

**Academic Honesty Policy and Procedures**  
**Loyola Marymount University**  
**February 12, 2016**  
**Revised April 15, 2021**

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# 1. Statement of Policy

## A. The LMU Academic Honesty Policy

Loyola Marymount University is a community dedicated to academic excellence. Academic honesty in scholarship and creative work stands at the center of LMU's academic life, and is essential for true learning and creation of knowledge to take place. As a university in the Jesuit and Marymount traditions, this community expects its members to act in accordance with the highest standards of honesty and ethics at all times. Violations of academic honesty undermine the fundamental educational mission of the University and cannot be tolerated. 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.

## B. Definitions of Academic Honesty and Dishonesty

- i. **Academic honesty** requires that all members of the LMU community act with integrity, respect for their own intellectual and creative work as well as that of others, acknowledge sources consistently and completely, act honestly during exams and on assignments, and report results accurately.
- ii. **Academic dishonesty** is any violation of the standards of academic honesty. Examples of academic dishonesty are defined below. These examples are intended to provide guidance but not to constitute an exhaustive list of the forms that academic dishonesty might take.
- iii. Examples of academic dishonesty: Academic dishonesty may include, but is not limited to, the following examples:
  1. Plagiarism
    - a. Presentation or appropriation of another's ideas, words, images, work materials, results, etc., as one's own, including but not limited to: omission or improper use of citations; copying another's work without attribution.
    - b. Inappropriate use of an internet or digital source, including but not limited to inappropriate copying in whole or part; submission of a paper or other work, or any part thereof, obtained via the internet or a digital source, as one's own work; inappropriate sampling of images or sound; the use of online solutions typically made available as instructor resources for a course.
    - c. Unauthorized presentation or partial or complete resubmission of one's own previous work for additional academic credit.
  2. Fraud
    - a. Representing oneself as another person in relation to an academic assignment or course, or allowing another to represent oneself in relation to an academic assignment or course. For example, signing an attendance sheet in class or at an extracurricular event on behalf of an absent student, representing oneself as someone else in the context of an online course, or permitting another person to complete an assignment or take an examination on one's behalf in the context of an online course.
    - b. Presenting forged signatures or documents as authentic.

- c. Altering or fabricating data.
- d. Submitting false or fabricated citations.
- 3. Cheating and Facilitating Cheating
  - a. Possession, distribution, and/or use of materials or technology for the purpose of cheating or facilitating cheating.
  - b. Coercing or attempting to coerce a classmate to facilitate cheating.
  - c. Using resources and materials prohibited by the Instructor.
  - d. Collaboration on coursework that violates an instructor's stated policies or instruction.
  - e. Misrepresenting contributions to group projects.
- 4. Unauthorized Access to or Alteration of Privileged or Proprietary Information
  - a. Unauthorized access to and/or use of privileged University documents, files, or information and/or altered thereof by electronic or any other means.
  - b. Unauthorized access to and/or use of proprietary information. For example, the unauthorized dissemination of research prior to publication.
  - c. Unauthorized access to and/or use of University course resources and materials. For example, distributing any course materials (syllabus, assignments, exams, etc.) without explicit permission from the Instructor.
- 5. Other Academic Dishonesty
  - a. Acts of academic sabotage. For example, the purposeful theft, vandalism, or unauthorized access of library books, academic records, equipment, or materials, or the theft or destruction of another student's work.
  - b. Any other means of violating the standards of academic honesty set out above, existing or yet to be invented.

C. Student Protections

- i. The burden shall be upon the Instructor to provide evidence that it is more probable than not that the Student has committed the alleged academic honesty violation.
- ii. A student has the right to appeal the Instructor's decision concerning an allegation of academic dishonesty.
- iii. Access to materials, files, and records alleging and documenting a student's violation of the Academic Honesty Policy will only be authorized for disclosure to individuals necessary for the processing of the Academic Honesty Policy violation (such as the Student, Instructor, Chair, Dean, Provost, Academic Honesty Review Committee).

