As a Jesuit, Catholic university, integrity and honesty are integral components of Loyola’s core values. This commitment to integrity and honesty is manifested in an atmosphere of open, civil discourse and careful, respectful listening where freedom of thought and expression are valued and protected. The University also supports honesty and integrity by striving in various ways to foster respect for oneself and one’s own work, as well as respect for others, their work, and their basic human rights.

ACADEMIC INTEGRITY

Loyola University Maryland is dedicated not only to learning and the advancement of knowledge, but also to the development of ethically sensitive, socially responsible persons. The University seeks to accomplish these goals through a sound educational program and encourages maturity, independence, and appropriate conduct among students and faculty within the University community. Students are responsible for civil classroom behavior as communicated by their course instructor, including in class use of technology. It is the responsibility of faculty and students alike to maintain the academic integrity of the University in all respects.

Faculty members are responsible for presenting syllabi with information about all coursework, including projects, examinations, and other assignments. At the first class meeting, faculty members should remind students of the standards of behavior and conduct to which students are expected to adhere.

Students at Loyola are citizens of an academic community that conducts itself according to an academic code of honor, following the Jesuit ideals of cura personalis and keeping within the school motto, “Strong Truths Well Lived.” All students of the Loyola community have been equally entrusted by their peers to conduct themselves honestly on all academic assignments. The University’s 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. Thus, all students have the right, as well as the duty, to expect honest work from their colleagues. From this, students will benefit and learn from the caring relationships that the Loyola community trustfully embodies.

All registered students of Loyola University Maryland are bound to uphold the principles of academic integrity, and students are expected to understand the meaning and standards of academic integrity. Violations of academic integrity at Loyola include, but are not limited to, the following offenses as defined below: cheating, stealing, lying, forgery, and plagiarism. Ignorance of any of these offenses is not a valid reason for committing an act of academic dishonesty.

Cheating: The use of unauthorized assistance or 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 submission of papers or other assignments 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 or other assignments) is a violation of the Academic Integrity Policy.

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.

Stealing: To take or appropriate another’s property, ideas, etc., (related to an academic matter) without permission.

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.

Forgery: The intent to mislead others by falsifying a signature in an academic matter (Course Registration form, Change of Registration form, etc.).

Plagiarism: “The act of appropriating the literary composition of another, or parts, or passages of another’s writing, of the 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). 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. Some program handbooks and course syllabi provide additional information or requirements.

**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.

If the instructor believes that a student has committed a violation of academic integrity, the instructor shall meet with the student to review the evidence and the facts of the case. Whenever possible, this meeting should occur within 10 working days after the instructor becomes aware of a possible violation. The instructor considers any information provided by the student and determines whether a violation has occurred. If the instructor determines that a violation has occurred, the instructor determines the sanction and informs the student in writing of the decision and penalty, as appropriate. Normally, this notification occurs no later than 10 working days after the instructor meets with the student. The range of sanctions available for academic dishonesty includes resubmission of the assignment, a lower grade on the assignment, failure on the assignment, failure in the course, suspension, or dismissal from the program. If the course grade is F, then the student is automatically dismissed from the program.

If the student does not accept the decision of the instructor, the student asks the instructor, in writing, to prepare a written charge with the essential facts (the "Charge") for the department chair. For students enrolled in the liberal studies or MBA programs, the instructor prepares the Charge for the appropriate academic program director. For students in all other programs, the instructor prepares the Charge for the appropriate department chair. The student must make this request no later than 10 working days after being informed of the instructor's decision. The instructor must submit the Charge to the chair or director, with a copy to the student, no later than 10 working days of receiving the request. The Charge should contain all relevant information pertaining to the case. Within 10 working days of receiving a copy of the Charge, the student may submit relevant information, in writing, to the chair or director.

