

ACADEMIC DEGREE REQUIREMENTS AND POLICIES

Students are held individually responsible for information contained in these pages. Failure to read and understand these regulations will not excuse a student from their observance.

All regulations and rules or procedures contained in this official University Bulletin apply to undergraduate and graduate programs. Questions in individual cases should be presented through written petition to the appropriate dean.

A student is held responsible for academic regulations in effect at the time of entrance, provided the student maintains continuous enrollment. Similarly, a student who changes programs or majors after being admitted to the University is held responsible for the academic regulations in effect at the time the program or major is changed. A student who interrupts academic enrollment is subject to the academic regulations in effect in the University Bulletin at the time enrollment is resumed.

For non-academic matters, all students are governed by the Loyola Marymount University Student Conduct Code found in the Community Standards booklet. The booklet can be found on MyLMU (<http://my.lmu.edu>).

Academic Advising

Students are assigned a faculty academic advisor within their major or college. LMU offers an advising model based on a close student/faculty advisor relationship. This relationship offers assistance to students in achieving educational, career, and personal goals through the use of the full range of institutional resources.

In order to make the best of advising appointments, students are encouraged to become familiar with the degree requirements, coursework within the major, and other information about academic policies. LMU students must be pro-active in understanding the academic requirements, policies, and procedures which affect their studies and path to graduation. Students are further encouraged to come with well-developed questions for the advisor.

As part of the registration process, students meet with their advisors, who may conduct degree audits to assess progress toward completing degree requirements. Exceptions to University policy and changes to established degree coursework must be approved as exceptions by the Chairperson of the Department or Director of the Program and documented on a degree audit adjustment form (change to the student's degree audit). This form must then be signed by the student's Associate Dean's Office and submitted to the Office of the Registrar.

Academic Calendar

The University offers two fifteen-week semesters plus a week of final examinations for each semester and two six-week summer sessions that include final examinations.

Academic Program

An academic program is a combination of courses and related activities organized for the achievement of specific learning outcomes as defined

by the University. This includes programming at the undergraduate and graduate levels and consists of degrees, majors, minors, concentrations, and certificates.

A degree program is an academic program of study leading to a Bachelor's, Master's, or Doctoral degree. All degree programs require a minimum number of semester credit hours in addition to the requirements of the University, College, or School, and the academic major Department. (See Degree Requirements.)

Academic Major

An academic major indicates a particular curriculum which leads to a degree. Students must complete the requirements for a primary academic major, including the University Core Curriculum and college or school requirements, to be eligible for a degree. Requirements for academic majors can be found under the departmental listings in the chapters for each respective college or school. Some academic majors have concentrations which are a sub-set of a discipline, organized in clusters, of focused courses taken within a major.

Students normally declare a major at the time of application to the University. If a student is unsure about choosing a major, some colleges may allow for an undeclared status within that College. This option is at the discretion of the College or School. Under normal conditions, an undergraduate student has decided on a particular major prior to earning 60 semester hours of credit.

Second Academic Major

Students may declare a second academic major in addition to their primary major by obtaining the approval of the department chair of the major and the Associate Dean in that college.

A second academic major may be earned only while the student is concurrently completing the requirements for the baccalaureate degree in the primary academic major. A student must successfully complete all requirements for the second academic major prior to, or in the same term as, the primary major. A second major may not be granted after a degree has been posted. If a student decides to drop a second academic major, the student must submit a Change of Program to the Office of the Registrar.

Academic Minor

Undergraduate students may declare an academic minor from among the LMU departmental minors. Students who wish to declare an academic minor must obtain the approval of the department chair or program director of the minor and submit a Change of Program to the Office of the Registrar. Some minors may require an application process and are limited based on space available; some may also require the signature of the Associate Dean of the College or School.

To earn an academic minor, a student must complete all requirements of the minor as prescribed either before or at the time of the awarding of the degree in the primary major. Minors may not be earned after the awarding of the primary degree. If a student decides to drop a minor, he or she must submit a Change of Program with the relevant signatures to the Office of the Registrar.

In addition to the requirements of the department of the minor, a student must also meet the following for an academic minor:

1. At least half of the upper division semester hours of the minor program must be completed in residence at LMU.

2. A student who declares a minor is held responsible for the academic regulations specified in the Bulletin and in effect at the time the minor is declared. Each department offering a minor program lists specific semester hour requirements.
3. A student must have a minimum cumulative grade point average of C (2.0) for courses taken in the minor program.
4. A minor consists of at least 15 units. A course may fulfill a requirement for both a major and a minor. However, a student must complete a minimum of 6 units in a minor that are not counting towards any other program in which the student is enrolled. A course may count for more than one major program when the programs require the specific course.

Non-Degree Status

Undergraduate

- Undergraduate non-degree students wishing to take undergraduate courses at the University on a non-degree basis during the Fall or Spring semester must file an application with the Office of Undergraduate Admission in accordance with regularly stated deadlines. Proof of eligibility to study at the University will be required, including transcripts or other appropriate documents. Non-degree students must meet all course requirements for registration and will be allowed to study for a period of no more than three semesters or a total of 18 semester hours, whichever occurs first.
- Non-LMU students and incoming first-year and transfer students who wish to take undergraduate courses at the University during one or both Summer terms must submit an Application for Summer Registration with the Office of the Registrar. Although these students have non-degree status for summer, incoming first-year and transfer students may apply these courses towards LMU degree requirements. Non-degree students must meet all course requirements for registration; proof of eligibility, such as transcripts or other appropriate documents, may be required.
- Undergraduate non-degree students may register only in courses numbered 100-599 and courses numbered 1000-4999. An undergraduate may not register in the School of Education.
- Admission to the Undergraduate non-degree status does not guarantee admission to undergraduate degree programs or credential recommendation.

Graduate

- Graduate non-degree students wishing to take graduate courses at the University must file an application with the Office of Graduate Admission in accordance with regularly stated deadlines. Proof of eligibility to study at the University will be required, including transcripts or other appropriate documents.
- Non-degree graduate students may take more than two courses while in the non-degree status; however, only two courses taken in the non-degree status may apply toward a degree or credential. A student should consult the appropriate Graduate Program Director about the applicability of non-degree courses to a degree program. Non-degree students must meet all course requirements for registration; proof of eligibility, such as transcripts or other appropriate documents, may be required. Graduate non-degree students may register for 500-, 600-, 5000-, 6000-, and 7000-numbered courses. Non-degree students must meet all course requirements for registration.
- Admission to the Graduate non-degree status does not guarantee admission to degree candidacy or credential recommendation.

Academic Standing

Good Standing

A student must maintain in each semester the stated minimum cumulative grade point average for each of the requirements in the degree program and may not be on academic probation or subject to disqualification. The calculation of standing is based on all courses taken at LMU:

Undergraduate students must maintain a C average (2.0) in term, major, program, and cumulative GPA. The calculation is based upon courses taken in Fall and Spring semesters only.

Graduates must maintain a B average (3.0) in term, major, program, and cumulative GPA. The calculation is based upon courses taken in Fall, Spring, and Summer semesters.

Academic Probation

Undergraduate and graduate students are subject to academic probation if their term, major, program, or cumulative grade point average on all courses taken at LMU is lower than the following:

- Undergraduates: C average (2.0) in term, major, program, or cumulative GPA
- Graduates: B average (3.0) in term, major, program, or cumulative GPA

Academic probation constitutes a serious warning to students that their academic performance is unsatisfactory and continued failure to improve this record may result in being disqualified from the University. Additionally, a student who does not make satisfactory progress in the course of study is subject to probation. Academic probation does not prohibit the student from returning as an enrolled student for the subsequent semester, nor does it necessarily prohibit the student from participating in University-sanctioned events. However, the Dean or Director may impose restrictions on students on probation regarding the program of study and their participation in extracurricular activities at LMU.

Academic Disqualification

Undergraduate and graduate students are subject to disqualification if, in two consecutive semesters on probation, their term, major or cumulative grade point average on all courses falls below the stated career requirement. The first semester in which an undergraduate or graduate student is placed on probation is the first of the consecutive semesters used to determine the student being subject to disqualification.

- Undergraduate disqualification is based upon two consecutive semesters (Fall or Spring) in which work of less than a grade of C (2.0) average is earned or in which the student fails to meet conditions imposed by the Dean or other academic entity. Summer sessions are not used to calculate if an undergraduate is subject to disqualification.
- Graduate disqualification is based upon two consecutive semesters (Fall, Spring, or Summer Sessions) in which work of less than grade of B (3.0) average is earned or in which the student fails to meet conditions imposed by the Dean or other academic entity. Summer sessions are used to calculate if a graduate student is subject to disqualification.
- Executive MBA Program: a student who receives a failing grade in any of the prescribed courses will be subject to immediate dismissal.

Disqualification terminates a student's relationship with the University for a minimum of one year. A disqualified student may not register in any division or session of the University and is denied all privileges of the

University and of all organizations or activities in any way connected with it.

