

## **Academic Honor Code**

This Academic Honor Code supersedes policies and procedures related to the Integrity of Scholarship and Plagiarism policies and procedures published in previous University Bulletins for all Graduate (non-Law) and Undergraduate students at Loyola University New Orleans. Law students are to consult the Honor Code published in the Law Bulletin.

### The Academic Honor Pledge

In accordance with the Academic Honor Code of Loyola University New Orleans, I pledge I will not cheat, lie, falsify, plagiarize, or participate in any form of unauthorized collaboration, misuse or misrepresentation of my academic work or the academic work of others in any manner. I will be honest in all academic endeavors and conduct myself in a manner that protects and promotes the intellectual and ethical integrity of myself, others, and the University.

### The Academic Honor Code

The Academic Honor Code of Loyola University New Orleans represents the University community's commitment to the highest intellectual and ethical standards of honesty, integrity, fairness and justice. Violations of the Academic Honor Code include but are not limited to cheating, lying, false citations, falsified data, falsification of academic records, plagiarism, participation in any form of unauthorized collaboration, misuse or misrepresentation of academic work or the academic work of others in any manner, misuse of electronic material, and violation of academic property laws. A student in doubt about whether a particular course of conduct might violate the University's Academic Honor Code should consult with the course instructor before engaging in that conduct.

### *Cheating*

Cheating is the fraudulent or dishonest presentation of work. Cheating includes but is not limited to:

- using or attempting to use unauthorized materials in any academic coursework
- copying, falsifying, destroying, or altering another student's work
- submitting the same written work in more than one course without prior written approval from the instructors involved
- dishonestly requesting to make up exams, extend deadlines for submitting coursework
- plagiarizing in any form

### *False Citations*

False citation is the attribution of intellectual property to an incorrect or fabricated source with the intention to deceive.

### *Falsified Data*

False data are data that have been fabricated, altered, suppressed, manipulated, or contrived in such a way as to be deliberately misleading.

### *Falsification of Academic Records*

Falsification of Academic Records is any attempt to forge or alter academic documentation, includes, but is not limited to, transcripts, letters of recommendation, certificates of enrollment or good standing, registration forms, and medical certification of absence.

### *Plagiarism*

Plagiarism is act of taking the work or ideas of another and representing it as one's own. *The Modern Language Association Handbook* defines plagiarism as follows: "Plagiarism involves two kinds of wrongs. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information or expressions as your own to get a better grade or gain some other advantage constitutes fraud" (Seventh Edition, 2009, p. 52).

### *Unauthorized Collaborations*

Unauthorized collaborating is completing coursework with other(s) without prior approval. Students are expected to consult with their instructor prior to engaging in cooperative activities.

### *Misuse of Electronic Materials and Violations of Academic Property Laws*

Access and use of licensed electronic materials are governed by agreements between the University and publishers or sellers of the services. Students must comply with the prohibitions stated below.

- selling or public posting of material from these services
- sharing your login with anyone else or allowing access to unauthorized users
- giving away or transferring information from these services to anyone not affiliated with Loyola University New Orleans
- systematic, large-scale downloading of information, including entire issues of electronic journals or entire electronic books

### *Other breaches of the Academic Honor Code include:*

- the misrepresentation of material facts or circumstances in relation to examinations, papers, or other evaluative activities
- the unauthorized use of University academic facilities or equipment, including computer accounts and files
- the unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other course materials
- the violation of Institutional Review Board (IRB) policies and procedures

## Procedures

Academic Honor Code violations are handled in one of two ways. Charges, findings, and sanctions can be appealed to the Academic Integrity Council (AIC).

### 1. Instructor of record for the course

If charges of an Academic Honor Code violation are made against a student, the instructor investigates the matter, issues findings, and imposes sanctions.

- a. The instructor collects and keeps copies of all evidence related to the charge and examines the situation.
- b. If the instructor finds there has been an Academic Honor Code violation, the instructor then issues a sanction. (Potential sanctions defined below.)
- c. The instructor provides the student written notification of the finding and sanction.
- d. The instructor also provides the student written notice of the student's right to appeal the charge, finding, and/or sanction to the Academic Integrity Council.

