

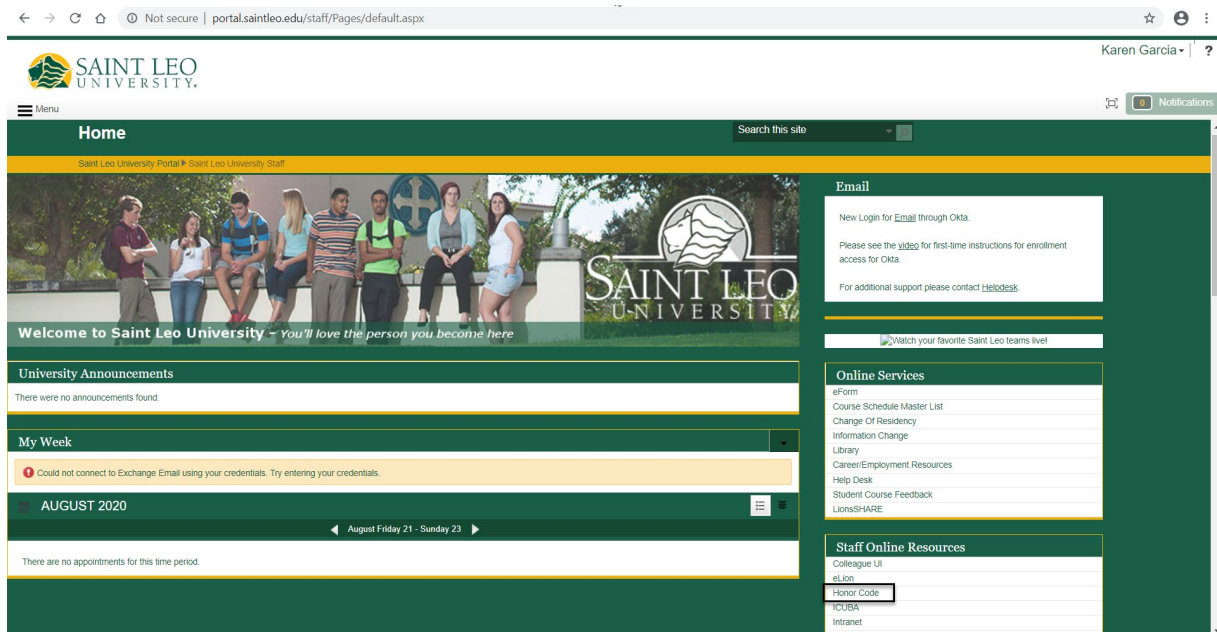
# Academic Honor Code Reporting System

Log into the [faculty/staff portal](#):



The screenshot shows the login interface for the Saint Leo University faculty/staff portal. On the left is a banner image of a smiling woman with a backpack, with the Saint Leo University logo overlaid. On the right, the text reads "Sign in with your organizational account". Below this are two input fields: "firstname.lastname" and "Password". A blue "Sign in" button is positioned below the fields. Further down, there is a note: "Please enter your user name (example: firstname.lastname) and password." Below that is a link: "Forgot/Reset Password? Click here." At the bottom of the login section, it says "For help click here or call (352) 588-8888" and a "Help" link.

Select **Honor Code** from the **Staff Online Resources** section:



The screenshot shows the Saint Leo University Staff Online Resources page. The browser address bar shows "portal.saintleo.edu/staff/Pages/default.aspx". The page features a navigation menu with "Home" selected. A search bar is located at the top right. The main content area is divided into several sections: "University Announcements" (no announcements found), "My Week" (a message about Exchange Email), and a calendar for "AUGUST 2020" (no appointments found). On the right side, there are three main sections: "Email" (with links for new login, video instructions, and helpdesk), "Online Services" (with links for eForm, Course Schedule Master List, Change Of Residency, Information Change, Library, Career/Employment Resources, Help Desk, Student Course Feedback, and LionsSHARE), and "Staff Online Resources" (with links for Colleague UI, eLion, Honor Code (highlighted), ICUBA, Intranet, and App).


## Select ENTER AN EVENT:

Saint Leo University Staff Home x Saint Leo University - Academic | x +

← → ↻ 🏠 uts.saintleo.edu/HonorCode/

Apps

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Founded 1863SAINT LEO UNIVERSITYWelcome **Karen Garcia!** [ Log Out ]

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HOME

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### Academic Honor Code Reporting System

It is the responsibility of every member of the faculty and student body to cooperate in supporting the honor system. When there is a reason to suspect that a student has violated the University's Academic Honor Code, the faculty member must discuss the evidence in private with the student and tell the student to continue in the class. Faculty must report any in-class sanction issued to a student using the Academic Honor Code Reporting System in eLion. Sanctions should be levied according to the seriousness of the offense. Some examples of sanctions are zero for an assignment, resubmission of an assignment, reduced grades, assigning additional work, etc. If the instructor believes the violation warrants a sanction of failure for the course, the appropriate Academic Standards Committee must hold a hearing.

The following fields are required when completing an Academic Honor Code Reporting System event:

- Offense Date
- Offense Type
- Offense Description
- Sanction (if applicable)

The student will have the opportunity to appeal the allegation and/or the in-class sanction within 5 days of receipt of the notification. If the student appeals the allegation and/or sanction, a hearing will be scheduled with the appropriate Academic Standards Committee.

Once a faculty member submits the report to the Academic Honor Code Reporting System, the system will automatically send a notice to the student, the faculty member and the Registrar.

If a submission to the Academic Honor Code Reporting System results in a second offense for a student, the appropriate Academic Standards Committee will be notified and a hearing will be scheduled.

**If the instructor of record would prefer to have the committee hear the case, all requests for hearings must be submitted using the Academic Honor Code Reporting System in eLion. (A "Required Documentation for a Hearing" that serves as a checklist for the required documentation will be emailed by the Registrar to the faculty member.)**

[ENTER AN EVENT](#)

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Saint Leo University  
33701 State Road 52 Saint Leo, FL 33574-6665  
Call (800) 334-5532  
Campus Switchboard (352) 588-8200

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