D. Instructor Protections

- i. Instructors are expected to apply academic integrity standards consistently across all of their students in all of their classes and pursue all cases of academic dishonesty.
- ii. Instructors may attempt to stop suspected cheating in progress when appropriate (for example, during an examination). Instructors must then follow the procedure outlined in this policy prior to imposition of any academic dishonesty sanction.

- iii. For each incident of academic dishonesty, a record identifier that does not identify the Student is generated that the Instructor may make reference to or include in retention, merit, rank, or promotion decisions (if applicable).
- iv. Should an instructor require legal assistance during any proceedings related to the charge of academic dishonesty, having followed the procedures outlined in the Policy, LMU will provide the faculty member with the assistance of University counsel. In addition, it is recognized that faculty have the right to be indemnified for all necessary expenditures or losses incurred in direct consequence of the discharge of their duties under California Labor Code section 2802.

## 2. Procedures

- A. Initial Communication with the Student: An instructor who has reason to believe that a student has violated the Academic Honesty Policy will, within five business days of discovering evidence of the academic dishonesty, inform the Student of the suspected academic dishonesty in an email sent to the Student's LMU email address (with a copy to the Instructor's department chair or program director, or, in the case of department chairs/program directors, to their Dean or Associate Dean; and, in the case of an First Year Seminar or Rhetorical Arts course, to the Core Director).
  - i. This initial message serves as the official commencement of the Procedures of the Academic Honesty Policy.
  - ii. This initial message **should not** include:
    1. Final decisions or pending sanctions because at this point in the process, there is only a suspicion or allegation of a policy violation; therefore, no determination has been made and there should not be any mention of a prospective sanction in the message.
  - iii. The message **should** include:
    1. A statement of the nature of the suspected violation, the evidence supporting the suspected violation, and a deadline for the Student to reply via email within five business days.
    2. A request to meet (or confer) within five business days after the Student's response to the email.
    3. If grades are due prior to the conclusion of these five business days, the Instructor shall enter the grade of "IP."
- B. Instructor's Meeting with the Student. The meeting with the Student shall take place after receipt of the Student's email reply. It provides an opportunity for the Instructor and the Student to discuss the suspected academic dishonesty violation, the evidence, and the prospective sanction (e.g. a failing grade on an assignment or a failing grade in a course), as well as any concerns the Student may have.
- C. Possible Outcomes of the Meeting:
  - i. *No response from the Student*: If the Student does not respond to the initial email from the Instructor within five business days, a determination shall be made by the Instructor. If the Instructor determines that a violation of the Academic Honesty Policy did occur, the Instructor will impose a sanction and complete the Academic Honesty Violation Form, noting that no meeting occurred. The completed form, along with supporting evidence (email exchanges with the Student, course syllabus, assignment, and evidence supporting the allegation that a violation did occur), shall

be submitted to the Provost, with a copy to the Instructor's chair/program director (dean or associate dean in the cases of department chairs/program directors) and to the Student.