### 2. Associate Dean - Alternative

Alternatively, the instructor can inform the department chair and the associate dean of the college offering the course about the matter, and allow the matter to be investigated by the associate dean of the college offering the course. This is the preferred method of handling Academic Honor Code violations, as it ensures repeat violations are identified and sanctions reflect the violator's pattern of behavior.

- a. The instructor reports the case in writing, with all supporting evidence, to their departmental chairperson and associate dean of the college in which the course is offered. The instructor may include a sanction recommendation to the associate dean.
- b. The associate dean reviews the charges, finding, and/or sanction recommendation. If the associate dean finds there has been an Academic Honor Code violation, the associate dean then issues a sanction. (Potential sanctions defined below.)
- c. The associate dean provides the student and instructor written notification of the finding and the sanction. All relevant evidence and finding documents are placed in the student's permanent file in the dean's office of the student's college.

- d. The associate dean also provides the student written notice of the student's right to appeal the charge, finding, and/or sanction to the Academic Integrity Council.

Academic Honor Code violation made against a student that does not arise directly from a course.

If charges of an Academic Honor Code violation are made against a student that do not arise directly from a course, the associate dean of the student's college investigates the matter, issues findings, and offers sanction recommendations.

1. The associate dean collects and keeps copies of all evidence related to the charge in the Dean's Office and examines the situation. This can include contacting the associate dean of the student's college and/or the Office of Student Records for an examination of the student's academic records.
2. If the associate dean finds there has been an Academic Honor Code violation, the associate dean then issues a sanction.
3. The associate dean provides the student written notification of the finding and sanction.
4. The associate dean also provides the student written notice of the student's right to appeal the charge, finding, and/or sanction to the Academic Integrity Council.

#### Appeals Procedures:

Students who have been charged, found responsible for, or are issued sanctions for an Academic Honor Code violation may appeal the charge, finding, and/or sanction to the Academic Integrity Council. Such an appeal must be filed in writing with the Academic Integrity Council within two weeks after the student receives written notification of a charge, finding, or sanction by the instructor of record or the associate dean.

1. The Academic Integrity Council (AIC) provides written notification to the student filing the appeal that the appeal has been received.
2. The AIC convenes to review evidence and decide if appeal merits consideration.
3. If the AIC finds the appeal merits consideration, the AIC investigates the matter, explores all evidence, issues findings, and offers sanction recommendations where appropriate.
  - a. The AIC provides the student written notification of any findings and/or sanction recommendations arising from the appeal. Notification is also made to the instructor of the course, the associate dean of the college

offering the course, and the associate dean of the student's college as appropriate.

4. If the AIC finds the appeal does not merit consideration, AIC provides written notification of such to the student filing the appeal, the instructor of the course, the associate dean of the college offering the course, and the associate dean of the student's college as appropriate.

#### Potential consequences of violations of the Academic Honor Code

*Failing Grade for Assignment or Course:* A permanent failing grade may be assigned for the offending course work or for the final course.

*Letter of Censure:* The letter will clearly articulate the violation of which the student has been found responsible, reiterate the University's Academic Honor Code, and clearly spell-out possible consequences if the student violates the Academic Honor Code in the future. The Letter of Censure will be placed in the student's permanent Dean's file along with all supporting documentation regarding the case.

*Academic Suspension:* Academic suspension is an appropriate recommendation for students found responsible in particularly egregious cases or students who have previously been found responsible of violations of the Academic Honor Code. The recommendation of academic suspension should be submitted to the Dean of the student's College for review. If the Dean concurs with the recommendation, notification of the length of the academic suspension must be sent to the Office of Student Records. A notation "Academic Suspension" will be placed on the student's official transcript. The decision to suspend a student for violating the Academic Honor Code should be made in consultation with the Provost and/or Vice-Provost for Academic Affairs.

