

# HONOR CODE

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**LOYOLA**  
UNIVERSITY MARYLAND

# LOYOLA UNIVERSITY MARYLAND STUDENT HONOR CODE

The students of Loyola University Maryland are citizens of an academic community that will conduct itself according to an academic code of honor, following the Jesuit ideal of *cura personalis* and keeping within the school motto, **“Strong Truths Well Lived.”**

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## MISSION

The Honor Code states that all students of the Loyola community have been equally entrusted by their peers to conduct themselves honestly on all academic assignments. Our goal is to foster a trusting atmosphere that is ideal for learning. In order to achieve this goal, every student must be actively committed to this pursuit and its responsibilities, and is therefore called to be active in the governing of the community's standards. Thus, all students have the right, as well as the duty, to expect honest work from their colleagues. From this, we students will benefit and learn from the caring relationships that our community trustfully embodies.

The students of this University understand that having collective and individual responsibility for the ethical welfare of their peers exemplifies a commitment to the community. Students who submit materials that are the products of their own mind demonstrate respect for themselves and the community in which they study. These students possess a strong sense of honor, reverence for truth, and a commitment to Jesuit education. Accordingly, students found violating the Honor Code will be reprimanded appropriately in the belief that they will, with the support of their peers, learn from the mistake.

This Code not only requires students to understand the ideals of truth and personal care as the two strongest educational factors expressed in *cura personalis*, but also calls them to demonstrate a general concern for the welfare of their colleagues and the University.

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## PLEDGE

The pledge adopted by the University reads as follows:

*“I understand and will uphold the ideals for  
academic honesty as stated in the Honor Code.”*

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# Definitions and Violations of the Honor Code

Out of concern for the University and the academic community, each student at Loyola must maintain the highest standards of academic honesty. In order to uphold this degree of excellence, the Honor Code requires students, faculty members, and administration to report an act of academic dishonesty.

Failure to report an Honor Code violation to the instructor undermines a culture of honorable behavior.

All students of the University are expected to understand the meaning of this Code. Ignorance of the Code is not a valid reason for committing an act of academic dishonesty. The following will constitute violations of the Code and are defined below: cheating, stealing, lying, forgery, plagiarism, duplicate submission, and the failure to report a violation.

**A. Cheating** - The use of unauthorized assistance or a material or the giving of unauthorized assistance or material in the carrying out of an academic assignment. An academic assignment includes all homework and projects assigned by the instructor. Students will also be expected to follow the rules set by a course instructor as presented on a written syllabus.

The use of papers produced by another individual or furnished by a service (whether a fee is paid or not and whether the student utilizes some or all of the paper) is a violation of the Honor Code.

Faculty members should be explicit as to what is appropriate and inappropriate assistance on academic assignments. This guidance should make it clear to students what the faculty member allows with regard to proofreading, editing, etc. Ordinarily, consultation with

faculty, library staff, tutors, and the like is appropriate unless the instructor has imposed stricter limits on the assignment or the course. For assignments involving multiple students, such as team projects, faculty should provide explicit guidance regarding their expectation with regard to collaboration and expectation on all aspects of the assignment.

**B. Stealing** - To take or appropriate another's property, ideas, etc. (related to an academic matter) without permission.

**C. Lying** - A false statement or representation (in an academic matter) made with the conscious intent to mislead others. The falsification may be verbal or in another form, as in the case of falsification of data.

**D. Forgery** - The intent to mislead others by falsifying a signature or other writing in an academic matter (Course registration form, Change of Major form, medical excuse, etc.).

**E. Plagiarism** - "The act of appropriating the literary composition of another, or parts, or passages of his [or her] writing of ideas, or the language of the same, and passing them off as the product of one's own mind" (Black's Law Dictionary, 5th Edition). Also consult the Writing Handbook for further information on plagiarism. Students are expected to cite properly any material from a published or unpublished source, including material available on the Internet. Although academic disciplines may differ in the manner in which sources are cited, some principles apply across disciplines. In general, any ideas, words, or phrases that appear in another source must be acknowledged at the point at which they are utilized in a student's work.