Appeal of Disqualification

- Undergraduate students who wish to appeal a disqualification must submit a written request to the Dean of the College. The decision of the Dean is final.
- Graduate students who wish to appeal a disqualification must submit a written request to the Chair, Program Director, or Dean of the student's college or school. If the appeal process cannot be resolved, an impartial three-person faculty panel will be assigned by the Chair of the Graduate Council to review the request. The panel will individually interview the faculty person and the student. After the interviews, review, and discussion, the panel will submit a formal decision to the Chair of the Graduate Council, whose decision will be final.
- Graduate students in the School of Education should appeal directly to the Program Coordinator. If the appeal cannot be resolved, the issue will then be submitted to the Associate Dean, and if necessary, the Dean.

Readmission after Disqualification

Disqualified undergraduate and graduate students are not eligible for readmission to the University until one calendar year has elapsed since the disqualification. Undergraduate and graduate students who wish to return to LMU after disqualification must make an appointment with their Dean. The Dean will determine if a student is eligible to return and either grant or deny permission to seek readmission to the University. If allowed to attend LMU after a disqualification, the student must submit an application for admission through the appropriate Admission Office.

1. A disqualified student who is readmitted will be on strict probation, which requires that the student must satisfactorily complete all requirements set by the Dean in the initial semester after readmission.
2. A student who has been disqualified a second time may not apply for readmission.

Attendance

Class attendance expectations and consequences for absences from class are left to the discretion of individual instructors and shall be announced by the faculty member at the first class meeting or listed on the class syllabus. Students are accountable for all course assignments, whether or not the assignments were announced during an absence.

In order for a student to earn academic credit for a course, he/she must be enrolled officially in the course. Students who are not registered in a class are not allowed to attend a course, submit coursework, or take an exam including the final exam.

Change of Academic Major/ Concentration/Minor Undergraduate

Entering first-year and transfer students are admitted to the University in their academic major of choice at application. A change of academic major or emphasis/concentration in the major within the same school or college may be limited by the availability of space within the requested major and requires the approval of the department chair and the Associate Dean of the College or School.

A student must also be signed out of the current major by obtaining the approval of the department chair of the current major as well as the Associate Dean of the College or School. If a student decides to change an academic minor, he/she must submit a Change of Program to the Office of the Registrar.

Changes in majors, which involve the changing of a School or College, may be limited by the availability of space within the school and/or the specific academic major. Students wishing to change colleges or schools must meet the respective admittance criteria and complete the application process specified by that College or School. The decision of the Associate Dean of the College or School is considered final. Upon acceptance into the new major, emphasis, or minor, the student must submit a completed Change of Program to the Office of the Registrar.

Graduate

Graduate students are admitted to a specific program consisting of a degree and major within a College or School. Graduate students who wish to change a degree program must apply for the new program through Graduate Admissions. A student who wishes to change from one emphasis/concentration to another within a program before completing a degree must request approval from the Program Director. Students must submit a completed Change of Program to the Office of the Registrar.

Change of Address

Students may change their permanent, mailing, and billing addresses through PROWL. Students must update their emergency contact information through PROWL. International students are required to notify the Office of International Students and Scholars if wishing to change their permanent address. The University assumes no responsibility for materials sent through the mail or email not received.

Commencement Ceremonies

The University awards degrees three times per year. The award dates are the last day of finals for each term; Summer, Fall, and Spring. LMU celebrates its Commencement Ceremonies only at the end of the Spring semester.

LMU honors at the Commencement Ceremonies its newest graduates with a celebration of achievement for family and friends. Participation is granted to those students who will be receiving their degrees in one of five terms: the previous Summer and Fall as well as Spring, Summer, and Fall of the Commencement year. Students who are ready to graduate must submit an application for degree in PROWL to identify the semester in which they expect to complete their degree and graduation requirements. Undergraduate students must have 85 completed credits to apply for degree conferral. Graduate Program completed credits needed to apply vary by program. Participation in the honorary ceremony does not mean that a degree has been awarded.

Classification of Undergraduate Students

The classification of undergraduate students is determined by the number of semester hours completed at LMU with passing grades and, if applicable, accepted transfer work.

Lower-division students are considered:

- First-Year if they have satisfied entrance requirements and completed fewer than 30 semester hours

- Sophomores when they have completed at least 30 but fewer than 59 semester hours

Upper-division students are considered:

- Juniors when they have completed at least 60 but fewer than 89 semester hours
- Seniors when they have completed at least 90 semester hours

Concurrent Enrollment

Concurrent Enrollment, defined as taking courses during regular sessions (fall and spring terms) for credit at LMU and, at the same time, at another institution is not permitted and no credit will be awarded. During LMU's summer term(s), students may concurrently enroll at LMU and at another institution.

Course Information

Classification of Courses

This section contains a list of symbols for all courses offered at the University.

Undergraduate Courses

- 000-099: Courses offered in this number range do not carry degree-granting credit.
- 100-299: Lower division undergraduate courses with degree-granting credit.
- 300-499: Upper division undergraduate courses with degree-granting credit.
- 500-599: Upper division undergraduate courses in which graduate students may enroll and receive graduate credit. Undergraduate students may not enroll in 500-level courses offered by the School of Education.
- 1000-2999: Lower division undergraduate courses with degree-granting credit.
- 3000-4999: Upper division undergraduate courses with degree-granting credit.

Graduate Courses

Only students accepted into the Graduate Division may register for these courses.

- 600-699: Graduate courses with degree-granting credit.
- 5000-6999: Graduate courses with degree-granting credit.
- 7000-7999: School of Education Doctor of Education courses with degree-granting credit.
- 8000: School of Education required course for credential program.

Extension Courses

- 800-999: LMU Extension courses. Courses offered in this number range do not carry LMU degree-granting credit.
- 9000-9999: LMU Extension courses with degree-granting credit.

Course Audit

After the registration period and space permitting, enrolled students may be permitted to register as auditors only for exceptional reasons and with the authorization of the Dean of the college or school of the course. Not all courses are open to auditors. Auditors are not held responsible for the work expected of regular students and receive no grade or credit for the course. Regular attendance at class is expected.

A student who has previously enrolled as an auditor may not take the course for credit in the subsequent term except by special permission of the Dean of the college or school in which the course is offered. Individuals may not be formally admitted to the University to audit courses only. Enrolled LMU students may not enroll as auditors in a regularly scheduled LMU course through LMU Extension.

Course Challenge

A student may request credit by examination for selected courses provided that the student meets all eligibility requirements of the course. It is the responsibility of the student to arrange for a credit by examination, including a faculty member willing to administer the challenge, as then approved by the course Chairperson and student's Dean. A course may be challenged only once.

Undergraduate

- To challenge an undergraduate course by examination, a student must be regularly enrolled and a full-time student. Students may not challenge a course that is at a level more elementary than one in which they are currently enrolled or for which they have already received credit. Students may not challenge a course for which they have previously registered until a period of one year has elapsed from the time of their original registration in the course. A challenge examination once failed may not be repeated. 1000- and 2000-level courses in the Department of Modern Languages and Literatures may not be challenged.

Graduate

- If the student passes the challenge exam, that is equivalent to waiving the course requirement but not the total unit requirement for the degree.

Course Load

In a Fall or Spring semester, the normal load for full-time, degree-seeking undergraduate students in good standing from the previous semester is 15-18 semester hours. For summer, undergraduate students in good standing may register for up to eight semester hours per session; six semester hours is considered full-time for summer.

Course Terminology

- Core courses are identified as fulfilling the University Core requirements.
- Major courses are identified as fulfilling the academic major requirements.
- Minor courses are identified as fulfilling the academic minor requirements.
- Elective courses are identified as not fulfilling core, major, or minor requirements, but do fulfill overall semester hours requirements.

Cross-Listed Courses

A cross-listed course is one that carries credit in more than one department or program. Students may not enroll in more than one section of a cross-listed course and may receive credit in one department only.

Special Studies/Independent Studies/Tutorial Courses

Special Studies

Courses whose numbers have as the last two digits "98" are Special Studies. These courses have a special syllabus and description not listed in the Bulletin. They can be held in a lecture, discussion, or seminar format at a specified or arranged time and place for a group of students.

Each department sponsoring Special Studies courses maintains these course descriptions.

Independent Studies

Courses whose numbers have as the last two digits "99" are Independent Studies. This is an individualized study arranged by a student with a full-time faculty member and approved by the Chairperson of the Department and the Dean. An Independent Studies course is considered part of the student's semester program. Registration for such courses takes place only during the regular registration periods.

These courses are for the educational enrichment of the student particularly qualified for the kind of experiences that are beyond the scope of a regular course. Under the supervision of a faculty member, the work will be of research or similarly creative nature and will normally culminate in a project or examination. First-year, first-semester transfer students, and part-time undergraduates are not eligible.

Most graduate programs will allow graduate students to take no more than two classes as independent study. Consult the individual Program Director for future information and limitations.

Tutorials

A course tutorial is an option to register for an LMU course which is not otherwise offered in the term. Students may individually arrange with a faculty member to take the course as a tutorial. The tutorial must be based on an existing LMU course and all arrangements for the tutorial are the responsibility of the student. A tutorial course is considered part of a student's semester program. Registration for it takes place during the regular registration periods. Only full-time students are eligible, and approval will be given for only one tutorial course per semester. First-year and first-semester transfer students are not eligible. Approval of the Department Chair and Dean's Office is required.