*Dismissal from the University:* Dismissal from the University is the most severe recommendation that can be made and is reserved for the most egregious acts of academic dishonesty. Students found responsible of violating the University's policy regarding academic integrity, especially if they have already been suspended from the University, should be considered for permanent dismissal. This recommendation should be sent to the Dean of the student's college so that a decision may be rendered. The decision to permanently dismiss a student from the University should be done in consultation with the Provost and/or Vice-Provost for Academic Affairs. The notation "Academic Dismissal" will be placed on the student's official transcript.

*Violations of the Academic Honor Code by students in the University Honors Program:* If an honors student is accused of any violation of the Academic Honor Code, whether or not the violation occurred in an Honors course, in addition to the procedures described above, the Director of the University Honors Program must be notified and receive all pertinent materials related to the case. If an honors student is found responsible of violating the Academic Honor Code, the student will be placed on Honors

probation, and the Director of the University Honors Program, in conjunction with the University Honors Advisory Board, will determine if the student will be allowed to remain in the Honors Program, and, if so, the requirements for removal of the probation status.

*Violations of the Academic Honor Code by students in the University's Evening Division:* If a student in the evening divisions is accused of any violation of the Academic Honor Code, in addition to the procedures described above, the Director of Professional and Continuing Studies must be notified and receive all pertinent materials related to the case.

*Violations of the Academic Honor Code by graduate (non-Law) students:* If a graduate (non-law) student is charged, found responsible, and/or sanctioned for a violation of the Academic Honors Code, the chair of the Graduate Council must be notified and receive all pertinent materials related to the case, in addition to the procedures described above.

*Monitoring and Recording Violations to the Academic Honor Code:*

The Academic Integrity Council is responsible for recording and monitoring violations of the Academic Honor Code. This data will be reported to the Provost's office every semester.

#### Rights of Accused Student:

1. To be present at the hearing.
2. To provide the committee with any evidence relevant to the charges. All evidence must be provided to the committee at least one week before the hearing. It is the responsibility of the Academic Integrity Council Chairpersons to ensure that all Council members have this material before the hearing.
3. To have a representative, either a full-time faculty or staff member, attend the hearing. The role of the representative is that of an observer to ensure that the hearing has been conducted fairly and in accordance to the University's policies. Legal counsel is not permitted.
4. To address the Academic Integrity Council and present evidence and/or witnesses. If the accused student wishes to have witnesses address the Academic Integrity Council, he or she must provide the Chairpersons of the Academic Integrity Council with the names of the witnesses at least one week before the scheduled hearing. It is the responsibility of the accused student to notify any witnesses of the date, time, and location of the hearing.
5. To receive, in writing, the findings, conclusions, and recommendations of the Academic Integrity Council regarding his or her case.
6. If the accused party or his or her representative believes a procedural discrepancy has occurred during the hearing, the decision of the Academic Integrity Council may be appealed to the Provost.

7. Students who are unable to be present on campus for Academic Integrity Council hearings have the option to appear electronically. Students taking this option should coordinate with the Academic Integrity Council at least 10 days in advance of a hearing so the necessary technology can be set up and student identity can be validated.

Rights of the faculty/staff member who brought the original charges against the student:

1. To be present at the hearing.
2. To address the Academic Integrity Council and present evidence and/or witnesses. If the faculty/staff that brought charges against the student wishes to have witnesses appear before the committee, they must provide the names of witnesses to the Academic Integrity Council at least one week before the scheduled hearing. It is the responsibility of the faculty/staff member to notify any witnesses of the date, time, and location of the hearing.
3. To receive, in writing, the findings, conclusions and recommendations of the Academic Integrity Council regarding their case.
4. Instructors who are unable to be present on campus for Academic Integrity Council hearings have the option to appear electronically. Instructors taking this option should coordinate with the Academic Integrity Council in advance of a hearing so the necessary technology can be set up and Instructor identity can be validated.

---

Revisions included 11/17/2014