Academic Honesty Review Committee

Office of the Provost
1 LMU Drive
University Hall 4820
Los Angeles, California
90045-2659

LMU Academic Honesty Policy FAQs - for Faculty

Q: What is the first step to take if I suspect a violation has occurred?
A: First, refer to the Academic Honesty Policy for guidance and then gather the available evidence and send an email to the involved Student within 5 business days upon discovering the suspected violation and be sure to copy your appropriate supervisor.

Q: What should I include in the initial email?
A: This message should include:
- a statement of the nature of the suspected violation,
- the evidence supporting the suspected violation,
- a request to meet (or confer) with the Student within 5 business days after the student's response to the email.

Q: What should the initial email **not** include?
A: Because at this point in the process there is only a suspicion or allegation of a policy violation no determination has been made and there should *not be any mention* of:
- a prospective sanction in the message,
- final decision as to whether a violation occurred or not.

Q: What should I do if the student does not respond to my email?
A: You will then render a decision as to whether or not a violation occurred. If you decide a violation occurred, impose the appropriate sanctions and submit the completed Academic Honesty Violation Form along with supporting documentation (including mail notifications to the Student, the course syllabus, and documented evidence) to the Provost, the Student, and your immediate supervisor as described in the Academic Honesty Policy. If you decide a violation *did not* occur, notify your supervisor and the process ends.

Q: What should happen in the meeting with the student?
A: You should state the allegation and provide the evidence. The student should have ample time to provide their rationale, explanation, or refutation of the evidence and allegation.

Q: What happens after the meeting?
A: If you determine that a violation did not occur, then take no further action other than to notify your supervisor as such. If however, you determine that a violation occurred, decide on the appropriate sanctions, complete the Academic Honesty Violation Form, and submit the form with all of the available evidence to the Provost via email. Copy the student and your supervisor on this correspondence.

Q: Is that all?

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A: In the event that you and the student agree that a violation occurred, yes. In the event that you and the student disagree and the student appeals, then perhaps not. The Provost and/or the Academic Honesty Review Committee (AHRC) may contact you requesting follow-up documentation or clarification as necessary.

Q: What counts as evidence?
A: In addition to descriptions of direct observations, all forms of student work including, but not exclusive to papers, exams, recordings, projects, and creative works may be considered evidence. Please include access to all necessary evidence in your submission to the Provost. Please provide all forms of evidence without password protections upon submission to the Provost.

Q: What if the evidence is in a digital format and not conducive to email transfers?
A: Please contact your Instructional Technologist for assistance in downloading and transferring excessively large files (e.g., video). The files should remain on secure LMU systems such as Respondus, email, and/or Box.

Q: What is the burden of proof regarding allegations of violating the Honesty Policy.
A: 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.

Q: What if I intend on using a lockdown browser software or virtual meeting room software for exams?
A: Lockdown browsers (e.g., Respondus) and virtual meeting software (e.g., Zoom) operate as an extension of the classroom and are therefore covered under general LMU waivers. Nonetheless, it is recommended for the purpose of transparency that a disclosure be included in your syllabus as to the nature and rationale for your use of these tools as it pertains to the Honesty Policy. It is also recommended that you provide this or similar language at the start of any online assessment involving proctoring software as a reminder.

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