**F. Duplicate Submission** - The submission of work (in whole or in part) that has been submitted in a prior or concurrent class without advance consent of the professor(s) assigning the work.

**G. Failure to Report a Violation** - The knowing failure to report any student who has committed a breach of this Code.

Students unsure whether they have witnessed an Honor Code violation are encouraged to consult with a member of the Honor Council to discuss the possible Honor Code violation and/or Honor Council procedures prior to notifying the course instructor about an honor code violation. Reporting violations remains the responsibility of the student. Honor Council members will not report alleged violations even at the request of students who seek their advice.

## Undergraduate Honor Council Advisory Committee

The Advisory Committee is comprised of the Assistant Vice President for Student Development who serves as chair, two faculty members from the Honor Council determined by a vote of the faculty on the Honor Council, one faculty member from the Academic Standards Committee, the two student chairs of the Honor Council, and the Student Government Association Director of Academic Affairs.

The Advisory Committee is responsible for the oversight of the Honor Code and Honor Council.

1. The Advisory Committee collects and reviews suggestions for changes to the Code.

2. The Advisory Committee reviews the Honor Code annually and submits a list of suggested substantive revisions to the Code, if there are any, to the Academic Standards Committee at the end of the spring semester. This list does not include corrections in grammar or changes to supplementary documents (e.g., the catalog, informational brochures, etc.).

3. The Advisory Committee submits an annual report to the Academic Standards Committee (which the ASC would include in its report to the Senate), the SGA, the Academic Deans, and the Dean of First-year Students/Academic Services, department chairs, and the Honor Council. This report contains a summary of the previous year's Honor Council activity: type of cases heard, outcomes of contested cases and appeals, and types and frequency of academic and educational sanctions levied.

4. The Advisory Committee evaluates the contributions of Honor Council members, both students and faculty, and develops a mechanism by which non-participating students and faculty can be replaced.

5. The Advisory Committee meets at least once per semester to discuss the cases that have come to the Honor Council, process requests for appeals, and administers other ongoing activities of the Honor Council.

## The Student Honor Council

The Honor Council will be chosen and entrusted by the academic community to guard and enact all powers of the Honor Code so that the Mission of the Code is met. The Honor Council will consist of 30 students and six faculty moderators. A senior staff member from Student Development serves as the administrative moderator.

Once students have been elected as a member of the Honor Council, they retain membership throughout their undergraduate career at Loyola.

### **1. Student Nomination Process**

Prior to the spring Student Government elections, each full time faculty member will be given the opportunity to nominate three students from each of the rising sophomore, junior, and senior classes to the Honor Council. Once a student is nominated by a faculty member, the student must then obtain support for the nomination from a second faculty member and complete an application including a statement about the Honor Code and submit it to the Honor Council.

A. The sitting Honor Council members will review the applications for vacant seats and will recommend a slate of names to fill the seats to the SGA for approval. The slate of nominees will include four sophomores, three additional juniors, three additional seniors and additional members for a particular class as necessary to fill any vacancies.

B. The SGA gives final approval of the new members. The SGA may approve the slate in whole or in part. If the SGA does not approve one or more of the recommended candidates, the Honor Council will reconsider only those individuals' applications and may resubmit them or submit alternative candidates.

C. These newly appointed members will, along with the continuing members and the SGA Vice President for Academic Affairs, constitute the membership of the Student Honor Council.

D. The Co-Chairs will be elected from among the Council members. The SGA Vice President for Academic Affairs will cast a vote but may not serve in these positions. Elections for Co-Chairs will take place in April and the

term of the office is May 1 through April 30.

### **2. Duties of the Co-Chairs**

The Co-Chairs will be responsible for calling all general meetings of the Honor Council, and for overseeing recruitment and training of all members. The Chair(s) of the Honor Council are responsible for chairing hearings or designating members to chair hearings of alleged violations of the Code.

### **3. Removal of Honor Council Members**

A. If Honor Council members wish to step down, they must submit a written resignation to the Chair.

B. Any member of the Honor Council may be asked to resign if the request from another member receives approval from  $\frac{3}{4}$  of the Student Honor Council. Reason for removal may include but is not limited to excessive absences from meetings, failure to perform duties honestly, or placement on probation of any kind. Before such a vote is taken, the member must be given the opportunity to address the Council and reply to charges of misconduct.

