

# THE HONOR SYSTEM OF THE SCHOOL OF BUSINESS UNIVERSITY OF KANSAS

Modified April 19, 2000

## I. OVERVIEW

Academic integrity is one of the most pressing issues facing educational institutions today. It not only defines the appropriateness of student behavior, it also serves as a measure of the quality of universities. The School of Business must take all measures necessary to attain the highest standards of academic integrity.

The responsibility of academic integrity does not rest solely in the hands of the School's faculty and administration. It depends also on the attitude and spirit of the student body to create an atmosphere that promotes strong integrity. In other words, the *students* determine a school's level of character. The job of educators, therefore, is to foster and encourage a feeling of honesty and quality within the School of Business.

The Honor System embodies this concept of individual honor through a set of rules and practices. This Honor System is designed to reflect the academic attitude of the School of Business. It is through a strong Honor System that a feeling of mutual trust and respect between students and faculty is maintained.

## II. SCOPE

The scope of the Honor System includes actions by School of Business students and faculty which occur at any function or academic activity conducted in the university.

## III. PROMOTION

Upon enrollment\* in the School of Business each student must sign a matriculation card with the following pledge:

"I, the undersigned, signify that I have read the Honor System of the School of Business and hereby pledge my support to it. I understand what is expected of me as a student of the School of Business, that my obligation to satisfy the requirements of the Honor System extends from my matriculation to my graduation and that a plea of ignorance will not be accepted by the Honor Council."

\*Note: Students enrolled in the School of Business before the enactment of this honor system will have a copy of the Honor System mailed to them and will be asked to sign the matriculation card.

The following pledge must also be signed at the end of all examinations:

"On my honor, I have neither given nor received any unauthorized aid on this exam. Nor am I aware of anyone giving or receiving any unauthorized aid on this exam."

- 1) Every student who applies to the School will be notified about the Honor System and instructed where to find the Honor Code on the School's web site. Every student will be required to sign a statement affirming that he/she has read the document and agrees to abide by it. No student will be admitted who has not returned that signed statement to the admissions office.
- 2) All instructors of BU 240, 241, 368, and the undergraduate core courses will conduct a brief training session on academic honesty for their students prior to their first exam or paper.
- 3) A copy of the School of Business Honor Code Pledge should be prominently displayed in every classroom in Summerfield.
- 4) Any activities of the Honor Court should be summarized (omitting details that might identify the involved parties) and publicized internally through the School Newsletter and through the eight undergraduate student groups.
- 5) Measures of the effectiveness of the system (i.e., surveys of students and faculty) should be devised and used annually, with results publicized within the School.
- 6) Once we have some history of success with the system, these facts should be made known and promoted to our alumni and recruiters.
- 7) Potential benefits of an honor system, including the reputation of the school and its graduates, flexibility in evaluations of student learning, and trust among students and instructors, should be part of the promotion.
- 8) We would like to emphasize the positive aspects of honor.

#### IV. THE HONOR COUNCIL

The Honor Council shall consist of three faculty members, two undergraduate students, two masters students, and one doctoral student (on an ad hoc basis), whose goals shall be:

- 1) to work on continuous improvement in the Honor System,
- 2) to appoint members to the Honor Court and their term of service, and
- 3) to provide advice, counsel, and support for the Honor Court, and
- 4) to promote the Honor System.

Faculty members will be selected by the Executive Committee for a three year term on a rotation basis. (One new professor will be introduced into the council each fall semester to replace the professor with three consecutive years of participation.) The undergraduate students shall be appointed by the Undergraduate Business Council and the masters student members shall be appointed by the Graduate Business Council. All student members shall serve a term of one school year (both the Fall and Spring semesters.)

The Honor Council will meet at least once each semester and may meet more frequently as deemed necessary. In accordance with the responsibilities of the Honor Council, meetings will provide an opportunity for the members to improve upon the current system.

The responsibilities of the Honor Council are detailed further in the following sections: "Honor Court" and "Publication of the Code."

#### V. VIOLATIONS OF THE HONOR SYSTEM

Violations of the Honor System will include but not be limited to the following. After each violation, a probable range of recommendations to the dean (found in section VII-D) for those found guilty of the violation is listed. The listed recommendations are possible recommendations. Any recommendation in section VII-D may be made to the dean of the School of Business whenever the Honor Court deems it necessary.