- ii. *Agreement that no violation occurred:* If, after discussion with the Student, the Instructor determines that no violation of the Academic Honesty Policy has occurred, no further action or steps will be taken. The instructor will notify the chair or program director (or dean or associate dean in the case of a department chair/program director and Core Director in the case of First Year Seminar or Rhetorical Arts), via email, with cc: to Student, of the determination that no further actions will be taken.
- iii. *Agreement that a violation did occur:* If, after discussion with the Student, the Instructor and the Student are in agreement that a violation did occur and a sanction should be imposed, the Instructor and the Student will both sign the form. The completed form, with accompanying evidence (course syllabus, assignment, and copies of all email exchanges between the Instructor and the Student, as well as evidence supporting the allegation of academic dishonesty), will be forwarded to the Provost, with copies to the Student and the Instructor's chair or program director (or dean/associate dean in the case of a chair/program director and Core Director in the case of First Year Seminar or Rhetorical Arts). There may be occasions when a student decides to appeal the violation and/or sanction even after agreeing with the Instructor, signing off on the violation form, and sanctions imposed. At this point, the Student should follow the appeals process and, in the event a course grade has been awarded or is due (i.e. the case of a student withdrawal or the end of the semester), "NR" will be used as a placeholder on the transcript of the Student until the academic honesty violation has been resolved. This will be performed by the Registrar at the direction of the Provost.
- iv. *No agreement that a violation did occur:* If, after discussion, the Instructor and the Student are not in agreement that a violation did occur and/or that the sanction is appropriate, both the Student and the Instructor will sign the form, indicating that the Student and Instructor are not in agreement and that the Student is entitled to appeal. Whether or not the Student signs the form, the completed form, with accompanying evidence (course syllabus, assignment, and copies of all email exchanges between the Instructor and the Student, as well as all evidence supporting the allegation of Academic Dishonesty) will be forwarded to the Provost, with copies to the Student and the Instructor's chair or program director (or dean/associate dean in the case of a department chair or program director and the Core Director, in the case of First Year Seminar or Rhetorical Arts). In the event a course grade has been awarded or is due (i.e. the case of a student withdrawal or the end of the semester), "NR" will be used as a placeholder on the transcript of the Student until the academic honesty violation has been resolved. This will be performed by the Registrar at the direction of the Provost.
- v. The Student now has the right to appeal the decision to the Provost within five business days of the filing of the Academic Honesty Violation Form with the Provost.

D. Appeals: A Student has the right to appeal the Instructor's decision regarding an allegation of academic dishonesty.

- i. *No appeal*: If no appeal is filed by the Student within five business days of receiving notification that the Violation form has been filed, the Academic Honesty Policy determination becomes final. The Provost will file the paperwork, with a copy to the Student's Dean's Office and Core Director as necessary (in the case of First Year Seminar and Rhetorical Arts) and apply the sanction as indicated on the Violation form as determined by the Instructor.
- ii. *Student appeal*: If the Student decides to appeal the decision, they must submit, in writing, an appeal of the Academic Honesty Policy violation determination and/or sanction to the Provost, with copies to the Instructor, the Instructor's chair or program director (or dean/associate dean in the case of a department chair or program director and the Core Director, in the case of First Year Seminar or Rhetorical Arts) within five business days of receiving the Instructor's emailing of the Academic Honesty Violation Form to the Provost. The Student should identify the grounds for appeal and provide evidence supporting the claim.
  1. Grounds for appeal: A student may appeal an alleged violation on one or more of the following grounds:
    - a. The violation determination is not supported by substantial evidence.
    - b. New relevant evidence is available or pertinent evidence that was shared with the Instructor was not considered adequately.
    - c. The sanction is substantially disproportionate to the offense.
    - d. The procedures detailed in this document were not materially followed, resulting in significant disadvantage or prejudice to the Student.
  2. Appeal processes:
    - a. Student submits appeal, in writing, to the Provost, with copies to the Instructor, the Instructor's chair or program director (or dean/associate dean in the case of a department chair or program director and the Core Director, in the case of First Year Seminar or Rhetorical Arts) within five business days of receiving the Instructor's filing of the Academic Honesty Violation Form.
    - b. In the event a course grade has been awarded or is due (i.e. the case of a student withdrawal or the end of the semester), "NR" will be used as a placeholder on the transcript of the Student until the academic honesty violation has been resolved. This will be performed by the Registrar at the direction of the Provost.
    - c. The Provost will submit the case to the Academic Honesty Review Committee (AHRC) to review, identifying cases in which the Student is a graduating senior. The Provost will also inform the Instructor, within five business days, that the Student has submitted an appeal.
    - d. The AHRC will review the case and make its recommendation to the Provost.
    - e. In the case in which the Student provides new evidence as part of their appeal, the AHRC may provide the Instructor with the opportunity to provide an argument or additional evidence as a response.
    - f. In its review, the AHRC shall determine whether or not the evidence supports the allegation and, if so, whether or not the sanction is appropriate, taking into account all available evidence related to the

alleged academic dishonesty. The AHRC may request additional information from the Instructor. In those cases, the Student has the right to know of and respond to the AHRC respecting any new or additional evidence or argument provided by the Instructor to the AHRC.

