

Saint Leo University Online Course Policies and Information

Attendance Policy:

Students are expected to view the course modules in the week they are offered and to log on to the course often enough to remain abreast of any communications from the instructor. It is the student's responsibility to be aware of what is happening in the class online.

Late Policy:

All work must be submitted on time. Exceptions must be documented and acceptance is at the discretion of the faculty member.

Students with Disabilities:

Saint Leo University is committed to a policy which provides an equal opportunity for full participation of all qualified individuals with disabilities in accordance with the Americans with Disabilities Act. Appropriate academic accommodations and services are coordinated through the Office of Disability Services. Students with disabilities who require accommodation should contact the office as soon as possible via email: ADAOffice@saintleo.edu or telephone: (352) 588-8464. For additional information, students may access the Policy and Procedure Manual through the Saint Leo website.

Academic Honor Code:

The Academic Honor Code is published in its entirety in the Saint Leo University Catalog. The first paragraph is quoted below:

Saint Leo University holds all students to the highest standards of honesty and personal integrity in every phase of their academic life. All students have a responsibility to uphold the Academic Honor Code by refraining from any form of academic misconduct, presenting only work that is genuinely their own, and reporting any observed instance of academic dishonesty to a faculty member.

It is the responsibility of every member of the faculty and student body to cooperate in supporting the Honor Code. Academic misconduct includes but is not limited to the following categories:

Cheating

- Providing or receiving academic work to or from another student without the permission of the instructor/professor.
- Buying or selling academic work.
- Violating test conditions.
- Forging academic documents.
- Copying computer programs.

Plagiarism

- Stealing and passing off the ideas and words of another as one's own or using the work of another without crediting the source whether that source is authored by a professional or a peer.
- Submitting an article or quoted material from a periodical or the internet as one's own.
- Retyping or re-titling another student's paper and handing it in as one's own.
- Intentionally or unintentionally failing to cite a source.

Complicity

- Helping another student commit an act of academic dishonesty.

Misrepresentation

- Resubmitting previous work, in whole or in part, for a current assignment without the written consent of the current instructor(s).
- Having another student complete one's own assignments, quizzes, or exams.
- Lying to a professor.
- Fabricating a source.

Please refer to the Saint Leo University Academic Catalog for more information on the Honor Code and procedures for adjudication.

Plagiarism and Turnitin:

Turnitin is a plagiarism identification service that can also assist students with reference methodology in assignments requiring citing of sources. The Turnitin tool compares your writing against all published sources and also checks against a wide range of work. The analysis provided by Turnitin lets the professor see the use of information contained in a submitted item.

The LearningStudio Dropbox allows for integration with Turnitin. This means that for Dropbox baskets that have it enabled, submissions to the Dropbox are also sent automatically to Turnitin. After submission, students can access the results within the course.

Turnitin provides for a wide range of outcomes in its analysis. For the most part, when an analysis links large amounts of un-cited or improperly referenced information, this is problematic. This tool makes it easy to assess whether the student created a paper by using information they found in various resources and completed a "cut and paste" job to develop the paper. Papers that are suspected to have been plagiarized shall be submitted along with a written report to the Department Chair to forward to the Academic Standards Committee for review and action.

See the "[All About Plagiarism](#)" LibGuide available through the Saint Leo Library website for further information on this topic.

Protection of the Academic Environment:

Disruption of academic process is the act or words of a student in a classroom or online environment which in the reasonable estimation of a faculty member (a) directs attention away from the academic matters at hand, such as distractions, persistent, disrespectful or abusive interruptions of academic discussions, or (b) presents a danger to the health, safety or well-being of the faculty member or students. Education is a cooperative endeavor, one that takes place within a context of basic interpersonal respect. We must therefore make the learning environment conducive to the purpose for which we are here. Disruption, intentional and unintentional, is an obstacle to that aim. We can all aid in creating the proper environment, in small ways and in more fundamental ways. So, when we speak in class, we can disagree without attacking each other and no one speaks in a manner or of off-topic content that disrupts the class. Any violation of this policy may result in disciplinary action. Please refer to the Student Handbook for further details.

Cannon Memorial Library Resources for Online Learning Courses:

Cannon Memorial Library

Librarians are available during reference hours to assist you. To contact the librarian on duty, please call 1.800.359.5945 or email reference.desk@saintleo.edu.

Reference Hours**

Monday to Thursday	9 AM—10 PM
Friday	9 AM—5 PM
Saturday/Sunday	10 AM—6 PM

**Subject to change. Click the *Ask a Librarian* link on the Cannon Memorial Library [homepage](#) for current information.

Web Address (URL)

<http://www.saintleo.edu/Academics/Library>

Online Catalog (All Books, eBooks, and Media)

SLU students, faculty and staff may borrow books from Cannon Memorial Library through the online catalog. Use the *Library Catalog* link under Find Info on the library's [homepage](#) to access the catalog.

Books you can check-out have Location=*Cannon Library, Second Floor* and Status=*Available*. Use the *Interlibrary Loan* link under Services on the library's [homepage](#) to place your request.

Online Library Resources (Articles and eBooks)

Saint Leo provides an array of online article databases and eBook collections that support your classes. Use the *Databases* link under Find Info on the Cannon Memorial Library [homepage](#) to access the online resources.

- CQ Researcher..... (In-depth topical analysis by Congressional Quarterly)
- Dissertations and Theses..... (A database of published Dissertations and Theses, including those from Saint Leo University)
- EBSCO..... (Comprehensive all-subject database, includes Business Source Premier, Academic Source Premier, ERIC, ATLA)
- Literature Resource Center..... (Comprehensive source for literary topics, includes Twayne Authors)
- Newsbank: America's Newspapers.... (625 U.S. newspapers)
- ProQuest..... (Comprehensive all-subject database, includes ABI/Inform Global)
- PsycINFO..... (APA abstracts and indexing for psychology subjects)
- Westlaw..... (Comprehensive legal resource)
- Wilson..... (Includes Education, Science, Humanities, & Business indexes)

Supplemental Library Resources

Saint Leo encourages students to obtain a public library borrowing card at their earliest convenience. Many state libraries grant public library cardholders free remote access to multiple online databases containing full-text articles. For further information, contact your local public library. To find updated links to all state libraries, as well as public libraries, law libraries, and college libraries in your area, go to <http://www.publiclibraries.com/>.

Library Tutorial

The University strongly encourages all students to review the instructional tools. These tools can be accessed by clicking the links under *Get Help*. By learning to become more proficient researchers, students will also enhance their academic success. Please review the *Library Tutorial* by clicking the link under Get Help on the library's [homepage](#) and complete the online test which will prepare you for utilizing the library's resources and services. A score of 70 or higher is necessary to pass. Please allow yourself 15-20 minutes to take the test.

Additional Assistance:

Technical questions concerning the course should be addressed to the LearningStudio Help Desk by clicking the *Tech Support* button in the upper right corner of the Course Home page.