##### A) Examinations

- 1) Cheating: It shall be a violation of the Honor System (hereafter denoted by the word •violation•) to cheat during the conduct of an examination. Cheating is defined as the giving, receiving, or the use of unauthorized (as determined by the professor administering the exam) aid while taking an exam. The disclosure by a student of examination questions to another student who has not taken the examination for credit in the same semester also constitutes cheating. (Probable recommendations: VII, D, b-f.)
- 2) It shall be a violation to deliberately submit the work of another as your own for a grade or for academic recognition. (Probable recommendations: VII, D, b-f.)
- 3) It shall be a violation to fail to turn in an examination when the examination period ends as deemed by the professor or instructor. The intent here is to prevent students from writing overtime on exams to the obvious detriment of those who completed the examination on time, but reasonableness is implied here. (Probable recommendations: VII, D, a-b.)
- 4) It shall be a violation to intentionally keep a copy of examination questions and/or answers after the testing period has elapsed if the instructor expressly specifies that the examination questions and/or answers are to be returned at the end of the exam. This rule does not apply to exams already on file and does not apply to exams authorized by professors to be placed on file. This rule specifically disallows reproduction in any form of questions or answers from a test specifically disallowed by an instructor. (Probable recommendations: VII, D, a-d.)

## B) Plagiarism

Knowingly presenting the work of another as one's own without proper acknowledgment of the source. The sole exclusion is when the ideas or information are common knowledge.

- 1) Submitting as one's own the work of a research assistant, ghost writer, or commercial writing service.
- 2) Directly quoting from a source without citation.
- 3) Paraphrasing or summarizing another's work without citation.
- 4) Using facts, figures, graphs, charts, computer files, or other information without citation.

The use of another individual's work without proper acknowledgment of that person's efforts constitutes plagiarism. Any written work submitted by a student that contains another individual's work without acknowledgement shall be a violation. It is also a violation to submit work copied directly from another's work on the same assignment, paper, etc. Furthermore, it shall be a violation to turn in the same previously produced work from one class as work for another distinct class without permission from the current instructor. This does not include research for other projects, papers, etc. (Probable recommendations: VII, D, a-e.)

## C) Violations as to Property

Any unauthorized and willful taking of another's books or other personal property from the School of Business or at a School of Business sanctioned activity shall be a violation. It is a violation to fail to return borrowed materials (books, journals, old exams, videos, reserve readings, business placement materials) within the specified time. It is a violation intentionally to damage or destroy School of Business materials or equipment. It shall be a violation of the Honor System to duplicate or steal any computer software programs or computer hardware without proper authorization from the Wagnon Room. (Probable recommendations: VII, D, a,d,g.)

## D) Misrepresentation

It shall be a violation to present false information to prospective employers. (Probable recommendations: VII, D, a,d.)

## E) Failure to report a violation

It shall be a violation to fail to report a known violation (as noted in Section V, A-D above) of the Honor System to either an Honor Court member or faculty member. (Probable recommendations: VII, D, a,d.)

#### F) Perjury

Perjury before the Honor Court or willful disobedience of an Honor Court recommendation approved by the Dean of the School of Business shall constitute a separate violation. This violation includes, but is not limited to, filing or initiating a false complaint alleging a violation of the Honor System. (Probable recommendations: VII, D, a,d-f.)

Violations by a student shall include, but not be limited to, disruption of classes, giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments, knowingly misrepresenting the source of any academic work, falsification of research results, plagiarizing of another's work, violation of regulations or ethical codes for the treatment of human and animal subjects, or otherwise acting dishonestly in research.

Violations by an instructor shall include, but not be limited to, grading student work by criteria other than academic performance, or repeated and willful neglect in the discharge of duly assigned teaching duties, falsification of research results, plagiarizing of another's work, violation of regulations or ethical codes for the treatment of human and animal subjects, or otherwise acting dishonestly in research.

#### **Examples of Student Violations:**

**Cheating:** Giving, using, or attempting to use unauthorized materials, information, or devices in any academic exercise.

