



## Academic Honor Code

Students and faculty are expected to uphold the highest standards of honesty and integrity in their scholarship. School of Management students and other students enrolled in School of Management courses are bound by the University's Code of Academic Conduct that can be found under the "Student Rights and Responsibilities" section of the Catalog and the School of Management's specific policies outlined in this document. This document outlines the procedures and sanctions in cases of alleged academic misconduct. University-wide policies apply in non-academic or professional misconduct cases, which should be referred to Vice Chancellor for Student Services and Enrollment Management for further consideration.

Intellectual integrity is the most fundamental value of an academic community. No departure from the highest standards of intellectual integrity, whether by cheating, plagiarism, fabrication, falsification, aiding and abetting dishonesty by another person, identity theft, misrepresentation and other acts of academic dishonesty or attempts can be tolerated in a community of scholars. Therefore, an individual should realize that deception for the purpose of individual gain is an offense against the members of the community.

Any violation of the Code of Academic Conduct observed by a fellow student, faculty member or staff member is required to be reported promptly to the Associate Dean. The report should be in writing unless the urgency of the matter warrants an immediate oral report, such as when someone's safety is endangered. An initial oral report should be followed as soon as possible by a written one. Only if all suspected violations are reported can there be equity in application of the code across the entire student body.

### Proscribed conduct

**Cheating:** Using unauthorized notes, study aids, information from another student or student's paper on an examination; altering a graded work after it has been returned, then submitting the work for regrading; allowing another person to do one's work, then submitting the work under one's own name.

**Plagiarism:** Taking credit for someone else's work or ideas, submitting a piece of work (for example, an essay, research paper, assignment) which in part or in whole is not entirely the student's own work without fully and accurately attributing those same portions to their correct source.

**Fabrication:** Fabricating data; selectively reporting or omitting conflicting data for deceptive purposes; presenting data in a piece of work when the data were not gathered in accordance with guidelines defining the appropriate methods of collecting or generating data; failing to include a substantially accurate account of the method by which the data were gathered or collected.

**Falsification of Records and Official Documents:** Altering documents affecting academic records; forging a signature of authorization or falsifying or omitting necessary information on an official academic document, election form, grade report, letter of permission, petition, or any

document designed to meet or exempt a student from an established School or University academic regulation; falsification or unauthorized altering of information in any official academic computer file.

**Aiding and Abetting Dishonesty:** Providing material or information to another person when it should reasonably be expected that such action could result in these materials or information being used in a manner that would violate this code of academic integrity.

**Identity Theft:** Assuming another person's identity or role through deception or without proper authorization; communicating or acting under the guise, name, identification, email address, signature, or indicia of another person without proper authorization, or communicating under the rubric of an organization, entity, or unit that you do not have the authority to represent.

**Misrepresentation and Other Acts of Academic Dishonesty:** Fraudulently obtaining and/or using academic materials that would give oneself an unfair advantage over other students or would deceive the person evaluating one's academic performance.

**Attempts:** An attempt to commit an act prohibited by this policy may be punished to the same extent as a completed violation.

### Rights of the Accused Student

A student who is accused of academic misconduct has the right to notice of the allegations of misconduct, a fair hearing of the charges and the evidence, the right to question witnesses, to invite witnesses on his/her behalf, and to introduce whatever other evidence may be relevant to the charge.

### Investigation and the Hearing

An investigation will be conducted by the Associate Dean. The accused student will promptly be informed in writing of this investigation, at which time the student may submit a written response to the charge. The accused student and the person reporting the alleged violation will be given 5 business days to submit evidence before the hearing to the Associate Dean, who will provide copies to the all involved persons before the hearing.

The hearing will be carried out by Academic Review Committee for cases involving an undergraduate student or by the Graduate Committee for cases involving a graduate student. The Associate Dean will chair the committee with no voting rights. The hearing will also include a student from the same program as the accused student.

The committee will hold a formal confidential hearing which will be recorded by the Director of BBA/MBA Programs. At the hearing, the accused student, the person reporting the alleged violation, and other witnesses will be given the opportunity to present their point of view. The accused student may bring an advisor to serve in an advisory capacity. Advisors are not permitted to participate in the hearing process but are there only to observe and to provide advice to the student, as needed.

At the close of the hearing, the committee will meet privately for confidential discussion. If the committee determines that the student is responsible for the alleged violation, it is clear and convincing that a violation occurred based on the evidence presented at the hearing. The Associate Dean will prepare a report with the committee's decision as to the student's responsibility, including the basis of the conclusions, and the committee's decision on the

appropriate sanctions. The report will be issued by the Associate Dean within five to seven business days after the hearing. The outcome will be communicated to the student by email and the postal service. All email communications will be to the student's university email account. All communications via the U.S. Postal Service will be to the student's permanent and local addresses on record with the University Registrar. This will complete the process unless the student appeals the decision.

### Sanctions

If the violation involves a course, the course instructor can impose an initial sanction including a grade change, pending consideration of the case by the appropriate committee. The following is a list of possible sanctions. A record of the sanctions imposed will be kept in the student's files.

Sanctions in the case of a violation may be one or a combination of the following:

- Educational project: Completion of a class, workshop or project to help the student understand why his or her behavior was inappropriate and/or how to avoid a future violation
- Warning: Informing the student in writing that he/she has violated the code and that future violations will be dealt with severely. No copy of the warning shall be put in the student's academic transcript.
- Grade change: A lowering of the student's grade by giving 0 for the assignment.
- Failing the course
- Transcript notation: To indicate that the student has violated the code for a second time and any future violations will be dealt with more severely. A copy the reprimand shall be put in the student's academic transcript.
- Disciplinary probation: Designation of a period of time during which the student will not be in good standing with the school. A record of the probationary period shall be put in the student's academic transcript.
- Withholding a degree: Withholding of the student's degree until stated sanction requirements have been met. There may be a deadline set for meeting the requirements which if not met, will result in the student's loss of eligibility to receive the degree at any time in the future.
- Suspension: Temporary removal of the student from the program for a specific period effective by a date set by the hearing committee, which will be noted on the student's academic transcript. There can be stipulated conditions for re-admission to the program as well as a time limit for meeting those stipulations.
- Expulsion: Permanent dismissal from the program, which will be noted on the student's academic transcript, including the reason for expulsion.
- Rescinding a degree: Annulment of a degree previously awarded by the School of Management.

### Appeals

Within 5 business days of receiving the written notification of the committee's decision, the accused student or the person reporting the alleged violation may submit a written appeal of the decision and/or sanction to the Associate Dean. Appeals must be based on at least one of the following assertions.

- There were violations of procedure that seriously compromised the process.
- The evidence clearly does not support the findings.
- The sanctions are excessive relative to the violation.
- There is new evidence not available at the time that may result in a change in the decision.

In considering the appeal, if the Associate Dean determines that the student has submitted a valid appeal, the case will be referred to the Executive Committee for consideration. The Executive Committee will decide the appeal within 21 days. The decisions of the Executive Committee are final and no more appeals are possible.

Notes:

- Effective date: January 1, 2009
- Executive Committee review, November 11, 2014, no changes recommended