C. The Chair will fill any vacancies with another student from the nominated students from that class year. The student will be the next in line in regards to the vote tally from previous spring elections.

### **4. Faculty Moderators**

A. The Honor Council will have six faculty moderators: two from the Loyola College of Arts and Sciences, one from the Sellinger School of Business and Management, one from the School of Education, and two at-large. Faculty members wishing to serve

on the Honor Council will submit a signed application with a statement about the Honor Code to the Faculty Affairs Committee.

Faculty members may also be nominated by a student or faculty member, in which case they must submit a signed application with a statement in order to be eligible for election. The Faculty Affairs Committee will appoint three faculty members per year to two year terms. Faculty members may be nominated as many times as they wish to accept the position.

B. At least one faculty moderator must attend each hearing.

C. The faculty moderators will be responsible for representing the College Faculty on the issue of academic integrity. This responsibility will include providing input during hearings and training of the Student Honor Council.

### **5. Administrator Advisor**

The Assistant Vice President for Student Development, or another administrator selected by the Vice President for Student Development, will serve as an advisor to the Honor Council. This person's office will maintain Honor Council files and oversee the activities of the Council. This person is responsible for scheduling and running all hearings and Honor Council Meeting and for organizing all documents that the Council collects.

## **Adjudication Process for Honor Code Violations**

### **A. Witnessing and Reporting Academic Dishonesty**

In order to be an effective part of the community, individuals must understand and accept their responsibility for maintaining the well-being of the community and the University. All students, faculty members, administrators, and staff must report a

breach of the undergraduate student Honor Code in the following manner:

### **1. Faculty Reporting an Incident**

Faculty members witnessing a breach of the Code must inform the student of the alleged infraction in a timely manner and identify any academic sanctions they deem appropriate for the offense.

Following this, and no later than 30 days after informing the student of the alleged violation, they must report the infraction in writing including the violation form to the Office of the Dean of First Year Students and Academic Services and serve as a witness throughout the proceedings.

### **2. Students Reporting an Incident**

Students witnessing an infraction must inform any faculty member present while the infraction is being committed or at the earliest possible opportunity. If this is not possible, students must report the breach on their own to the Office of the Dean of First Year Students and Academic Services at their earliest opportunity.

After a breach of the Code has occurred, witnesses ordinarily must report the incident of an Honor Code violation in writing within 30 days. Reports of Honor Code violations must be submitted to the Office of the Dean of First Year Students and Academic Services. Students reporting incidents must serve as witnesses throughout the proceedings.

### **3. Administrator or Staff Person Reporting an Incident**

Administrators or staff persons witnessing an infraction must submit a report of the infraction in writing within 30 days to the Office of the Dean of First Year Students

and Academic Services and be available to testify throughout the proceedings.

#### **4. Violation Report Form**

Alleged violations of the Honor Code are explained in writing on the Violation Report Form. The completed violation form is presented to the accused student by a faculty member or administrator who observed the violation or to whom the alleged violation was reported. The student, upon reading the form, must sign the form to indicate he/she has read it and must state whether he or she accepts responsibility for the alleged offense. The form is then delivered to the Office of the Dean of First Year Students and Academic Services.

#### **5. Proceedings Following a Report**

Once a report is made, the Honor Council will be notified and will designate at least one Council member to contact the witness and/or the reporting faculty member and at least one Council member to contact the accused. Normally, these notifications should take place within two class days. The two Council members are responsible for documenting any relevant information concerning the incident.

A student is not allowed to drop a course in order to avoid an academic penalty if an Honor Code violation has been submitted, or if an Honor Code violation is in the process of being submitted. The prohibition on not dropping the course applies even if the last day to drop a course with a “W” has not passed. Students are expected to attend the class, complete all course assignments, and take all examinations until the case is resolved. The course instructor is reminded that she or he must, per University policy, permit the student to continue to attend class, complete all course assignments, and take all examinations until the case is resolved, and may not recommend that the student

drop the course as an academic sanction. If a student is found not responsible, the student is allowed to drop the course without penalty, even if the withdrawal deadline has passed, if the alleged violation occurred prior to the last day to drop a course with a “W”.