Within 10 working days of receiving the Charge, the chair or director contacts the chair of the Graduate Academic Standards Committee, who appoints a three-person Review Panel selected from members of the Committee. The Panel reviews files related to the case and meets with the student, chair or academic program director, and others whom the Panel deems to have relevant information. Third parties (such as lawyers, advisors, and family members) are not permitted to attend Panel meetings, which are audio recorded. Once the Panel has made a decision regarding whether or not a violation of academic integrity occurred, it will communicate that decision to the chair or director no later than 10 business days after the Panel's last meeting.

If the Panel finds that a violation of academic integrity did occur, then the appropriate sanction(s) will be determined. If the student feels the academic sanction(s) is (are) disproportionate to the academic integrity offense, the student may appeal the sanction(s) through the process outlined below (see Process of Appeal for Academic Sanctions). Appeals of academic sanctions should be submitted only upon resolution of any appeal of the Panel's decisions.

If the Panel finds that a violation of academic integrity did not occur, the instructor is encouraged to follow the decision of the Panel and to impose no sanction on the student. The instructor will inform the Graduate Academic Standards Committee and the student, in writing, whether or not an academic sanction will be imposed (and what that sanction will be) no later than 48 hours of receiving notification from the Panel of the outcome of the hearing.

If an instructor remains convinced that an academic integrity violation occurred, despite the decision of the Panel, the instructor may persist in imposing the academic sanction originally proposed in the Charge. If an instructor imposes an academic sanction and the Panel has determined that no academic integrity violation has occurred, the student can appeal the instructor's action according to the procedures outlined below (see Process of Appeal for Academic Sanctions).

If the Panel recommends dismissal, the chair or director makes a decision and informs the student in writing; this notification should occur no later than 10 business days after the chair or director receives the Panel's recommendation. If the student is dismissed from the program, the student may appeal to the appropriate academic Dean on procedural grounds only.

If a student brings evidence or expresses concern about the academic integrity of a fellow student to the instructor, the instructor meets with the reporting student to determine if there is sufficient evidence to explore the matter further. If the instructor, after examining the evidence and speaking with the appropriate parties, determines that a violation has likely occurred, then the instructor follows the steps above.
If a student brings evidence or expresses concern to the chair or director about the academic integrity of a fellow student in a particular course, the chair or director meets with the reporting student to determine if there is sufficient evidence to explore the matter further. If there seems to be such evidence, the chair or director meets with the appropriate instructor. If the instructor determines there is sufficient information for further investigation, then the instructor follows the steps above.

If a student brings evidence or expresses concern to the chair or director about the academic integrity of a fellow student beyond a particular course, such as comprehensive examinations, the chair or director meets with the reporting student to determine if there is sufficient evidence to explore the matter further. If there seems to be such evidence and the chair or director is not the director of the student’s particular program, the chair or director meets with that academic program director. If the director determines there is sufficient information for further investigation, then the director follows the steps above, taking the place of the instructor.

At the discretion of the chair or the director, the above timeline may be extended.

**Process of Appeal for Academic Sanctions**

*Appeals of academic sanctions should be submitted only upon resolution of any appeal of Review Panel decisions.*

If the Panel has found that a student did commit a violation of the academic integrity policy, the student can appeal the academic sanction imposed by the Panel on the following grounds:

1. The academic sanction imposed is not the sanction listed in the Charge prepared by the instructor.
2. The academic sanction imposed does not conform to any stated academic integrity violation policy on the course syllabus, or the sanction imposed does not conform to any departmental academic integrity violation policy on file with the appropriate dean.

The appeal must be submitted in writing and received by the appropriate Dean no later than four (4) 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.

If the appeal is appropriately submitted, the Dean will consider whether the academic sanction imposed by the instructor conforms to information contained in items 1 and 2 above. 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.

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

If the Panel has found that a student did not violate the academic integrity policy, the Panel chair will notify, in writing, the student, the faculty member, and the appropriate Dean within 48 hours after the finding. The instructor will inform the Panel and the student, in writing, whether an academic sanction will be imposed (and what that sanction will be) no later than 48 hours of receiving notification from the Panel 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 appeal must be submitted in writing to the appropriate Dean no later than four (4) 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 Panel indicating that it did not find that the student violated the academic integrity policy 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.