- g. Factors to be considered by the AHRC include:
  - i. *Severity of the violation* is weighed by the type of assignment, premeditation, collusion, intentionality, or repeated infractions of the same nature where “learning from prior mistakes” was supposed to occur.
  - ii. *Time that has elapsed since the violation* is weighed in terms of whether the infractions occurred at the same time (*i.e.* perhaps in different classes, perhaps on two assignments in the same class), in the same semester, or across multiple years/semesters.
  - iii. *Present demeanor and contrition of the Student* is weighed with admissions, remorse, agreement with Instructor, and appeal letters.
  - iv. *Demonstrated conduct since the violation* is weighed mostly on whether this was a second, third, or fourth infraction, and whether an additional violation occurred during a probationary period.
  - v. *Severity of any damage, injury, or harm resulting from the violation* can be weighed in terms of collateral harm to peers, classmates, the Instructor, the discipline, legality (copyrights/trademarks), etc.
- 3. The AHRC shall pass along its recommendations to the Provost. The Provost shall make the final decision, in light of the recommendation of the AHRC and will communicate this decision to the Student and Instructor, with a copy to the Student’s Dean’s Office. The Provost’s decision is final and terminates the process.
- 4. The “NR” shall be replaced with the appropriate grade.

E. Prior History or Pattern of Academic Dishonesty.

- i. When a determination that a violation of the Academic Honesty Policy becomes final, the Provost shall review the Student’s record to determine if there is a prior history or pattern of academic dishonesty as evidenced by a previously closed violation on record. In those cases, in which the Provost determines that such a history or pattern exists and that the Student’s record and pattern of behavior warrants further review, the Provost will submit the Student’s record of proceedings under the Academic Honesty Policy to the AHRC for consideration of additional action.
- ii. If the AHRC determines that the Student’s pattern of behavior warrants an additional sanction, up to and including the Student’s suspension or dismissal, it shall communicate its decision to the Student and to the Provost by the semester’s end or, in those cases when the Provost’s request for consideration comes less than 15 business days prior to the last class of the semester, within the first 15 business days of the following semester.
- iii. On receiving notification from the AHRC regarding additional sanctions for multiple violations, the Student has 10 business days to respond to the AHRC ruling. The response shall be submitted directly to the Provost, not to the AHRC.