#### **B. Duties of the Witness**

1. A witness is defined as an individual who can assist the hearing process with information directly concerning the case. Witnesses have the right to be free from any sort of personal violation, harassment, or threats because of their actions. If valid proof is presented to the Honor Council that a person has infringed upon this right, that person is subject to dismissal from the University.
2. Witnesses are expected to cooperate fully with the Honor Council members and maintain high standards of confidentiality concerning the accused. Witnesses will have full cooperation from the Honor Council member(s) appointed to the investigation. The Council member(s) will provide information about the hearing process and offer appropriate assistance.
3. During the investigation and at the hearing, witnesses will explain the action that they perceived to be a breach of the Code. Persons who provide false information during this process are themselves violating the Code and are subject to dismissal from the University.
4. Witnesses may represent themselves or choose to be represented by the Honor Council member(s) assigned to them.

#### **C. Rights of the Accused**

1. Accused students will have the assistance of the Honor Council member(s) who notified them and will be considered not responsible unless shown otherwise or the student accepts

responsibility. Accused students have the right to be free from any sort of personal violation, harassment, or threats because of their actions. If the Honor Council determines that a person has infringed upon this right, that person is subject to dismissal from the University.

2. Accused students must conduct themselves in a respectful and honest manner while at the hearing. If the student fails to inform the Honor Council that he/she is unable or decides not to attend the hearing, the hearing will proceed as scheduled.

3. If two or more students are jointly accused, each may request an individual hearing.

4. Accused students have the right to review the record of the hearing (including the audio recording) in the presence of two members of the Honor Council. If the accused wishes to have a transcript of the audio recording of the proceeding, the accused may be asked to pay for the cost of the transcription.

#### **D. The Hearing**

The student accused of an Honor Code violation will attend one of two types of hearings, either a Full Hearing or a Sanctioning Hearing. The Full Hearing is held when an accused student denies being responsible for the alleged violation and includes a sanctioning phase if the student is found responsible for a violation. A Sanctioning Hearing takes place when a student has acknowledged responsibility for the offense.

The Hearing Council will make every effort to conduct the hearing in a fair and honest manner. All hearings will be closed and confidential, with a confidential audio recording made of the hearing. Each case will be heard and considered on its own merit. Hearings are closed to the public. The Honor Council

reserves the right to call any witnesses that it feels will assist its members in making their decision. Parents and attorneys are not permitted in the hearing room during Honor Council proceedings. Students are allowed to bring witnesses or representatives with information that is directly relevant to the case. Honor Council members may attend Honor Council proceedings as observers.

#### **1. Full Hearing**

a. At least one day before the Full Hearing commences, the Honor Council will pick five Council members (excluding Council members already assigned to the investigation) for the hearing. These five members will constitute the Hearing Council with one of the members (a co-chair of the Honor Council or his or her designee) serving as chair of the hearing.

The SGA director of academic affairs may sit in on all hearings. This Council must maintain absolute confidentiality concerning each case. Hearing Council members may only discuss cases with other members of the Honor Council.

b. Members of the Honor Council may withdraw from any hearing process before it begins with the approval of a Council co-chair. Honor Council members should withdraw in any case where they know the accused student and/or could be perceived to be biased.

c. An Honor Council co-chair (or designee) will preside over all hearings. The SGA Director of Academic Affairs, the faculty moderators, and the administrators do not vote. Only the five members of the Hearing Council cast a vote.