Dean's List

The Dean's List is an honorary academic acknowledgment for undergraduate students which is printed on the transcript at the end of the Fall and Spring semesters. The list consists of full-time, degree-seeking undergraduate students who must have in a term:

- Completed all courses, with minimum of 14 semester hours at LMU
- Received letter grades in at least 12 semester hours of which none is an "F"
- Earned a cumulative term grade point average of 3.50 or higher

Degree Requirements

Baccalaureate Degree Requirements

Candidates for an undergraduate degree at Loyola Marymount University must complete all requirements for a bachelor's degree as set forth by the University, their college or school, and academic departments or programs. Failure to understand those requirements does not relieve a student of his or her responsibility.

All candidates for a baccalaureate degree at LMU must fulfill the following requirements:

1. For the primary academic major complete a minimum of 120 semester hours, including core curriculum, program requirements, and 45 semester hours of upper-division course work. Certain programs require more than 120 semester hours and are under the appropriate department listings.

2. All courses taken at LMU must have a cumulative grade point average of C (2.0). All courses taken in the major, minor, or area of concentration must have a cumulative grade point average of C (2.0). To satisfy a Core requirement (other than a flag requirement), a course must be completed with a grade of C- or better. To satisfy a flag requirement, a course must be completed with a grade of D or better.
3. Fulfill the requirements for any declared academic secondary major or primary or secondary minor, including those set forth by the department and/or College or School.
4. At least 30 of the last 36 semester hours for the bachelor's degree must be taken in residence at LMU. At least two-thirds of the upper division semester hours of the major must be taken in residence at LMU, unless, for programmatic purposes, the Dean and the Chair of the major department deem an exception appropriate.
5. Fulfill the academic regulations printed in the University Bulletin in effect at the time of entrance or for those in effect in the senior year provided the student maintains continuous enrollment for the length of the degree program. A student who changes his or her program of study subsequent to admission to the University may be held responsible for the academic regulations in effect at the time of the declaration or change. A student who interrupts LMU enrollment for more than two years is subject to the academic regulations in effect in the University Bulletin at the time of readmission.
6. Fulfill the requirements specified in Baccalaureate Graduation Requirements and Degree Conferral.

Baccalaureate Graduation Requirements and Degree Conferral

The date of degree posted on a student's diploma is the one by which all graduation requirements are completed or documents are submitted. The degree dates are the last day of finals for each term; Summer, Fall, and Spring.

1. Submitting an Application for Degree form to the Office of the Registrar by the stated deadline in the term in which all academic and graduation requirements will have been met. If a student is canceled for graduation in a given term, the student must submit a new Application for Degree form for a subsequent graduation term.
2. The completion of all incomplete work required for the degree prior to the degree date of that term. A grade of Incomplete in a required course at the time of degree posting renders the student ineligible for that degree date.
3. Students who have taken coursework at other institutions must submit an official transcript showing the graded course(s) and transfer course approval form (if not previously submitted) to the Office of the Registrar no later than 30 working days after the end of the LMU semester. The transfer course(s) must be completed in a term which ends prior to the degree date.

Second Baccalaureate Degree Requirements

1. The pursuit of a second baccalaureate degree is not allowed unless a student already possesses an earned bachelor's degree prior to commencing the second bachelor's program.
2. An LMU student may not be enrolled in a primary degree program and concurrently begin a second bachelor's program.
3. The major program of the second bachelor's degree must be different from the first major.

All candidates for a second baccalaureate degree at LMU must fulfill the following requirements:

- Already possess an awarded bachelor's degree from an accredited institution.
- Complete a minimum of 30 semester hours at LMU beyond those required for the first degree; these must include at least 24 semester hours of upper division work and at least 20 semester hours of upper division work in the major field of study.
- Fulfill the core requirements of the College or School in which the major is offered.
- Satisfy all the requirements for the major.
- Fulfill the requirements specified in the Baccalaureate Graduation Requirements and Degree Conferral.

Graduate Degree Requirements

Candidates for a graduate degree at Loyola Marymount University must complete all requirements for a master's or doctoral degree as set forth by the University, their college or school, and academic departments or programs. Failure to understand these requirements does not relieve a student of his or her responsibility. All candidates for a graduate degree at LMU must fulfill the following requirements:

1. For a master's degree, complete a minimum of 30 graduate semester hours (500, 600, 5000, and 6000 level) beyond an earned baccalaureate degree. A minimum B (3.0) cumulative grade point average is necessary to qualify for completion of a program. See individual program descriptions for specific and additional graduation requirements.
2. For a doctoral degree in Education, complete a minimum of 52 graduate semester hours (7000-level courses) beyond an earned master's degree. A minimum B (3.0) cumulative grade point average is necessary to qualify for completion of a program. See individual program descriptions for specific and additional graduation requirements.
3. The normal time allowed for the completion of graduate degree programs is five years. A student who has not completed the degree within five years must request an extension of time. If the extension is granted by the Dean of the student's college or school, the student may be required to undertake additional coursework. Some departments have a shorter limit for the completion of the program; see individual program descriptions for further information.
4. Fulfill the requirements specified in Graduate Graduation Requirements and Degree Conferral.

Graduate Graduation Requirements and Degree Conferral

The date of degree posted on a student's diploma is the one by which all graduation requirements are completed or documents are submitted, specifically the respective Commencement Weekend dates, August 31, or December 31. These requirements include:

- Submitting a completed Application for Degree to the Office of the Registrar by the stated deadline in the term in which all graduation requirements will have been met. If a student is canceled for graduation in a given term, the student must submit a new Application for Degree for the appropriate graduation term.
- The completion of all incomplete work required for the degree prior to the degree date of that term. A grade of Incomplete in a required course at the time of graduation renders the student ineligible for that degree date.
- Students who have taken coursework at other institutions must submit an official transcript showing the graded course(s) and transfer course approval form (if not previously submitted) to the Office of the Registrar no later than 30 working days after the end of

the LMU semester. The transfer course(s) must be completed in a term which ends prior to the degree date.

Diplomas

Diplomas are granted and mailed to students who have completed all academic degree requirements and who have no outstanding financial obligations to the University.

Double Credit Undergraduate

- A minor consists of at least 15 units. A course may fulfill a requirement for both a major and a minor. However, a student must complete a minimum of 6 units in a minor that are not counting towards any other program in which the student is enrolled. A course may count for more than one major program when the programs require the specific course.

Graduate

- A student who wishes to enroll for a second Master's degree in the School of Education may apply up to three core courses towards a second Master's degree. For other graduate programs, no more than two courses may be counted toward a second degree upon prior approval from the respective Deans' offices.

Enrollment

Students must be officially registered via PROWL for all classes in accordance with the regulations, procedures, and dates published in the Schedule of Classes and the University Bulletin. Registration is subject to full payment of tuition, room and board charges, and other fees associated with enrollment. The University reserves the right to deny registration to any student for reasonable cause.

Final Examinations

Students are required to take all scheduled examinations. Final examinations are to be held at the time published by the Office of the Registrar. No student is allowed to take a final examination before the scheduled time.

Full-Time Standing

An undergraduate student enrolled for 12 or more semester hours in a Fall or Spring semester or 6 or more semester hours in a Summer session is considered a full-time student. Students taking fewer than the stated amount above are considered part-time and may not qualify for all University activities and benefits, such as eligibility for financial aid, on-campus housing, and intercollegiate athletic competition.

A graduate student enrolled for 6 or more semester hours in a Fall, Spring, or a single Summer session is considered a full-time student. Graduate students taking fewer than 6 semester hours are considered part-time. Doctoral students completing the dissertation are full-time with at least 2 semester hours per term.

Please refer to the Financial Aid full-time/part-time standing for an explanation of how that department defines full-time standing and the impact on financial aid awards.

Grades and Grading

Credit/No Credit Grading

Undergraduate

Students may take courses which are offered on a Credit/No Credit basis for up to 20% of their total semester hours requirement for graduation. For undergraduate courses, a grade of CR may be given for performance equal to or greater than a grade of "C." A CR/NC course will not affect the grade point average. Courses offered on a CR/NC basis will count toward fulfilling requirements of the academic major, academic minor, or University Core. Courses offered on a graded basis which a student elects to take on a CR/NC basis will **not** fulfill the above requirements. Students may change their grade option through the last day of the twelfth week of classes during the fall and spring semesters.

If a course is offered on a CR/NC basis only and the student wishes to receive a standard grade, the student must petition the instructor for that standard grade before the end of the third week of the semester. After submitting an approved form to the Office of the Registrar requesting a standard grade for a course, the student may not rescind the request.

Graduate

Graduates may take courses on a CR/NC basis only with the permission of the Program Director and/or Dean of the College or School.

Grade Appeals

The final course grade is how a faculty member communicates to the student and the University about a student's overall achievement in the course. Final course grades are not negotiable. Any grade appeal should therefore be limited to procedural issues, such as a computational error or a failure to follow grading policies as set forth in the course syllabus.

Any student who wishes to appeal a final course grade must first discuss the matter with the faculty member, preferably in a face to face meeting. The grade appeal must be initiated by the student prior to the end of the third week of instruction in the semester subsequent to the term in which the disputed grade was earned.

