

TO: All Undergraduate Course Instructors

FROM: Dr. Ilona McGuiness, Dean of First-Year Students & Academic Services; Mr. Rick Satterlee, Assistant Vice President for Student Development; Mr. Robert Basile '07, Honor Council Co-Chair; Mr. Paul Kremer '07, Honor Council Co-Chair

DATE: August 2006

SUBJECT: Instructor Procedures for Honor Code Violations

The Honor Code is an important part of the academic experience of Loyola College students. It is imperative that instructors and students alike embrace its goals and recognize the importance of academic honesty. The value of a Loyola degree, as perceived by potential employers and graduate programs, is affected by our commitment to academic integrity. The goal of the Honor Code is primarily educational, not punitive. Please help the College promote a stronger culture consistent with "Strong Truths Well Lived" by noting the following:

I. Tests and written work

The Honor Council asks that you include the honor pledge and ask students to sign this pledge on all written work:

"I understand and will uphold the ideals of academic honesty as stated in the Honor Code."

II. Syllabi

Please include a statement indicating your support of the Honor Code and spelling out what it entails in your particular course. For example:

« 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 and tests. Loyola students have a collective and individual responsibility for the ethical welfare of their academic community.

*All outside resources or information used should be clearly acknowledged. If there is any doubt or question regarding the use and documentation of outside sources for academic assignments, your instructor should be consulted. Please refer to the **Community Standards Handbook** for more information and further clarification of the honor code standards, types of violations, adjudication process, and sanctions that may be imposed for violations. »*

or

« All students of the College are expected to understand the meaning of the Loyola College Honor Code. Ignorance of the Code is not a valid reason for committing an act of academic dishonesty. The following constitute violations of the Code and are defined in the

Community Standards Handbook: cheating, stealing, lying, forgery, plagiarism and the failure to report a violation. »

There is other wording that you may wish to consider that can be found online at www.loyola.edu/HonorCouncil.

Please take the time to clarify what constitutes an Honor Code violation and the consequences or sanctions for committing such a violation in your course. The experience of the Council is that students do not always understand what constitutes a violation of the Code, especially in courses outside of their major field of study or when group projects are assigned. Providing clear expectations, both on your syllabus and verbally at the beginning of each course, will assist students in making good choices.

III. If an instructor suspects that an honor code violation has occurred:

Instructors should follow guidelines established by their department in determining whether a violation has occurred. In most cases, the instructor should speak directly with the student suspected of a violation in the process of making a determination. If the instructor finds that a violation of the Honor Code has taken place, the instructor is expected to take appropriate action with respect to academic sanctions **and** report the violation to the Honor Council by using the form obtained from the web site or from the Office of the Dean of First-Year Students & Academic Support or the office of the Assistant Vice President for Student Development (also attached to this memo). Both the instructor and student must sign the form, which is then sent to the office of the Dean of First Year Students & Academic Services. ***Instructors please note that it is very important that once an honor violation has been suspected that the infraction is reported in a timely manner. As a result, we require that all violations be submitted no later than thirty days from the time the student signs the violation report form.***

The Honor Council holds two types of hearings for violations or alleged violations of the Code. A Full Hearing takes place when the student does not admit to the violation that is registered or if the instructor wishes to have the Council rule on whether a violation took place. This hearing requires the attendance of the witness to the violation (usually the faculty member) and the accused student. A Sanctioning Hearing is held when the student admits to the violation. In such cases, three members of the Council meet with the student to emphasize the importance of academic honor, to spell out the consequences of any subsequent violation, and to impose additional sanctions of an educational nature, if deemed necessary. The presence of the faculty member is not required at a Sanctioning Hearing. The faculty member involved in the violation or alleged violation will be notified of all decisions of the Honor Council. More information on the reporting and hearing processes can be found on the Honor Council web site.

Note: It is very important that all Honor Code violations be reported, even when the student admits to the violation. This is the only way to ensure that multiple violations are identified!

We thank you for your concern about the importance of academic honor at Loyola and we look forward to working with you to ensure an environment supportive of the motto, "Strong Truths Well Lived."