

## LMU Academic Honesty Policy (AHP) FAQs - for Students

**Q:** What do I do if I receive an email from my Instructor alleging a violation to the [Honesty Policy](#)?

**A:** Respond via email within 5 business days. Agree to meet as soon as possible in-person or remotely (as needed) to hear/see the evidence and provide your response to the allegations. If you do not respond to this initial email within 5 business days, your Instructor unilaterally makes a determination and will file the [Academic Honesty Violation Form](#) with the Provost.

**Q:** What should happen in the meeting with the Instructor?

**A:** Your Instructor should detail the allegation and the related evidence. You should have ample time to provide your rationale, explanation, or refutation of the evidence and allegation.

**Q:** What happens after the meeting?

**A:** Three possible outcomes might result from your meeting:

1. You and the Instructor **agree** that no violation occurred and the process ends.
2. You and the Instructor **disagree** on whether a violation occurred, your Instructor implements sanctions and submits documentation to the Provost, and **you do not** wish to appeal.
3. You and the Instructor **disagree** on whether a violation occurred, your Instructor implements sanctions and submits documentation to the Provost, and **you wish** to appeal. This appeal must take place within 5 business days after the Instructor email to the Provost.

**Q:** How do I appeal a decision and/or the proposed sanctions by an instructor?

**A:** Send an appeal letter to the Provost within 5 business days of the formal submission of the [Academic Honesty Violation Form](#) by your instructor to the Provost. Copy the Instructor and the Instructor's Supervisor on this correspondence as specified in the Academic Honesty Policy.

**Q:** What are the areas in which I might appeal a finding and/or sanction for violating the Honesty Policy?

**A:** There only four areas where a student may successfully appeal an allegation of violating the Honesty Policy. These are:

- unsubstantial evidence,
- new evidence has been made available,
- the sanction is disproportionate, and
- the procedures outlined in the [Honesty Policy](#) were not adhered to resulting in significant disadvantage or prejudice to the student.

**Q:** What should I include in my appeal letter?

**A:** The contents are up to you, but at minimum, **you should include evidence** that address one or more of the four areas of appeal listed above. Ancillary information (e.g., illness, academic challenge, family circumstances, financial hardship) may provide nuance or supportive explanation

for the circumstances surrounding a violation but they do not constitute grounds of appeal for violating the Honesty Policy.

**Q:** What constitutes evidence?

**A:** Evidence can take many forms including (but not exclusive to) personal accounts related to direct observations of student behavior as well as submitted papers, creative works, lab reports, exams, and quizzes. Evidence includes that obtained through the recent adoption of honesty-promoting software such as Turnitin and video-based evidence produced from lockdown-browsers (e.g., Respondus) and synchronous virtual meeting spaces (e.g., Zoom) for proctoring varied forms of student assessment. Student-generated video submissions and photographs of student work may also constitute evidence in some circumstances. Regardless of the original format of evidence, all of these must exist or be converted to digital formats in order to properly document and transfer this information to the varied parties involved in the Academic Honesty Policy.

**Q:** Is intent or awareness required for a violation to have occurred?

**A:** No, students are responsible for understanding the standards of academic honesty and determining how they apply to their academic work and behavior. Students are responsible for contacting their instructor(s) before assignments are due to proactively resolve any questions they may have.

**Q:** Can I withdraw from a course after an accusation of violating the [Honesty Policy](#)?

**A:** No, if the Instructor imposes a failing grade sanction in the course, a failing grade will appear on the transcript even in the case of subsequent withdrawal.

**Q:** What is the penalty for a single confirmed case of violating the [Honesty Policy](#)?

**A:** The penalties for even a single assignment within a course can range widely from a zero on that assignment, to a failing grade in the entire course. These decisions are up to the sole discretion of the Instructor.

**Q:** What is the penalty for repeated violations of the [Honesty Policy](#)?

**A:** Upon recommendation of the Academic Honesty Review Committee, but at the sole discretion of the Provost, the sanctions can range from probation to dismissal from the university.

**Q:** What is meant by probation?

**A:** [Academic probation](#) constitutes a serious warning to students that their academic performance is unsatisfactory and additional violations of the [Honesty Policy](#) while on probation may result in being disqualified from the University.

**Q:** Will records regarding honesty violations affect my admission to graduate school or future job applications?

**A:** Perhaps, because your application process for these opportunities will likely require you to acknowledge a previous history of violations. However, your LMU records will not be shared



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without your permission as they will have a protected status, with access only as authorized by law and permitted by the Provost.

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**Loyola Marymount University**

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