As part of the appeal, students should provide all graded assignments to the faculty member and also refer to the course syllabus so that they are prepared to discuss all aspects of the grade. The course syllabus will serve as the guideline for this discussion. If the faculty member agrees that an error was made, the faculty member will file a Correction of Grade form and the grade appeal process concludes.

If the dispute is not resolved between the student and the instructor, the student may appeal to the Department Chair in which the subject area resides. If the course is a First Year Seminar or Rhetorical Arts class, the Core Director acts as the Department Chair for the purposes of this policy. The Department Chair/Core Director will discuss the case with the faculty member and student in an attempt to resolve the dispute.

If the dispute is not resolved at the department level, the student may file a written appeal to an Associate Dean in the School/College of the subject area or to the Associate Provost for Undergraduate Education in the case of First Year Seminars and Rhetorical Arts classes. The written appeal must be submitted prior to the end of the sixth week of classes. The Associate Dean/Associate Provost, upon receipt of the written appeal, may appoint a committee of three faculty members to investigate the matter and make a recommendation to the Dean/ Associate Provost. The Dean/ Associate Provost will normally follow the recommendation of the committee; however, the decision of the Dean/Associate Provost is final. The Dean/Associate Provost will inform the student, the faculty

member, and the Department Chair/Core Director of the decision in writing.

Grading System

The work of all students at LMU is reported in terms of grades. Instructors are required to assign a final grade for each student registered in a course. The Office of the Registrar via PROWL issues a grade report to the student at the end of each term.

Undergraduate

The following grades are used to report the quality of undergraduate student work at LMU:

Grade	Meaning
A	Superior
B	Good
C	Satisfactory
D	Poor
F	Failure
CR	Credit—Equivalent to grade of C or higher
NC	No Credit—Equivalent to grade of C- or lower
NR	Not reported by instructor
AU	Audit
I	Work incomplete
W	Official withdrawal from course

A grade of A may be modified by a minus (-) suffix, and grades B and C may be modified by a plus (+) or minus (-) suffix. Grades A, B, C, and CR denote satisfactory progress toward the degree, but a C- or D grade must be offset by higher grades in the same term for students to remain in good academic standing. An F or NC grade yields no semester hour or course credit. Note that a "C-" grade is not a passing grade in courses requiring a minimum grade of "C." A student must maintain a 2.0 GPA in order to remain in good academic standing.

Graduate

The following grades are used to report the quality of graduate student work at LMU:

Grade	Meaning
A	Superior
B	Satisfactorily demonstrated potential for professional achievement in field of study
C	Passed the course but did not do work indicative of potential for professional achievement in field of study
F	Failure
CR	Credit—Equivalent to grade of B or higher
NC	No Credit—Equivalent to grade of B- or lower
NR	Not reported by instructor
AU	Audit
I	Work incomplete

IP	Work in progress (A grade assigned to the first semester of a scheduled two-semester course. The final grade is posted to the second semester of the course.)
W	Official withdrawal from course

A grade of A may be modified by a minus (-) suffix, and grades B and C may be modified by a plus (+) or minus (-) suffix. Grades A, B, and CR denote satisfactory progress toward the degree, but a B- grade must be offset by higher grades in the same term for students to remain in good academic standing. Courses in which a grade of B- through C- is received may be applied toward graduate degrees unless otherwise prohibited by the program requirements. A student must maintain a 3.0 GPA in order to remain in good academic standing. Graduates may only take courses on a CR/NC basis with approval from the Dean.

Grade Point Average

Grade points are a measure of the quality of the academic work completed, just as semester hours are a measure of the quantity of this work. The University uses a letter grade to indicate the level of individual student achievement. Each letter grade has a point value assigned for the grade achieved. The point value assigned to each letter grade is as follows:

Grade	Grade Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
F	0.0

The LMU grade point average is determined by dividing the total number of LMU grade points by the number of LMU semester hours completed with a letter grade.

The grades of AU, CR, NC, I, IP, and W have no point value and are not used in calculating the grade point average.

Change of Grades

Grades, once submitted to the Office of the Registrar, will be changed only in case of error. An instructor desiring a change of grade must present a written explanation to the Chairperson and the Dean with a Correction of Grade form from the Office of the Registrar. No grade changes will be made after the fourth week of instruction of the next full term.

A student's permanent record reflects the coursework upon which the University awarded the degree or recommended a credential. Therefore, no grade or other changes are permitted either after awarding the degree or recommending the credential.

Incomplete Course Work

An incomplete grade may be assigned by the professor only if a student has completed at least 80% of the coursework.

The student must speak to the professor prior to final exam week to determine if the completed course work meets the minimum requirement for a grade of Incomplete and to discuss what further work is required to complete the course. The professor may or may not agree to the assignment of a grade of Incomplete. If the professor agrees to assign the grade of Incomplete, s/he will enter a grade of "I" on the Final Grade Roster.

The student's deadline for submitting all outstanding coursework for undergraduate level courses is three weeks after the first scheduled class day of the next full semester. Graduate students who received a grade of Incomplete in graduate level courses have one academic year to complete and submit all outstanding coursework, unless an earlier deadline is set by the professor.

An incomplete grade not removed by the deadline will default to an "F" or to the default grade as submitted by the instructor on the Final Grade Roster.

If a student requires an extension to the deadline, the student must petition to obtain an extension to the deadline for removal of the grade of Incomplete. The petition, approved by the instructor, must be submitted to the Office of the Registrar.

Graduate students carrying any grades of Incomplete are not permitted to take a comprehensive examination until all "I" grades have been removed.

Graduate students enrolled in undergraduate level courses and who have received a grade of Incomplete in the undergraduate level course must submit outstanding coursework no later than three weeks after the first scheduled class day of the next full semester.

Mid-Term Deficiencies

Mid-term deficiencies are assigned to students whose work thus far in the semester has been evaluated by the instructor as unsatisfactory. Notifications are sent to undergraduate students who are performing at the level of C- (1.7) or less; to graduates who are performing at the level of B- (2.7) or less. These notices, advisory in nature and sent to the student's LMU email and posted to PROWL prior to the last day to withdraw in a term, are not used in any calculation and do not appear on either Degree Works or the University transcript. Students who receive a mid-term deficiency are advised to speak to the instructor and/or their advisor.

Leave of Absence/Withdrawal

Leave of Absence (LOA)

A Leave of Absence (LOA) may be granted to a student who applies for a temporary break from studies for up to two years or four semesters. A student on a processed LOA retains their admitted status; however, they do not have the rights and privileges of registered students as they are currently not attending classes. A student on a LOA may complete course work for which the grade of Incomplete was submitted in the prior term and must comply with the policies, including all deadlines, concerning a grade of Incomplete.

Withdrawal (WD)

A Withdrawal (WD) from the University is the permanent termination of the academic program, course of study, and the rights and privileges offered to currently registered students. A student who wishes to return to the University must reapply to the appropriate Admissions Office. A student who withdraws is responsible for outstanding financial obligations with the University. A student who used deferred payment

plans to secure student loans during their attendance at the University must clear their financial obligations with the Financial Aid and Student Financial Services Offices.

Choosing to Withdraw or Take a Leave of Absence

A student has four options when considering a LOA or WD from the University:

1. **For a LOA or WD in a semester which has not yet begun or before the end of the first week of the term**, the student must drop all courses via PROWL. Under these circumstances, no courses will appear on the student's transcript. The student must then fill out the LOA/Withdrawal form available on the Office of the Registrar website.
2. **For a LOA or WD in a semester for which final grades have been posted and for a student who has registered for a subsequent semester**, see #1 above. For a student who has had no subsequent registration(s), the student must complete the LOA/Withdrawal form indicating the LOA or WD is effective at the end of the term that has just finished. The LOA/Withdrawal form is available on the Office of the Registrar website.
3. **For a LOA or WD in a semester which has already begun but it is not past the last day to withdraw as published in the Academic Calendar**, the student must withdraw from all courses via PROWL prior to the deadline. Under these circumstances, each course will remain on the student's transcript and receive a grade of W. In addition, the student must fill out the LOA/Withdrawal form available on the Office of the Registrar website.
4. **For a LOA or WD after the last day to withdraw from all courses within a semester as published in the Academic Calendar**, due to an illness or emergency, a student may petition for a LOA or WD through the Dean of Student's Office. Prior to petitioning for a LOA or WD, the student must:
 - a. Consult with their Dean's Office, Financial Aid, Student Financial Services, and Student Housing (for residential students).
 - b. An international student must consult with the Office of International Students and Scholars to ensure that visa requirements will be satisfied.
 - c. In regards to a petition due to an illness, appropriate documentation is required to support the student's petition to take a LOA or WD. The medical and/or mental health documentation must be current and provide information as to the health-related concern that prevents the student from completing the semester. Documentation must be from a licensed professional, such as a medical doctor, physician's assistant, nurse practitioner, psychologist, psychiatrist, or social worker. All documentation should be sent to the Dean of Student's Office and include the following information:
 - d. For an emergency petition, the student must make an appointment to meet with the Dean of Students (or designee). A petition for an emergency LOA could include, but is not limited to, instances such as family illness or death, natural disaster, and military deployment. Leaves of Absence for emergency purposes, other than military deployment, are granted at the discretion of the Dean of Students.
 - e. To process this information in a timely manner, the student should submit a Release of Information (ROI) to the Dean of Students (or designee) allowing the Dean of Students (or designee) and the Student Health Services and/or Student Psychological Services, hereafter referred to as the Appropriate Health Service, to review the documentation.
- f. The Dean of Students (or designee) may confer with the directors of the Student Health Service and/or Student Psychological Service to request a diagnostic explanation(s) and/or to confirm the appropriateness of the medical or mental health information.
- g. The Dean of Student's Office is responsible for granting and communicating in writing to the student regarding the petition for LOA or WD after the last day in the semester, as published in the Academic Calendar, and developing individualized recommendations for the student to guide them while on leave and to better prepare them to return to university life. Upon receiving a recommendation for LOA or WD, the student must complete and submit the LOA/WD form available on the Office of the Registrar website.
- h. If the petition is approved for a LOA after the last day in the semester, **all** courses will remain on the student's transcript and receive a grade of W.
 - i. If the petition is not approved, the student may request an appeal within five business days of the written decision to the Dean of Students. The Dean of Students may request additional information from the student. The decision of the Dean of Students is final.
 - j. If the petition is not approved and the student does not appeal or complete all coursework, the grade earned in the class will be recorded on the student's transcript.
- k. A student granted a LOA or WD after the last day in the semester to withdraw, as published in the Academic Calendar, should check with their Dean's Office, Financial Aid, Student Financial Services, and Student Housing regarding financial obligations.
 - l. A Dean of Student's hold will be placed on the student's record once the petition is granted.
 - m. The extension of University-sponsored student health insurance may be available during a leave of absence. Consult the student health insurance webpage for more information.