The chair has the power to call recesses or postponements, to dismiss any disorderly students from the room, and to pose questions at any time. The chair may deem any questions

by the Council, witness, or accused as irrelevant and order them stricken from the minutes.

d. Also present at the full hearing are the accused student and any witnesses to the alleged violation, along with designated members of the Honor Council (who are not members of the Hearing Council) who serve as interviewers for the accused student and witnesses, and one or more faculty or administrative moderators of the Council.

e. All participants, including the accused student and witnesses, are expected to cooperate fully with the Honor Council, provide testimony that is truthful, and maintain high standards of confidentiality concerning the proceedings. Persons lying while at a hearing are in violation of this Code and are subject to dismissal from the University.

f. Once a violation form is filed, the Honor Council chair will designate at least one Council member to contact the witness and at least one Council member to contact the accused. These Council interviewers will document any information relevant to the case and advise the accused and the witnesses of the nature of the proceedings. During the hearing, the interviewers may advise the accused or the witnesses to include certain information in their testimony.

g. Participants, including Council members, have the right to be free from any sort of personal violation, harassment, or threats because of their actions. If convincing evidence is presented to the Honor Council that a person has infringed upon this right, that person is subject to dismissal from the University.

h. Accused students will have the assistance of the Honor Council member(s) who notified them and will be considered not responsible unless shown otherwise.

Accused students have the right to be informed in writing of the charges against them and of the time and place of the hearing, normally at least two days prior to the scheduled hearing, unless the University is unable to reach the student despite reasonable efforts. If two or more students are accused, each may request an individual hearing.

The accused student has the right to bring witnesses to the hearing to testify on his/her behalf. There is no limitation placed on the number of eyewitnesses or corroborating witnesses. No more than two character witnesses are permitted. In the event that any witness cannot attend the hearing, a written statement signed by the witness and completed in the presence of an Honor Council member may be submitted as relevant information in a hearing.

i. The Hearing Council must decide whether sufficient evidence has been shown to demonstrate that a breach of the Honor Code has been committed. Members of the Hearing Council are to use the "preponderance of evidence" standard to determine whether the accused student is responsible for the offense. After the discussion, a secret ballot will be taken, and each of the five students of the Hearing Council will cast one vote. No member of the Council may abstain. A majority decision carries. If the accused student is found in violation of the Code, then the appropriate sanction(s) will be determined.

j. Before the hearing, the Honor Council chair will read aloud the first paragraph of the Honor Code and reiterate that persons lying while at a hearing are in violation of this Code and are subject to dismissal from the University. After this procedure, the hearing has begun.

k. The hearing opens with a statement from the faculty member in whose class the violation

took place regarding the nature of the offense, the course of action taken, and a justification for actions taken. Any other witnesses who were involved in the case will then present their testimony, followed by the testimony of the accused student. The accused will be given the chance to explain, clarify, and call into question any of the accusations against him or her. If content or writing style of a paper is in question, the Honor Council may ask an independent reader to review the paper. The independent reader will be selected from the faculty and asked to testify (present a report) at the hearing. After these statements are provided, the chair will declare the hearing open to questions from the Hearing Council.

l. When all persons involved are satisfied that all of the relevant information has been presented, the Hearing Council will excuse the faculty member bringing the charges and any witnesses, and the accused student will be allowed to make a closing statement. After the accused student has made a closing statement, the student will be excused and the Hearing Council will deliberate.

When all parties involved are satisfied that all of the relevant information has been presented, the Hearing Council will excuse the involved persons and deliberate on the evidence and make a decision about the case. The Hearing Council must decide whether evidence has been shown to demonstrate that a breach of the Honor Code has been committed. After the discussion, a secret ballot will be taken, with each of the five students of the Hearing Council casting one vote. No member of the Council may abstain. The chair will count the votes aloud. A majority decision carries.

m. If the student is found in violation of the Code, then the appropriate sanction(s) will be determined. If the Dean of First Year Students

and Academic Services finds that the accused has violated the Code in the past, the dean will notify the Honor Council moderator who will then only notify the Hearing Council of past violations after the question of responsibility has been determined. Past violations will result in stronger sanctions.

n. The Honor Council chair will notify in writing the accused student and instructor of the outcome of the deliberation within two business days of its conclusion. If the accused is found not responsible, he/she, the faculty member, and the dean of first year students and Academic Services will be notified within two business days and the case will be closed.