- iv. The Provost shall make the final decision within five business days after the window for the Student's response to the AHRC ruling closes. Upon making the final decision, the Provost shall add appropriate documentation to the Student's record, with a copy to the Student's Dean's Office, and apply the sanction. The Provost's decision is final and terminates the process.
- F. Academic Calendar Deadlines: All deadlines apply during the semester—that is, from the first day of classes to five days after grades are due. Attempts will be made to conclude pending cases in May before the end of the academic year. All unresolved cases will be considered and determined in the next regular semester.
- G. Graduating Student: A student charged with an Academic Honesty Policy violation prior to graduation may not receive a diploma/degree until any pertinent proceedings regarding that Student have been completed. A student who has been suspended cannot graduate unless and until they have been reinstated. In corresponding with students, the Provost shall remind any students in the last year or semester of their academic program of this policy.
- H. Documentation: Files, Records, and Reports
- i. A digital copy of the Academic Honesty Violation Form, with supporting evidence, will remain on file in the Provost's Office.
  - ii. Records will have a protected status, with access only as authorized by law and permitted by the Provost.
  - iii. The Provost's Office will provide an annual report, without identifying students, detailing the number and type of violations reported in different areas of the LMU community, as well as the number and type of AHRC rulings and Provost decisions, if applicable.
  - iv. The AHRC will provide an annual report to the Provost and the Faculty Senate detailing trends, observations, and suggestions.
- I. Sanctions: Factors to be considered in applying sanctions for determination of academic dishonesty under this policy shall include the nature and severity of the violation and whether there is a pattern of violations. Sanctions for violations of the Academic Honesty Policy may include the following;
- i. *Instructor-imposed sanction*. Imposed at the sole discretion of the Instructor of record and may include (but is not limited to): a requirement to re-do the assignment; a reduced or failing grade on an assignment, or part of an assignment; or a reduced or failing grade in the course. If the Instructor imposes a failing grade sanction in the course, a failing grade will appear on the transcript. This will occur even in the case of subsequent student withdrawal from the course after the initiation of the Procedures of the Academic Honesty Policy (i.e. the initial Instructor email to the Student).
  - ii. *Academic probation*. Academic probation constitutes a serious warning to the students that their academic performance is unsatisfactory and continued failure to improve the record may result in being disqualified from the University. Academic probation does not prohibit the Student from returning as an enrolled student for the



subsequent semester, nor does it necessarily prohibit the Student from participating in University sanctioned events. However, the Dean or Director may impose restrictions on students on probation regarding the program of study and participation in extracurricular activities at LMU.

- iii. *Suspension from the University.* The sanction of suspension requires recommendation by the APRC and approval of the Provost.
- iv. *Dismissal from the University.* The sanction of dismissal requires recommendation by the AHRC and approval of the Provost.
- v. *First violation.* In addition to the sanction imposed by the Instructor of record, each student should receive a written warning, from the Provost, that a second violation will result in further sanctions, which may include required participation in educational programs, academic probation, suspension or dismissal from the University. This statement should be included in the correspondence sent by the Provost to the Student in all cases where the Student has been found to be in violation of the Academic Honesty Policy, including cases in which the Student did not appeal as well as those in which the Student did file an appeal.
- vi. *Second violation.* The presumptive sanction for a second violation is suspension (academic disqualification) for at least one semester. However, the AHRC may consider mitigating factors to reduce the sanction to academic probation for one academic year or two consecutive semesters. At the second violation, the Student shall receive written warning that any further violation will result in further sanctions including suspension (academic disqualification) or dismissal from the University. Mitigating factors may include but are not limited to:
  1. The violations occurred so close together in time that the Student did not have a reasonable opportunity to learn from their mistake by developing a better understanding of LMU's Academic Honesty Policy.
  2. One or both violations were relatively minor.
- vii. *Third violation.* The presumptive sanction for a third violation is dismissal from the University. The AHRC, however, may consider mitigating factors to reduce the sanction to suspension (academic disqualification) for, at minimum, one semester (for those cases where the Student received academic probation for the second violation) or for an entire academic year (for those cases in which the Student received suspension for previous violations). In those cases in which the Student is suspended as a result of a the third violation, the Student will receive written warning that any further violation will result in dismissal from the University.

## **Appendix I: Definitions**

- *Academic disqualification (suspension):* Suspension entails the separation of the Student from the University for a stated period of time with an opportunity for reinstatement consideration. While suspended, the Student is ineligible for and shall not participate in any University sponsored activities and may be prohibited from a presence on campus and University premises. Suspended time will not count against any time limits of graduate schools or programs for completion of a graduate degree. Any alteration, deferral, or suspension of this sanction may be subject to conditions.