Returning from a Leave of Absence

When returning from a LOA and prior to registering:

1. A student must fill out the Return from LOA form available on the Office of the Registrar website.
2. A student must contact the Chair of his or her academic department or Dean's Office to inform the department of his or her intent to return and the expected semester of return. The student must meet with their Dean's Office prior to registering for classes.
3. The student must meet all financial aid deadlines for the academic year of his or her expected return and clear any financial holds.
4. The student should check PROWL for any other holds on their account that need to be addressed, and contact the appropriate office for assistance in their removal.
5. If the student wishes to reside on campus, the student must contact the Student Housing Office and submit all the necessary forms to apply for housing and meet all deadlines.
6. A student with disabilities may be eligible for reasonable accommodations and/or special services in accordance with the Rehabilitation Act of 1973 and the Americans with Disability Amendments Act (ADAA) of 2008. The student is responsible for communicating his or her requests for academic accommodations to the Office of Disability Support Services.
7. A student returning from an approved LOA after the last day in the semester to withdraw from classes must also submit a return to academic studies letter to the Dean of Students and his or

her academic Dean's office. This letter should outline how the student's LOA was spent and must include a personal assessment for their readiness to return. The student will then meet with a representative from the Dean of Student's Office to discuss and offer recommendations for further support. Recommendations for support will be made in writing to the student by the Dean of Student's Office after the meeting with the student. This meeting must occur by January 1 for consideration for Spring semester return, May 1 for Summer session return, and August 1 for Fall semester return.

LMU Academic Honesty Policy and Procedures

Statement of Policy

The LMU Academic Honesty Policy

Loyola Marymount University is a community dedicated to academic excellence. Academic honesty in scholarship and creative work stands at the center of LMU's academic life, and is essential for true learning and creation of knowledge to take place. As a university in the Jesuit and Marymount traditions, this community expects its members to act in accordance with the highest standards of honesty and ethics at all times. Violations of academic honesty undermine the fundamental educational mission of the University and cannot be tolerated. Students are responsible for understanding the standards of academic honesty and determining how they apply to their academic work and behavior. Students are responsible for contacting their instructor(s) before assignments are due to proactively resolve any questions they may have.

Definitions of Academic Honesty and Dishonesty

Academic honesty requires that all members of the LMU community act with integrity, respect their own intellectual and creative work as well as that of others, acknowledge sources consistently and completely, act honestly during exams and on assignments, and report results accurately.

Academic dishonesty is any violation of the standards of academic honesty. Examples of academic dishonesty are defined below. These examples are intended to provide guidance but not to constitute an exhaustive list of the forms that academic dishonesty might take.

Examples of academic dishonesty: Academic dishonesty may include, but is not limited to, the following examples:

1. Plagiarism
 - a. Presentation or appropriation of another's ideas, words, images, work, materials, results, etc. as one's own, including but not limited to: omission or improper use of citations; copying another's work without attribution.
 - b. Inappropriate use of an Internet or digital source, including but not limited to: inappropriate copying in whole or part; submission of a paper or other work, or any part thereof, obtained via the Internet or a digital source, as one's own work; inappropriate sampling of images or sound; the use of online solutions typically made available as instructor resources for a course.
 - c. Unauthorized presentation or partial or complete resubmission of one's own previous academic work for additional academic credit.
2. Fraud
 - a. Representing oneself as another person in relation to an academic assignment or course, or allowing another to represent oneself in relation to an academic assignment or course. For example, signing an attendance sheet in class or at an

extracurricular event on behalf of an absent student, representing oneself as someone else in the context of an online course, or permitting another person to complete an assignment or take an examination on one's behalf in the context of an online course.

- b. Presenting forged signatures or documents as authentic.
 - c. Altering or fabricating data.
 - d. Submitting false or fabricated citations.
3. Cheating and Facilitating Cheating
 - a. Possession, distribution, and/or use of materials or technology for the purpose of cheating or facilitating cheating.
 - b. Coercing or attempting to coerce a classmate to facilitate cheating.
 - c. Using resources and materials prohibited by the Instructor.
 - d. Collaboration on coursework that violates an Instructor's stated policies or instruction.
 - e. Misrepresenting contributions to group projects.
 4. Unauthorized Access to or Alteration of Privileged and Proprietary Information
 - a. Unauthorized access to and/or use of privileged University documents, files, or information and/or alteration thereof by electronic or any other means.
 - b. Unauthorized access to and/or use of proprietary information. For example, the unauthorized dissemination of research prior to publication.
 - c. Unauthorized access to and/or use of University course resources and materials. For example, distributing any course materials (syllabus, assignments, exams, etc.) without explicit permission from the instructor.
 5. Other Academic Dishonesty
 - a. Acts of academic sabotage. For example, the purposeful theft, vandalism, or unauthorized access of library books, academic records, equipment, or materials, or the theft or destruction of other Students' work.
 - b. Any other means of violating the standards of academic honesty set out above, existing or yet to be invented.

Student Protections

1. The burden shall be upon the Instructor to provide evidence that it is more probable than not that the Student has committed the alleged academic honesty violation.
2. A Student has the right to appeal the Instructor's decision concerning an allegation of academic dishonesty.
3. Access to materials, files, and records alleging and documenting a student's violation of the Academic Honesty Policy will only be authorized for disclosure to individuals necessary for the processing of the Academic Honesty Policy violation (such as the Student, Instructor, Chair, Dean, Provost, Academic Honesty Review Committee).

Instructor Protections

1. Instructors are expected to apply academic integrity standards consistently across all of their students in all of their classes and pursue all cases of academic dishonesty.
2. Instructors may attempt to stop suspected cheating in progress when appropriate (for example, during an examination). Instructors must then follow the procedure outlined in this policy prior to imposition of any academic dishonesty sanction.
3. For each incident of academic dishonesty, a record identifier that does not identify the student is generated that the Instructor may

make reference to or include in retention, merit, rank, and promotion decisions (if applicable).

4. Should an instructor require legal assistance during any proceedings related to the charge of academic dishonesty, having followed the procedures outlined in the Policy, LMU will provide the faculty member with the assistance of University counsel. In addition, it is recognized that faculty have the right to be indemnified for all necessary expenditures or losses incurred in direct consequence of the discharge of their duties under California Labor Code section 2802.