## **2. Sanctioning Hearing**

A Sanctioning Hearing will occur in those situations where a student accepts responsibility for the violation prior to a hearing. In this case, the student will meet with at least three, but no more than five, Honor Council members to determine the appropriate sanction for the violation. The accused may present extenuating testimony and Honor Council members may ask questions at this hearing. Each panel will include a non-voting faculty moderator. Sanctions considered by the Council are in addition to the sanction imposed by the faculty member for the course.

If the Dean of First Year Students and Academic Services finds that the accused has violated the Code in the past, the dean will notify the co-chair of the Honor Council who will then only notify the Hearing Council of past violations after the question of responsibility has been determined. Past violations will result in stronger sanctions.

The Sanctioning Hearing chair will notify the accused student and the instructor

in whose course the violation occurred of the outcome, in writing, within two business days of the deliberation.

### **3. Decisions of the Hearings**

a. If a Full Hearing concludes a breach of the Honor Code occurred or the student admits to breaching the Honor Code, the instructor of the course in which the breach occurred will be responsible for implementing the academic sanction proposed on the Violation Form. Instructors are strongly encouraged to discuss the issue of sanctions with a member of the Hearing Council.

The accused and the Office of the Dean of First Year Students and Academic Services will be notified in writing as soon as possible. The Hearing Council may suggest a sanction in addition to the sanction identified by the course instructor. If a student contests a finding of the Honor Council, the student can appeal the decision of the Council according to the procedures outlined in the Honor Code.

b. If a Full Hearing concludes a breach of the Honor Code did not occur, the instructor of the course in which the alleged breach occurred is encouraged to follow the decision of the Honor Council and to impose no sanction on the student.

If an instructor remains convinced that an Honor Code violation occurred, despite the decision of the Honor Council, he/she may persist in imposing the academic sanction proposed on the Violation Form.

If an instructor imposes an academic sanction on a student who has been found not responsible for a breach of the Honor Code, the student can appeal the instructor's action according to the procedures outlined in the Honor Code.

c. A file containing all paperwork, including Violation Forms and any existing recordings of the hearings will be maintained by the Assistant Vice President for Student Development for three years after the student graduates, after which the files will be reviewed and destroyed.

d. Parents of dependent students who violate the Honor Code will be notified if, as a result of being found responsible, the student fails the course, is placed on Deferred Academic Suspension, or is suspended from the University.

## **Sanctions for Honor Code Violations**

While acknowledging that we must preserve the academic integrity of Loyola University Maryland and that academic dishonesty will not be tolerated, we must not forget the fundamental mission of our institution is to foster Strong Truths Well Lived through education, not punishment. Thus, in most cases, the sanctions the Council recommends for first-time offenders should provide students with an opportunity to resume their academic careers with a better understanding of scholastic integrity, character, and truth.

If a student is found to be responsible for a violation of the Honor Code, the Council is to decide what, if any, sanctions to impose over and above any sanction already identified by the course instructor. If the student has violated the Code in the past, the Honor Council moderator will notify the Hearing Council of past violations. In the case of a Full Hearing, notification about prior violations will occur only after a determination has been made as to whether the student is responsible or not responsible for the violation. Previous violations will result in stronger sanctions up to and including suspension or dismissal from the University.

Among the sanctions that the Honor Council may decide to impose are Deferred Academic Suspension and Honor Probation. Deferred Academic Suspension means that for the specified time a further violation of the Honor Code will result in the recommendation to the Dean of First Year Students and Academic Services that the student be suspended from the University. Honor Probation may include the prevention of participation in one or more of the following activities: sports teams, clubs, leadership positions, or any other activity that may impact a student's studies. Students placed on Honor Probation will be allowed to maintain any job and to attend social events held by the University. The duration of the Probation will be designated by the Hearing Council and can last up to one year from the time of imposition.

The Honor Council may decide on a sanction other than Honor Probation, such as civility hours, a warning, or a rewrite of a particular assignment. In the case of seniors, Honor Probation can include the prohibition of participation in Senior Week activities and Commencement.

If the offense is deemed exceptionally serious or the student has been found responsible for a prior offense, the Hearing Council may suggest suspension or dismissal from the University. In such cases, the Dean of First Year Students and Academic Services will notify the student of the sanction. In most cases, a student will be suspended from the University if found responsible for a second violation of the Honor Code.

