

Honor Code and Process

Loyola Marymount University is a community dedicated to academic excellence, student-centered education, and the Jesuit and Marymount traditions. As such, the University expects all members of its community to act with honesty and integrity at all times, especially in their academic work. Academic honesty respects the intellectual and creative work of others, flows from dedication to and pride in performing one's own best work, and is essential if true learning is to take place.

Examples of academic dishonesty include, but are not limited to, the following: all acts of cheating on assignments or examinations, or facilitating other students' cheating; plagiarism; fabrication of data, including the use of false citations; improper use of nonprint media; unauthorized access to computer accounts or files or other privileged information; and improper use of internet sites and resources.

Definitions of Academic Dishonesty:

The following are examples of academic dishonesty which may be interpreted as intentional or unintentional. This list is not meant to be exhaustive. It is the student's responsibility to make sure that his/her work meets the standards of academic honesty set forth in the Honor Code. If the student is unclear about how these definitions and standards apply to his/her work, it is the student's responsibility to contact the instructor to clarify the ambiguity.

A. Cheating and Facilitating Cheating

1. Possession, distribution, and/or use of unauthorized materials or technology before or during an examination or during the process of preparing a class assignment.
2. Collaboration on class assignments, including inclass and take home examinations, without the permission of the instructor.
3. Provision of assistance to another student attempting to use unauthorized resources or collaboration on class assignments or examinations.

B. Plagiarism

1. Presentation of someone else's ideas or work, either in written form or non-print media, as one's own.
2. Omission or improper use of citations in written work.
3. Omission or improper use of credits and attributions in non-print media.

C. Falsification of Data

1. Presentation of altered or fabricated data, such as lab reports, with the intention of misleading the reader.
2. Presentation of forged signatures as authentic.
3. Use of false citations, either incorrect or fabricated, including sources found on the Internet.

D. Unauthorized Access to Computers or Privileged Information

1. Use of University network and/or computer hardware to gain unauthorized access to files, and alteration or other use of those files.

E. Improper Use of Internet Sites and Resources

1. Inappropriate use of an Internet source, including, but not limited to, submission of a paper, in part or in its entirety, purchased or otherwise obtained via the Internet, and failure to provide proper citation for sources found on the Internet.

F. Improper Use of Non-Print Media

1. All above standards apply to non-print media.

G. Other Academic Dishonesty

1. Any other means of violating the standards of academic honesty set out above.

Honor Code Process

This section sets out the process to be followed when an Instructor suspects a violation of the Honor Code. The recommended sanctions are not mandatory, but are intended to guide the Instructor's discretion. Instructors are encouraged to consult with their colleagues and chairs in making these decisions. This section also outlines the student appeal process for Honor Code violations.

I. Intentional and Unintentional Academic Dishonesty

A. Notification: Instructors will notify the student of the suspected act of academic dishonesty. The student will be given the opportunity to admit, deny, or explain the situation. If the suspected violation of the Honor Code occurs with respect to an assignment that the Instructor has not reviewed until after the class has stopped meeting, the Instructor will send a letter to the permanent address of the student and keep a copy of the letter. Failure to notify will result in a reasonable extension of the student's time to appeal, but is not in and of itself a defense to the violation of the Honor Code.

B. Determination: If the Instructor determines that a violation has occurred, he/she will next determine whether or not the violation was intentional or unintentional. The distinction between intentional and unintentional violations of academic honesty is not based upon the purely subjective intentions of the student. The question is whether a student who has carefully read the Honor Code should have understood that his/her action violated the Honor Code and standards of academic honesty.

C. Unintentional Violation: If the Instructor believes the violation was unintentional, he/she may take any of the following actions:

1. Warn student
2. Require assignment or exam to be resubmitted
3. Reduce the grade on the assignment, project, or exam

The Instructor shall inform the student of his/her decision and also inform the student of the right to appeal the Instructor's decision.

D. Intentional Violation: If the Instructor believes the violation is intentional, he/she may take any of the following actions:

1. Fail the student on the assignment or exam
2. Fail the student in the course

The Instructor shall inform the student of his/her decision in writing and also inform the student of the right to appeal the Instructor's decision.

The Instructor may consult with the Chair, Program Director, or equivalent and refer the matter directly to the Dean of the Instructor's college or school with a recommendation that the student be suspended or expelled. Upon such a referral, the Dean shall appoint an Academic Honesty Panel.

II. Departmental Appeal

A. The student may appeal the Instructor's decision under section I(C) or (D) to the Department Chair, Program Director, or equivalent. In accordance with the grade appeal policy in the University Bulletin, the student will be required to make his/her appeal in writing no later than three weeks into the semester following the decision.

B. If either the student or Instructor wishes, he/she may appeal the decision of the Department Chair, Program Director, or equivalent to the Dean of the Instructor's college or school, who will refer the matter to the Academic Honesty Panel. Appeals must be made within 30 days of receipt of the chair's decision.

III. Academic Honesty Panel Appeal

A. The Academic Honesty Panel is an ad hoc recommending body of the Instructor's college/school. The Panel for undergraduate referrals consists of two faculty members and one student from the ASLMU Judiciary. The Panel for graduate student referrals consists of three faculty members. All Panel members will be appointed by the Dean. The Dean will appoint one of the faculty members as Chair of the Academic Honesty Panel.

B. Responsibilities of the Panel

1. The Panel will hear appeals by the student or Instructor of the Chair's decision for any penalty short of expulsion or suspension.
2. The Panel will make the initial recommendation as to whether the student should be suspended or expelled.

C. In fulfilling these responsibilities, the Panel will make two determinations:

1. It will determine whether there is clear and convincing evidence that the student has violated the Honor Code. The student is entitled to the presumption of innocence and the right to review and respond to all evidence and information relevant to the Panel's decision.

2. Upon the finding of clear and convincing evidence of a violation, the Panel is to determine the appropriate penalty. With regard to the appropriateness of serious recommendations such as suspension and expulsion, the Panel shall take into account the following factors:

- a. the severity of the violation;
- b. whether the violation is an isolated instance, or part of a pattern of two or more violations; and
- c. other mitigating or extenuating circumstances.

D. The recommendation of the Academic Honesty Panel, along with an explanation of the reason for the recommendation, will be reported in writing to the Dean of the Instructor's college or school. The Dean will normally follow the recommendation of the Panel. However, the Dean's decision is final.

E. The Dean will inform the student and Instructor, in writing, of his/her decision. The Dean will also report his/her decision to the Senior Vice President of Academic Affairs/Chief Academic Officer. The Office of the Senior Vice President of Academic Affairs/Chief Academic Officer will keep a permanent, confidential record of all proceedings of the Academic Honesty Panel.