Sanctions

Factors to be considered in applying sanctions for determinations of academic dishonesty under this policy shall include the nature and severity of the violation and whether there is a pattern of violations. Sanctions for violations of the Academic Honesty Policy may include the following:

1. *Instructor-Imposed Sanction.* Imposed at the sole discretion of the Instructor of record and may include (but is not limited to): a requirement to re-do the assignment; a reduced or failing grade on an assignment, or part of an assignment; a reduced or failing grade in the course. If the Instructor imposes a failing grade sanction in the course, a failing grade will appear on the transcript. This will occur even in the case of subsequent student withdrawal from the course after the initiation of the Procedures of the Academic Honesty Policy (i.e. the initial Instructor email to the Student).
2. *Academic probation.* Academic probation constitutes a serious warning to the students that their academic performance is unsatisfactory and continued failure to improve the record may result in being disqualified from the University. Academic probation does not prohibit the Student from returning as an enrolled student for the subsequent semester, nor does it necessarily prohibit the Student from participating in University sanctioned events. However, the Dean or Director may impose restrictions on students on probation regarding the program of study and participation in extracurricular activities at LMU.
3. *Suspension from the University.* The sanction of suspension requires recommendation by the APRC and approval of the Provost.
4. *Dismissal from the University.* The sanction of dismissal requires recommendation by the AHRC and approval of the Provost.
5. *First violation.* In addition to the sanction imposed by the Instructor of record, each student should receive a written warning, from the Provost, that a second violation will result in further sanctions, which may include required participation in educational programs, academic probation, suspension or dismissal from the University. This statement should be included in the correspondence sent by the Provost to the Student in all cases where the Student has been found to be in violation of the Academic Honesty Policy, including cases in which the Student did not appeal as well as those in which the Student did file an appeal.
6. *Second violation.* The presumptive sanction for a second violation is suspension (academic disqualification) for at least one semester. However, the AHRC may consider mitigating factors to reduce the sanction to academic probation for one academic year or two consecutive semesters. At the second violation, the Student shall receive written warning that any further violation will result in further sanctions including suspension (academic disqualification) or dismissal from the University. Mitigating factors may include but are not limited to:

- a. The violations occurred so close together in time that the Student did not have a reasonable opportunity to learn from their mistake by developing a better understanding of LMU's Academic Honesty Policy.
 - b. One or both violations were relatively minor.
7. *Third violation.* The presumptive sanction for a third violation is dismissal from the University. The AHRC, however, may consider mitigating factors to reduce the sanction to suspension (academic disqualification) for, at minimum, one semester (for those cases where the Student received academic probation for the second violation) or for an entire academic year (for those cases in which the Student received suspension for previous violations). In those cases in which the Student is suspended as a result of a the third violation, the Student will receive written warning that any further violation will result in dismissal from the University.

Definitions

1. *Academic disqualification (suspension):* Suspension entails the separation of the Student from the University for a stated period of time with an opportunity for reinstatement consideration. While suspended, the Student is ineligible for and shall not participate in any University sponsored activities and may be prohibited from a presence on campus and University premises. Suspended time will not count against any time limits of graduate schools or programs for completion of a graduate degree. Any alteration, deferral, or suspension of this sanction may be subject to conditions.
2. *Academic Honesty Violations Form:* the official form on which the Instructor reports a violation of academic honesty and identifies sanction to be imposed as well as outcome of meeting with the Student. The Instructor and the Student both sign.
3. *AHRC:* Academic Honesty Review Committee, the body that provides a ruling to the Provost concerning appeals and other matters related to violations of the Academic Honesty Policy.
4. *Academic probation:* Academic probation constitutes a serious warning to the Students that their academic performance is unsatisfactory and continued failure to improve the record may result in being disqualified (suspended) from the University. Academic probation does not prohibit the Student from returning as an enrolled student for the subsequent semester, nor does it necessarily prohibit the Student from participating in University sanctioned events. However, the Dean or Director may impose restrictions on students on probation regarding the program of study and participation in extracurricular activities at LMU.
5. *Day:* a regular University business day. It shall not include Saturdays, Sundays, or administrative holidays.
6. *Dismissal:* the permanent separation of the Student from the University. Permanent notification may appear on the Student's transcript. The Student will also not be permitted on campus or University premises. Any alteration, deferral, or suspension of this sanction may be subject to conditions.
7. *Institution/University:* Loyola Marymount University
8. *Instructor:* any LMU faculty member, librarian, or other individual authorized to evaluate students' academic work.
9. *NR:* Not Reported. In the event a course grade has been awarded or is due (i.e. the case of a student withdrawal or the end of the semester), "NR" will be used as a placeholder on the transcript of the Student until the academic honesty violation has been resolved. This will be performed by the Registrar at the direction of the Provost.
10. *Policy:* The Academic Honesty Policy.

11. *Provost*: The Provost or the Provost's designees for managing the day-to-day operations of the Academic Honesty Policy.
12. *Record/Student Record*: The permanent documentation kept by the University concerning the Student's matriculation and performance. Files are all relevant physical or digital documentation of a case.
13. *Violation*: A determined violation of the University's Academic Honesty Policy.
14. *Will and shall*: The terms "will" and "shall" are used in the imperative sense. The term "may" is used in the permissive sense.

Procedures

Process

1. An Instructor who has reason to believe that a student has violated the Academic Honesty Policy will inform the Student of the suspected academic dishonesty in an email sent to the Student's LMU email address (with a copy to the Instructor's Supervisor) within five days of discovering evidence of the academic dishonesty. This message should include a statement of the nature of the suspected violation, the evidence supporting the suspected violation and a deadline of five days for the Student to respond by email. Because at this point in the process there is only a suspicion or allegation of a policy violation, no determination has been made and there should not be any mention of a prospective sanction in the message. The communication should also include a request to meet (or confer) with the Student within five days after the student's response to the email.
2. The Instructor's meeting with the Student shall take place after receipt of the Student's email reply and provides an opportunity for the Instructor and the Student to discuss the suspected academic honesty violation, the evidence, and the prospective sanction (e.g., a failing grade on an assignment or a failing grade in a course), and any concerns the Student may have.
 - a. If the Instructor determines that no violation of the Academic Honesty Policy has occurred, no further action or steps will be taken. The Instructor will notify the Supervisor of the determination.
 - b. If the Instructor determines that a violation of the Academic Honesty Policy has occurred, a sanction within the purview of the Instructor will be imposed. A completed Academic Honesty Violation Form (with supporting evidence) will be forwarded to the Provost (with a copy to the Instructor's Supervisor and to the Student).
3. If the Student does not respond to the initial email from the Instructor within five days, a determination shall be made by the Instructor and if a determination of an Academic Honesty Policy violation is made, a sanction within the purview of the Instructor will be imposed. A completed Academic Honesty Violation Form with the supporting evidence will be forwarded to the Provost (with a copy to the Instructor's Supervisor and to the Student).
4. The Student may submit an appeal of the Academic Honesty Policy violation determination and/or sanction within five days of the Instructor's emailing of the Academic Honesty Violation Form.
 - a. If no appeal is filed, then the Academic Honesty Policy violation determination becomes final. The Provost will file the paperwork, with a copy to the Student's Dean's Office, and apply the sanction determined by the Instructor. This terminates the process.
 - b. If the Student files an appeal, then the grade on the relevant assignment, or in the course, will be converted to "NR" within five days of receipt of the appeal, and remain as such until the final resolution of the appeal process.
 - c. In the case of a Student appeal, the Provost will submit the case to the AHRC for reconsideration and will notify the Student and Instructor thereof.
5. When a determination becomes final, the Provost shall review the Student's record to determine if there is a prior history or pattern of academic dishonesty. For cases in which the Provost determines that such a history or pattern exists and therefore the Student's record and pattern of behavior warrants further review, the Provost will submit the Student's record of proceedings under the Academic Honesty Policy to the Academic Honesty Review Committee (AHRC) for consideration of additional action and will so notify the Student thereof.
6. If the AHRC determines that a violation merits a different result or sanction (in cases of appeal) or that the Student's pattern of behavior warrants an additional sanction, up to and including the Student's suspension or dismissal (in cases where the Provost requests further review), it shall communicate its decision to the Student and to the Provost within 15 days of the Provost's request for consideration.
 - a. In cases of a ruling for additional sanction based on a pattern of behavior, the Student has 10 days to respond to the AHRC ruling; the response shall be submitted directly to the Provost.
 - b. The Provost shall make the final decision within 5 days after the window for the Student's response to the AHRC ruling closes. Upon making the final decision, Provost shall add appropriate documentation to the Student's record, with a copy to the Student's Dean's Office, and apply the sanction. The Provost's decision is final and terminates the process.
7. All deadlines apply during the semester - that is, from the first day of classes to five days after final grades are due. Attempts will be made to conclude pending cases in May before the end of the academic year. All unresolved cases will be considered and determined in the next regular semester.
8. A Student charged with an Academic Honesty Policy violation prior to graduation may not receive a diploma/degree until any pertinent proceedings regarding that Student have been completed. A student who has been suspended cannot graduate unless and until he/she is reinstated.
9. The Provost's office will provide an annual report, without identifying Students, detailing the number and type of violations reported in different areas of the LMU community, as well as the number and type of AHRC rulings and Provost decisions, if applicable.

Appeals

1. A Student has the right to appeal the Instructor's decision concerning an allegation of academic dishonesty.
2. A Student may appeal on one or more of the following grounds:
 - a. The violation determination is not supported by substantial evidence.
 - b. New relevant evidence is available.
 - c. The sanction is substantially disproportionate to the offense.
 - d. The procedures detailed in this document were not materially followed, resulting in significant disadvantage or prejudice to the Student.
3. The Student must make his or her appeal in writing no later than five days following the Instructor's emailing of the Academic Honesty Violation Form to the Student.
4. All appeals must be submitted by email to the Provost (with a copy to the Instructor and the Instructor's Supervisor).
5. The Provost will inform the Instructor of the receipt of an appeal request within five days, and will submit the appeal request to the

AHRC. At the request of the AHRC, the Instructor will be given the opportunity to provide additional evidence or argument should the Student present new arguments or evidence. The Student shall have a right to know of and respond to the AHRC respecting any new or additional evidence or argument provided by the Instructor to the AHRC.

