of presentation of courses may be changed at any time by the College of Saint Benedict or Saint John's University for educational reasons which they determine are sufficient to warrant such action. Programs, services or other activities of the colleges may be terminated at any time due to reasons beyond the control of the colleges including, but not limited to, acts of God, natural disasters, destruction of premises, labor disturbances, governmental orders, financial insolvency or other reasons or circumstances beyond the control of the colleges.

The course descriptions in this catalog are based upon reasonable projections of faculty and faculty availability and appropriate curriculum considerations. The matters described are subject to change based upon changes in circumstances upon which these projections were based and as deemed necessary by the College of Saint Benedict and Saint John's University to fulfill their respective roles and missions.