Any student who fails to fulfill the sanctions imposed by the Hearing Council completely and on time is subject to more severe sanctions, up to and including suspension or dismissal from the University.

## **Process of Appeal for Honor Council Decisions**

The student may file an Honor Code appeal on one or more of the following grounds:

- i. His/her right to a fair hearing (sometimes referred to as "due process") has been violated
- ii. Absence of sufficient evidence to support the decision
- iii. Discovery of new evidence
- iv. The sanction(s) imposed by the Honor Council is (are) grossly disproportionate to the Honor Code offense.

If the student wishes to appeal the academic sanction(s) imposed by the course instructor, he or she should follow the process outlined in the next section titled, "Process of Appeal for Academic Sanctions." Appeals of academic sanctions should be submitted only upon resolution of any appeal of Honor Council decisions.

The steps in filing an appeal are as follows:

1. The appeal must be submitted in writing to the Assistant Vice President for Academic Affairs within four working days from the receipt of the sanction letter. The letter must clearly state the reason(s) for the appeal. The Assistant Vice President for Academic Affairs will review appeals for appropriate submittal. If an appeal is found to be inappropriate, the student may revise and resubmit the appeal. If the student fails to revise and resubmit the appeal, the appeal ends.
2. The Honor Code Appeal Board is comprised of the Assistant Vice President for Academic Affairs, an Honor Council chair/co-chair, and the Dean of Students or his/her appointee. Members of the Honor Code Appeal Board who were consulted or who heard the case

will be excused from the case and replaced with another member of corresponding standing. Similarly, members of the Honor Code Appeal Board would also be excused and replaced by a member of the Honor Council if they have a relationship with the student, such as Core or major advisor, etc.

3. The Honor Code Appeal Board will review and decide the appeal. All members of the Honor Code Appeal Board are voting members of Honor Code appeals. At least two favorable votes are necessary to find in favor of an Honor Code appeal. An abstention is not a favorable vote. The Honor Code Appeal Board has the right to review all files and recordings related to the case and call any witnesses whose testimony it deems may be relevant to the case.

The Honor Code Appeal Board should render a decision within five working days from the receipt of the appeal letter. If additional time is needed, the Honor Code Appeal Board may extend this deadline.

4. If a violation of due process is found, or it is found that there is significant new evidence, the Honor Code Appeal Board will return the case to the Honor Council for a new hearing. The Chair of the Honor Council will appoint a new Hearing Council that does not include any members of the previous Council.

5. If the Honor Code Appeal Board determines that the Honor Code decision was based on insufficient evidence, the Honor Code Appeal Board may overturn the decision and remove the Honor Code sanction.

6. In the case of an Honor Code sanction appeal, the Honor Code Appeal Board may let the sanction stand, overturn the sanction, modify the sanction, or return it to the Honor Council for further consideration. The Honor

Code Appeal Board must have at least two favorable votes in order to modify or overturn a sanction imposed by the Hearing Council or to return the case to the Honor Council for reconsideration. The new sanction may be either more or less severe and must be determined by at least two favorable votes. If the Honor Code Appeal Board fails to reach two favorable votes, for any of these alternatives, the original sanction stands.

If the Honor Code Appeal Board chooses to overrule the original sanction of the Hearing Council, the chair of the Honor Code Appeal Board will give a detailed written explanation of how the sanction was changed and why that action was taken. This explanation will be kept in the student's Honor Council file and in the Office of the Dean of First Year Students and Academic Services.

### **All decisions by the Honor Code Appeal Board are final.**

## **Process of Appeal for Academic Sanctions**

**Note: Appeals of academic sanctions should be submitted only upon resolution of any appeal of Honor Council decisions.**

**1.1 If a student has been found “responsible” for an Honor Code violation by the Honor Council, the student can appeal the academic sanction imposed by the faculty member on either the following grounds:**

- a. The academic sanction imposed is not consistent with the sanction listed on the Honor Code Violation Form, or
- b. The academic sanction imposed does not conform to any stated Honor Code violation policy on the course syllabus, or the

sanction imposed does not conform to any departmental Honor Code violation policy on file with the appropriate academic dean.