6. The AHRC shall determine whether or not the evidence supports the allegation, if so, whether the sanction is appropriate taking into account all available evidence related to the academic dishonesty as well as, during the sanctions deliberations, any evidence provided by the Provost regarding any prior offenses, and whether the correct procedures were followed.
7. The AHRC will communicate its findings and ruling to the Provost.
8. In cases of an AHRC ruling for suspension or dismissal, the Student has 10 days to respond to the AHRC ruling about the propriety of the sanction; the response shall be submitted directly to the Provost.
9. The Provost shall make the final decision, in light of the recommendation of the AHRC and after consideration of any submission from the Student, and will communicate this decision to the Student and Instructor, with a copy to the Student's Dean's Office. The Provost's decision is final and terminates the process.

Documentation: Files and Records

1. A digital copy of the Academic Honesty Violation Form, with supporting evidence, will remain on file in the Provost's Office.
2. Records will have a protected status, with access only as authorized by law and permitted by the Provost.

Privacy Rights of Students in Education Records (FERPA)

Loyola Marymount University Policy on Confidentiality of Education Records (FERPA Policy)

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), is a Federal law which governs student privacy and confidentiality of student education records. Loyola Marymount University ("LMU") recognizes, abides by and enforces the confidentiality of student records under FERPA.

Definitions

For the purposes of this policy, the following definitions apply:

Student—any person who attends or has attended LMU.

Education records—any record (in handwriting, print, tapes, film, electronic, or other medium) maintained by LMU or any agent of LMU which is directly related to a student, except:

A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.

An employee record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.

LMU Department of Public Safety records created and maintained by LMU's Department of Public Safety for Department of Public Safety purposes.

Counseling records which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, acting in his or her professional capacity or assisting in a paraprofessional capacity, used solely in connection with the provision of treatment to the student and not disclosed to anyone other than individuals providing such treatment, so long as the records can be personally reviewed by a physician or other appropriate professional of the student's choice. "Treatment" in this context does not include remedial educational activities or activities which are part of the program of instruction at the institution.

Health records maintained by the Student Health Center, if the records are used only for treatment of a student and made available only to those persons providing the treatment.

Alumni records which contain information about a student after he or she is no longer in attendance at the University and which do not relate to the person as a student.

Annual Notification

Current students are notified annually of their rights under the Family Educational Rights and Privacy Act (FERPA) by publication in the University Bulletin and by posts on the LMU website.

Procedure to Inspect Education Records

Students may inspect and review their official academic or other education records (with certain limited exceptions) within 45 days of the day LMU receives the student's written request for access. A student should submit any such request in writing, identifying the record(s) the student wishes to inspect, to the appropriate LMU official or department. LMU will make arrangements for access and notify the student of the time and place where the records may be inspected.

Right of University to Refuse Access

LMU reserves the right to refuse to permit a student to inspect the following records:

- The financial statements of third parties.
- Letters and statements of recommendation for which the student has waived his or her right of access, or which were created before January 1, 1975.
- Records connected with an application to attend LMU, or any LMU program, after acceptance but prior to enrollment, or if that application was denied.
- Those records which are excluded from the FERPA definition of education records.

Refusal to Provide Copies

Unless required by FERPA or other law, LMU reserves the right to deny a student's access to academic transcripts or copies of records in any of the following situations:

The student has any unpaid financial obligations to LMU.

There is an unresolved disciplinary action against the student. Copies of disciplinary records will only be made available when a student is unable to come to the office to inspect the record.

Disclosure of Education Records

LMU will disclose information from a student's education record only with the written consent of the student, except:

- To school officials who have a legitimate educational interest in the records.

- A “school official” is any person employed by LMU in any administrative, supervisory, academic or research, or support staff position (including public safety and health services staff); any person or company with whom LMU has contracted to provide a service to or on behalf of LMU (such as attorneys, auditors, or collection agents); any person serving on LMU’s Board of Trustees; or any student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a “legitimate educational interest” if the official needs to review an education record in order to fulfill the official’s professional responsibilities.
- To officials of another school, upon request, in which a student seeks or intends to enroll. A reasonable attempt will be made to notify the student prior to the release of such records.
- To certain officials of the U.S. Department of Education, the Controller General, Attorney General, and the state and local educational authorities, in connection with certain state or federally supported education programs.
- In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid. Parents’ financial information, including statements submitted in connection with financial aid applications, is excluded from inspection.
- If required by a state law requiring disclosure that was adopted before November 19, 1974.
- To organizations conducting certain studies for or on behalf of the University.
- To accrediting organizations to carry out their functions.
- To parents of a dependent student, as defined in the Internal Revenue Code. The parents must provide a copy of their most recent federal income tax return establishing the student’s dependency. Full rights under the act shall be given to either parent, unless LMU has been provided with evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes those rights. LMU does not have an obligation to disclose any financial information about one parent to another. If a parent claims a student as a dependent and does not want his/her financial information disclosed to his/her spouse or former spouse, the parent may make that request to the institution.
- To comply with a judicial order or a lawfully issued subpoena.
- To appropriate parties in a health or safety emergency.
- To an alleged victim of a sexual assault of the final results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime or offense.
- To courts for a legal proceeding brought by a parent or student against the university or by the University against a parent or student.
- To parents and legal guardians of students under age 21 if the student violated LMU policies, state or federal laws relating to the use or possession of alcohol or a controlled substance.
- To the public the final results of a disciplinary proceeding only if it has been determined that:
 - the student is an alleged perpetrator of a crime of violence or nonforcible sex offense; and
 - the student has committed a violation of the university’s rules with respect to the allegation.

- To state and local juvenile justice systems or their officials.
- If designated as “Directory Information.”

Directory Information

LMU is permitted under provisions of FERPA to release “Directory Information” upon request to anyone within the LMU community and to the general public without a student’s consent. Students who wish to have their directory information withheld must notify the Office of the Registrar in writing each semester by the close of official registration. (Please note that such withhold notification will prevent LMU from providing your directory information to friends, prospective employers, organizations and others with whom a student may wish to share such information, so a student should make any withhold notification carefully.)

Directory Information consists of a student’s:

- Name
- Address(es)
- Email address(es)
- Telephone numbers
- Date and place of birth
- Fields of study
- Enrollment status
- Dates of attendance
- Anticipated degree and degree date
- Degrees, honors, and awards received
- Participation in officially recognized activities
- Weight and height of members of athletic teams
- A student’s personal identifier used by the student for purposes of accessing or communicating in electronic systems
- Class-related information necessary for classroom/student collaboration
- Most recent educational institution attended
- Photograph

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. A student should submit any such request to LMU in writing, clearly identifying the records that the student believes are inaccurate and specifying the reasons the student believes them to be inaccurate. LMU will notify the student of its decision, and if the decision is negative, of the student’s right to a hearing regarding his or her request for amendment. Additional information regarding the hearing procedures will be provided at that time.

Notice of Student Rights with Respect to Education Records (FERPA)

The Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) (“FERPA”) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records (with certain limited exceptions) within 45 days of the day LMU receives the student’s written request for access. A student should submit any such request in writing, identifying the record(s) the student wishes to inspect, to the appropriate LMU official or department. LMU will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes to be inaccurate. A student should submit any such request to LMU in writing, clearly identifying the records that the student believes are inaccurate and specifying the reasons the student believes them to be inaccurate. LMU will notify the student of its decision, and if the decision is negative, of the student's right to a hearing regarding his or her request for amendment. Additional information regarding the hearing procedures will be provided at that time.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One such exception permits disclosure to "school officials" with "legitimate educational interests" without a student's consent. A "school official" is any person employed by LMU in any administrative, supervisory, academic or research, or support staff position (including public safety and health services staff); any person or company with whom LMU has contracted to provide a service to or on behalf of LMU (such as attorneys, auditors, or collection agents); any person serving on LMU's Board of Trustees; or any student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill the official's professional responsibilities.

Another such exception permits LMU to disclose a student's "directory information," consisting of a student's name, address(es), email address(es), telephone numbers, major field of study, enrollment status, dates of attendance, anticipated degree and degree date, degrees, honors and awards received, participation in officially recognized activities; a student's personal identifier used by the student for purposes of accessing or communicating in electronic systems; most recent educational institution attended; and photograph, to anyone within the LMU community and to the general public. Students who wish to have their directory information withheld must notify the Office of the Registrar in writing each semester by the close of official registration. (Please note that such withhold notification will prevent LMU from providing your directory information to friends, prospective employers, organizations and others with whom a student may wish to share such information, so a student should make any withhold notification carefully.)

Upon request, LMU also discloses education records without consent to officials of another school in which a student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

Information on other exceptions to FERPA's requirements is available through the Office of the Registrar.

4. The right to file a complaint with the U.S. Department of Education concerning LMU's compliance with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202.

Registration

The days of registration are listed in the University Calendar. All students must follow the registration procedures as established by the Office

of the Registrar. A student is not considered registered until official clearance has been obtained from the Controller's Office and successful registration has been processed in and posted to PROWL. The student's official academic program consists of the courses in which the student is enrolled at the close of official registration.

