

Handling of Evidence

The LMU [Academic Honesty Policy](#) (AHP), exists to promote the highest standards of honesty and ethics in student scholarship and creative work essential for true learning and creation of knowledge. With the imperative to prioritize justice and protections for student and faculty alike, in the unfortunate event that you find yourself investigating and documenting an allegation of a student violation of the AHP, be aware of the following best practices for acquiring and transferring evidence.

Burden of Proof

The AHP affirms that the burden shall fall upon the Instructor to provide evidence that it is more probable than not that the Student has committed the alleged academic honesty violation.

What is evidence?

Evidence can take many forms including (but not exclusive to) personal accounts related to direct observations of student behavior as well as 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 AHP.

What do I do with evidence?

The first step occurs when you first identify a potential violation of the AHP. At this stage, you should collect all available evidence and initiate the processes detailed in the AHP by emailing the student(s) involved and copying the appropriate head of the academic unit as detailed in the AHP. In this initial correspondence, you should outline the allegation, provide the evidence, and invite the Student to meet within 5 business days. As student due-process is still unfolding, do not at this time imply that violations have been confirmed nor that sanctions have been imposed. Regarding instances where multiple students are implicated in the same related case, confidentiality should be upheld such that correspondence and meetings with each student should occur separately.

At this ensuing meeting, you should provide to the Student a detailed and clear account of the evidence suggesting the AHP has been violated. Listen carefully and provide adequate time for the Student to respond, elucidate, or refute the collective evidence, or to provide evidence of their own to counter the allegations. At the conclusion of the meeting, you will then render a decision as to whether or not a violation occurred and notify the Student that they have the right to agree or disagree with your conclusion.

If your determination is that a violation has occurred, you will need to complete and then submit the LMU [Academic Honesty Violation Form](#) along with all relevant evidence to the Provost (with a copy to the Student and Instructor).

How should I submit large data files not suited for email?

First and foremost, evidence should be kept and transferred amongst LMU approved and secured locations and software applications. This includes: LMU email, Box, Brightspace, Respondus, and Turnitin locations and files.

Submission of larger, multimedia files should occur according to the following process:

1. placing the file(s) in a Box folder,
2. providing **Editor** access to the LMU Office of the Provost (provost@lmu.edu),
3. submit the link to the Box folder in an email to the LMU Office of the Provost (provost@lmu.edu).

In the event that evidence exists in a format encumbered within a software application not easily compatible with file transfer, please consult with your [Instructional Technologist Support Analyst](#) for assistance in generating a compatible format and location for this evidence transfer between yourself and the Provost within the protected LMU software applications outlined previously.

Do not personally encode or password protect any of these files as their accessibility may become compromised during requisite transfers between the Instructor, the Provost, and the Academic Honesty Review Committee (AHRC).

Revised: 2/12/21