If an appeal is properly submitted, the Dean will consider the case on its merits after consulting appropriate materials and persons related to the Review Panel 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. Ordi-
narily, the Dean will communicate the decision to the student, the faculty member, and the Graduate Academic Standards Committee 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 academic integrity offense occurred, the Dean will uphold the original academic sanction. If the Dean determines that an academic integrity 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. The decision of the Dean is final. There is no further appeal for either the faculty member or the student.

STANDARDS OF CONDUCT

As a Catholic university in the Jesuit tradition, Loyola strives to nurture the formation of “men and women for others” and to provide an atmosphere of cura personalis, care for the whole person, so that each individual can realize his or her full potential. All members of the Loyola community have the right to be treated with courtesy and respect. In this spirit, Loyola espouses the highest ethical standards and expects students, faculty, administrators, and staff to conduct themselves in a manner that upholds these principles. There are several general areas in which these Standards of Conduct apply: official University-wide policies, legal regulations, specialized professional codes of ethics, and generally acceptable standards of personal conduct.

Loyola University Maryland places highest regard the establishment and maintenance of a campus environment of interpersonal care and personal responsibility. Only when such a community exists can the University fulfill its goal to ensure the intellectual, ethical, social, and spiritual development and growth of its students. Honesty, integrity, and taking responsibility for the welfare of self and others are characteristics of such a community. Loyola, therefore, sets high expectations of its students, as well as members of its faculty, administration, and staff, for conduct that supports the maintenance of a caring community. Students are expected to conduct themselves in such a manner as to ensure the health and welfare of all members of the Loyola community.

To these ends, students are expected to conform to all policies and regulations of the University. These include officially adopted policies such as the Harassment and Discrimination Policy and Procedures, Employee Grievance Policy and Hearings Procedures, Policy on Consensual Relationships, Loyola University Maryland Alcohol Policies and Procedures, Section D of the Loyola University Maryland Community Stan-

dards: Student Conduct Process, and Ethical Use of Technology Policy, as well as policies on academic integrity and regulations concerning parking and the use of the Loyola-Notre Dame Library. Copies of these documents are accessible online, www.loyola.edu/department/gradstudents/services/policies.aspx. Many of these policies specify procedures for handling alleged violations.

Some graduate programs require students to participate in an international field study or other study abroad experience. When involved in international programs, students should remember that each country has distinct laws, regulations, and acceptable standards of conduct. Loyola’s graduate students, as representatives of the University, are expected to abide by local standards for conduct, dress, speech, and social behavior. Graduate students should not violate local standards or laws, and should not engage in behaviors that damage the reputation of international study programs or Loyola University Maryland.

Students must abide by federal, state, and local laws. A student who is accused of a crime may be required by the appropriate Dean to take a leave of absence until the matter is resolved. Upon resolution of the matter by federal, state, or local authorities, the appropriate Dean will forward the case to the appropriate body for determination of the student’s status, which may include dismissal from the University.

Graduate programs that have as their mission training students for a service profession include professional comportment as a requirement for students, in addition to academic performance and integrity. These departments have a process that allows for assessment of professional behavior and recommendation of remedial interventions. Such remedial recommendations or requirements may include personal counseling, additional supervision, additional coursework, or other assignments deemed useful for professional development. On occasion, students are unable to meet standards following remedial efforts or refuse to accept recommendations for remediation. In these cases, the departmental committee may recommend dismissal from the program. In addition, if the departmental committee finds substantial evidence of personal or professional difficulties, the Committee may recommend suspension (during which time the student may not take academic courses, clinical placement, or research work, or be in any other way connected with the University) with a required program of remediation or dismissal from the program. The student may appeal to the Graduate Academic Standards Committee. The student must file the appeal within five working days of receiving the decision of the department. The only