Students register for classes via PROWL during the times assigned by the Office of the Registrar. Through the first week of each term, students may register or change their registration schedule by adding and dropping classes without a grade of "W" in accordance with the procedures established by the Office of the Registrar. Registration for a term or registration changes are not accepted after the last day of the registration period.

Students may withdraw from a course (and receive a grade of 'W') until the date published in the Academic Calendar. Students who do not complete a course and/or do not withdraw from a class in accordance with the required procedures will receive an appropriate grade in the class as assigned by the instructor.

LMU does not allow a student who is not registered for a course to attend the class. Registration must be completed in accordance with the regulations, procedures, and dates in the University Bulletin. Sitting in a class or obtaining an instructor's signature on a petition form does not constitute enrollment.

The University does not remove courses for those students who stop attending a course. It is the sole responsibility of the student to ensure that his/her class schedule is correct, including dropping or withdrawing from any courses prior to the respective deadlines in the semester. Failure to withdraw officially from a course will result in a grade of "F" or other as assigned by the instructor.

Registration Restrictions

Courses may have registration restrictions, and students wishing to register for these courses must have met the criteria of the restriction. Restrictions and other registration considerations are enforced in PROWL and are identifiable in the Schedule of Classes.

Students who have not earned 60 units, including transfer credit, may not enroll in upper division courses without the approval of the instructor and the chair of the department of the course. This restriction does not apply to upper division foreign language courses for which a student has demonstrated sufficient proficiency.

Any holds on the student's record for academic, financial, student conduct, or other reasons may inhibit eligibility for registration. A student is not considered registered until official clearance has been obtained from Student Accounts and successful registration through PROWL has been processed by the Office of the Registrar.

Military Credit

Loyola Marymount University will transfer credits listed on the Joint Services Transcript with ACE recommendations of lower- or upper-division as elective credit. Courses whose recommendations are listed as vocational credit will not transfer. LMU will transfer a maximum of 20 credits from the JST for elective credit only. JST credits will be included in the student's total number of transferable units and will count towards the following maximums: 60 semester hours for undergraduate course work from community colleges, or 90 semester hours allowed for undergraduate course work from four-year institutions.

Repeat Courses

Certain courses such as special studies and performance courses are repeatable for credit. Please consult the University Bulletin and your advisor in order to confirm that a given course may be repeatable for credit.

Students may repeat a non-repeatable LMU course once, including withdrawals, in order to improve academic performance in that course. The prior occurrence is excluded from the cumulative grade point average and earned hours but remains on the transcript. The grade of the latest occurrence of the repeated course will be the one calculated into the GPA and earned hours. The third and final time a course is taken requires approval from the Dean.

- A repeat course must be taken on the same grade basis as the original occurrence. A course taken for a grade may only be excluded by the same course with a grade. Similarly, a course taken on a CR/NC basis may only be excluded by the same course taken on a CR/NC basis.
- Undergraduate students may not repeat an elementary or intermediate foreign language course after successful completion of a more advanced course in the same language.
- Courses taken at LMU after a degree has been granted will not change the graduation GPA.

Unit Overload

Undergraduate students are limited to enrolling in a maximum of 18 semester hours up until the second week prior to the first week of classes. Beginning the second week prior to classes and running through the first week of the term, undergraduate students are eligible to enroll in 18 or more semester hours with the approval of their Dean's Office.

In order for an undergraduate student to enroll in 19 or more semester hours, the following criteria must be met:

1. A 3.50 overall GPA
2. A minimum of 15 semester hours completed during the prior full semester
3. A registration adjustment form to adjust hours signed by the Associate Dean's office and submitted to the Office of the Registrar.

The maximum load for graduate students during a Fall or Spring semester is 15 semester hours.

Transcripts

Transcripts show all Loyola Marymount University work completed as of the transcript print date. Work in progress is noted on the transcript. Transcripts will not be issued when a student has outstanding financial obligations to the University. Official transcripts of courses taken at the University are issued only with the permission of the student concerned. Unofficial or partial transcripts are not issued.

Transcripts from other institutions, which have been presented for admission or evaluation, become a part of the student's permanent academic file and are not returned to the student. Students desiring transcripts covering work attempted elsewhere should request them from the appropriate institutions.

Transfer Credit and Articulation

Credit for work completed at institutions accredited by one of the six regional associations of the Accrediting Commission for Senior Colleges

and Universities may generally be accepted toward the satisfaction of degree and credential requirements at Loyola Marymount University.

Course work completed at non-U.S. institutions must be documented on an official academic record from an international institution recognized by the Ministry or Department of Education of that country. A foreign credentials evaluation may be required. International transcripts submitted without appropriate evaluations may not be considered for eligible transfer work to LMU.

Articulation

The articulation services at LMU help undergraduate students to identify courses completed at other academic institutions that are transferable to LMU degree programs. Courses taken at other academic institutions may fulfill University core requirements, Program (academic major/minor) requirements or transfer in as electives. LMU has established articulation agreements with its major feeder community colleges.

View these transfer agreements on the Registrar's website (<https://registrar.lmu.edu/>), and click on "Transfer Agreements."

Graduate students should consult their Dean's Office in their College or School.

Transfer Grades

Only LMU semester hour value is granted to transfer courses. LMU does not list grades from transfer courses nor does it use those grades in calculation of the LMU GPA.

Transfer Work

Undergraduate

Any undergraduate student regularly enrolled as a degree candidate who elects to take courses at a college or university other than Loyola Marymount University must submit a Transfer Course Review form to the Office of the Registrar prior to enrollment. The Office of the Registrar will review the course(s) for general transferability and possible fulfillment of a Core requirement. Courses taken with the intention of fulfilling a major or minor requirement must also be reviewed and approved by the Associate Dean of the student's College or School prior to enrollment in such courses. Courses taken without this approval may not be counted toward the degree. Entering transfer students generally receive credit after admission to LMU for courses from other colleges and universities.

LMU degree-seeking students may not enroll at another institution while enrolled at LMU during the fall and spring semesters with the purpose of transferring credits. This is known as Concurrent Enrollment. Requests to transfer courses taken at another institution while enrolled at LMU will be denied. During LMU's summer term(s), students may concurrently enroll at LMU and at another institution.

Open-learning courses will only be transferred as elective credit. Courses completed through an open-learning program cannot be used to fulfill Core, Major, Minor, Concentration or requirements other than elective credit.

Approved undergraduate courses with a grade of C (2.0) or higher may be counted for LMU credit. Credit will not be accepted for courses which,

1. Are taken at colleges not regionally accredited, trade schools, extension programs, or correspondence programs or have been identified as being remedial or in other ways as being non-transferable.

2. Are taken on a CR/NC or Pass/Fail basis where the CR or Pass grade is not equivalent to a grade of C or higher.
3. Are identified as duplicates to course work already completed (excludes courses that may be taken multiple times for degree credit).
4. Exceed the limitations of resident requirements.
5. Exceed the 60 semester hour maximum allowed for undergraduate course work from community colleges, or exceed the 90 semester hour maximum allowed for undergraduate course work from four-year institutions.

Graduate Transfer Work

At the time of admission to a program, and if approved by his/her Department, Program Director, and/or Dean of the student's college or school, a student may transfer a maximum of two applicable courses of approved graduate credit, six (6) semester units total, from an accredited institution for work completed no more than five years ago.

1. A course credit may be transferred when the grade received was at least a "B" (3.0), and if taken on a CR/NC or Pass/Fail basis, where the CR or Pass grade is equivalent to a grade of B (3.0) or higher.
2. If a course was used to satisfy a degree requirement, it usually cannot be used for transfer credit, with the exception of core or prerequisite requirements.

VA Certification

Students must apply for educational benefits through the Department of Veterans Affairs. Qualified students will receive from the VA a Certificate of Eligibility indicating the educational benefits to which they are entitled. Once committed to LMU and registered in classes, students must submit their Certificate of Eligibility to the Office of the Registrar for enrollment certification processing. Enrollment certification will be performed prior to each semester of enrollment until the University is notified that benefits have been exhausted or the student is no longer enrolled at LMU.

The Office of the Registrar acts as liaison between the student and the Veterans Administration. Any student eligible to receive educational benefits under one of the various Veterans Administration programs must, at the beginning of each term for which he or she is registered, complete and/or submit the appropriate application for certification of educational benefits. Information or consultation regarding Veterans educational benefits is available at any time during regular office hours. For more information regarding how to apply for Veterans' educational benefits, visit <http://registrar.lmu.edu/services/veteranandmilitaryeducationbenefits/>.

LMU participates in the Yellow Ribbon Program; which is a Post-9/11 GI Bill® enhancement program for students who qualify for 100% of the Post-9/11 GI Bill. This program allows institutions of higher learning in the United States to voluntarily enter into an agreement with the VA to fund tuition expenses that may exceed the higher of the actual tuition and fees for a private school. The number of students sponsored for Yellow Ribbon Program benefits is limited. For additional information on this and other Chapter financial considerations, please see the Financial Aid website.

Federal Law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward their degree objective. Individuals who qualify, and wish to receive veterans' educational benefits, must meet the published academic standards and requirements of the University in order to be certified for Veterans educational benefits.