## **1.2 The steps in filing an appeal are as follows:**

a. The appeal must be submitted in writing and received by the appropriate dean no later than four business days from the receipt of the notification from the instructor about the academic sanction to be imposed. (The appropriate dean is the dean of the school of the University in which the course of the contested grade is housed.) The written appeal must clearly state the grounds for the appeal. The dean will review appeals for appropriate submittal (i.e., the appeal is timely and specifies the grounds for the appeal). Appeals rejected as untimely may not be resubmitted.

b. If the appeal is appropriately submitted, the dean will consider whether the academic sanction imposed by the instructor conforms to information contained in section 1.1.a and b. If the sanction does conform to those instruments, the dean will uphold the sanction. If the sanction does not conform to those instruments, the dean will make the appropriate adjustments, including changing the final grade if deemed appropriate.

c. In general, the dean will make a decision no later than 20 business days from receipt of an appropriately submitted appeal. He or she will communicate the decision in writing to the faculty member and the student, including the reasons for his/her decision. The decision of the dean is final. There is no further appeal by either the faculty member or the student.

## **2. If the student has been found “not responsible” for an Honor Code violation by the Honor Council, the Honor Council chair will notify, in writing, the student, the faculty**

## **member, and Dean of First Year Students and Academic Services, within two business days after finding a student not responsible.**

The instructor will inform the Honor Council and the student in writing whether an academic sanction will be imposed (and what that sanction will be) no later than two business days of receiving notification from the Honor Council of the outcome of the hearing.

If the faculty member in question continues to impose an academic sanction, the student may appeal this action to the appropriate academic dean. The steps in an appeal are as follows:

a. The appeal must be submitted in writing to the appropriate dean no later than four business days from the receipt of the notification from the instructor that the instructor intends to impose an academic sanction. (The appropriate dean is the dean of the school of the University in which the course of the contested grade is housed.) The written appeal must include a copy of the notification from the Honor Council indicating that the student was found “not responsible” and a copy of the notification from the instructor that the instructor intends to impose an academic sanction. Appeals that do not include this documentation will be rejected as incomplete and may not be resubmitted. Appeals rejected as untimely may not be resubmitted.

b. If an appeal is properly submitted, the dean will consider the case on its merits after consulting appropriate materials and persons related to the Honor Code proceedings. The dean should confer with the student and the instructor, individually, and may confer with additional appropriate persons related to the hearing. Other parties, including parents or attorneys, are not permitted to attend these conferences. Ordinarily, the dean will communicate his/her decision, in writing, to

the student, the faculty member and the Honor Council no later than 20 business days after receipt of the student's appeal. This notification must include a brief rationale for the finding. If the dean determines that an Honor Code offense occurred, he or she will uphold the academic sanction proposed by the instructor on the Violation Form. If the dean determines that an Honor Code offense did not occur, no academic sanction may be imposed and the dean will make the appropriate adjustments, including changing the final grade if appropriate.

c. The decision of the dean is final. There is no further appeal for either the faculty member or the student.

### **Amendment Process**

The Advisory Committee will collect and review suggestions for changes to the Honor Code Policy Statement. The Advisory Committee will submit a list of suggested substantive revisions to the Honor Code Policy Statement, if any, to the Academic Standards Committee at the end of the spring semester. The Academic Standards Committee will forward them, after appropriate review to the Academic Senate. If the Academic Senate approves any changes to the Honor Code Policy Statement, the Honor Council will be responsible for bringing these changes to the student body through the Student Government Association.

These amendments will be submitted to the Student Government Senate for a majority vote. The SGA President can veto the result of this vote, which can be overturned by a  $\frac{3}{4}$  vote of the Senate. If an amendment is substantively changed by the Student Government Senate or if it fails to pass the SGA, the proposed amendment dies. The Honor Council Advisory Committee may consider resubmitting the amendment through the process of the original amendment.

“STRONG  
TRUTHS  
WELL  
LIVED.”



**LOYOLA**  
UNIVERSITY MARYLAND