- *Academic Honesty Violations Form*: the official form on which the Instructor reports a violation of academic honesty and identifies sanction to be imposed as well as outcome of meeting with the Student. The Instructor and the Student both sign.
- *AHRC*: Academic Honesty Review Committee, the body that provides a ruling to the Provost concerning appeals and other matters related to violations of the Academic Honesty Policy.
- *Academic probation*: Academic probation constitutes a serious warning to the Students that their academic performance is unsatisfactory and continued failure to improve the record may result in being disqualified (suspended) from the University. Academic probation does not prohibit the Student from returning as an enrolled student for the subsequent semester, nor does it necessarily prohibit the Student from participating in University sanctioned events. However, the Dean or Director may impose restrictions on students on probation regarding the program of study and participation in extracurricular activities at LMU.
- *Day*: a regular University business day. It shall not include Saturdays, Sundays, or administrative holidays.
- *Dismissal*: the permanent separation of the Student from the University. Permanent notification may appear on the Student's transcript. The Student will also not be permitted on campus or University premises. Any alteration, deferral, or suspension of this sanction may be subject to conditions.
- *Institution/University*: Loyola Marymount University
- *Instructor*: any LMU faculty member, librarian, or other individual authorized to evaluate students' academic work.
- *NR*: Not Reported. In the event a course grade has been awarded or is due (i.e. the case of a student withdrawal or the end of the semester), "NR" will be used as a placeholder on the transcript of the Student until the academic honesty violation has been resolved. This will be performed by the Registrar at the direction of the Provost.
- *Policy*: The Academic Honesty Policy.
- *Provost*: The Provost or the Provost's designees for managing the day-to-day operations of the Academic Honesty Policy.
- *Record/Student Record*: The permanent documentation kept by the University concerning the Student's matriculation and performance. Files are all relevant physical or digital documentation of a case.
- *Violation*: A determined violation of the University's Academic Honesty Policy.
- *Will and shall*: The terms "will" and "shall" are used in the imperative sense. The term "may" is used in the permissive sense.

## Appendix II: Academy Honesty Violation Form

### Loyola Marymount University Academic Honesty Violation Form<sup>1</sup>

Student's Name/Email \_\_\_\_\_

Student's University ID Number \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Instructor's Department or Program \_\_\_\_\_

Instructor's Email \_\_\_\_\_

Course Number/Title \_\_\_\_\_

Semester and Year \_\_\_\_\_

Date of Discovery of Violation \_\_\_\_\_

Date of Initial Email Notification to the Student \_\_\_\_\_  
(with copy to the Instructor's Supervisor)

**Detailed Description of Violation** (please include any supporting materials as an attachment to this form, including your syllabus and, if available, specific instructions for the assignment or activity). Please refer to the Academic Honesty Policy and Procedures for a description and examples of prohibited conduct. Description of Sanction(s) Imposed by the Instructor Please refer to the Academic Honesty Policy and Procedures for a description of sanctions.

Description of Sanction(s) Imposed by the Instructor Please refer to the Academic Honesty Policy and Procedures for a description of sanctions.

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<sup>1</sup> To be filled-in either after the five business days expired within which, Student has to respond to the notification by the Instructor, or after the meeting between Student and Instructor if the Instructor concludes that the academic dishonesty occurred.

**Description of special circumstances and/or comments on nature of this academic dishonesty to be considered in the process:**

**Outcome of Instructor/Student Conferral:**

- Student and Instructor are in agreement, and the sanction has been imposed.
- Student and Instructor are not in agreement. The student is entitled to appeal.
- Student and Instructor did not confer. (Please explain.)

By affixing their signatures below, the undersigned confirm that they have read this document.

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature<sup>2</sup>

\_\_\_\_\_  
Date

The completed Academic Honesty Violation Form with all supporting evidence should be emailed as a PDF attachment to the Provost ([provost@lmu.edu](mailto:provost@lmu.edu)) with a copy to the Instructor's Supervisor and to the Student. The time stamp on this email will initiate the timetable for the appeals process.

The student has the right to appeal within five days of the filing of the Academic Honesty Violation Form. Appeal procedures are detailed in the LMU Academic Honesty Policy document.

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<sup>2</sup> If no meeting takes place, the form is filed without the Student's signature.

### Appendix III: Flowchart