- 1) Copying from another student's exam or receiving unauthorized assistance during a quiz, test, written case study, or examination.
- 2) Using books, notes, calculators, or computers when they are expressly prohibited by the instructor.
- 3) Procuring copies of tests or examinations before they are given.
- 4) Procuring copies of previously administered tests or examinations if expressly prohibited by the instructor.
- 5) Copying reports, laboratory work, computer files, and other creative work from other students.

**Fabrication and Falsification:** Unauthorized alteration or invention of any information or citation in an academic exercise.

- 1) Altering a returned graded assignment and seeking regrading.
- 2) Knowingly failing to cite the true source in any reference.
- 3) Presenting false information in resumes to potential employers.
- 4) Perjury before the Honor Court.
- 5) Filing or initiating a false complaint alleging a violation of the Code of Academic Honesty

**Plagiarism:** Knowingly presenting the work of another without proper acknowledgment of the source. The sole exception to the requirement of acknowledgment is when the information or ideas is common knowledge.

- 1) Directly quoting a source without citation.
- 2) Summarizing another's work without citation.
- 3) Using facts, figures, graphs, charts, computer files, or any other information without citation.
- 4) Turning in academic work produced for any other class without permission of the instructor.

**Facilitating Academic Misconduct:** Giving or attempting to help another commit an act of academic misconduct.

- 1) Allowing another to copy from one's paper during an examination.
- 2) Distributing substantive information about an examination prior to its administration.
- 3) Collaborating on academic work with the knowledge that the collaboration will not be reported.
- 4) Taking an examination for another student, or signing a false name on an academic exercise.
- 5) Disclosing to any other student the examination questions to be asked prior to its administration.
- 6) Keeping a copy of an examination if the instructor expressly specifies that the examination may not be placed on reserve or in exam files.
- 7) Failure to report a known violation of the Code of Academic Honesty.
- 8) Tampering (threats, bribes, harassment, etc.) with the Honor Court.

**Tampering with Records:** Any unauthorized attempt to tamper with university records, grades, or other documents.

- 1) Hacking into the university computer system to tamper with records.
- 2) Forging a signature on a university enrollment, add-drop, or other such form.
- 3) Removing reserve materials from any university library or placement center without permission.

**Property Violations:** Any unauthorized use, removal, or alteration of property that is detrimental to the academic mission of the university.

- 1) Theft of books or other personal property from the School of Business or the University of Kansas.
- 2) Failure to return materials to libraries or placement centers within reasonable time limits.
- 3) Alteration of library or placement center materials.
- 4) Unauthorized duplication or use of any computer software or hardware.

**Behavioral Misconduct:** Behaviors by a student that are clearly grounds for charges of academic misconduct based on law, university policy, or other clearly understood rules.

- 1) Attending class influenced by illegal drugs or alcohol.
- 2) Disrupting a class.
- 3) Physical assault.

#### **Examples of Instructor Violations:**

**Fabrication and Falsification:** Unauthorized alteration or invention of any information or citation in an academic exercise.

- 1) Inventing or counterfeiting data or research procedures.
- 2) Knowingly falsely citing the sources of information.
- 3) Altering the record of or reporting false information about practicum or clinical experiences.
- 4) Altering grade reports or other academic records in a false manner.
- 5) Submitting false reports of absence or tardiness.

**Facilitating Academic Misconduct:** Giving or attempting to help another commit an act of academic misconduct.

- 1) Failing to notify students of what constitutes cheating in their course.
- 2) Failing to provide students grading criteria.

**Tampering with Records:** Interfering with, altering, or attempting to alter, university records for the purpose of falsely changing the original information.

- 1) "Hacking" into the university computers to falsely change a record.
- 2) Unauthorized erasing records of a student.

**Behavioral Misconduct:** Behaviors by an instructor that are clearly grounds for charges of academic misconduct based on law, university policy, or other clearly understood rules.

- 1) Sexual harassment of any student.
- 2) Discrimination on the basis of race, sex, or national origin towards any student.
- 3) Instructing while impaired by alcohol or illegal drugs.

## VI. Honor Court

The Honor Court is the primary instrument of the Honor Council to hear cases regarding violations of the Honor System. The Honor Court will be appointed at the beginning of each fall semester. Members will serve for a period of one year commencing from the date appointed. The Honor Court will be composed of two undergraduate students, two masters students, and one doctoral student.

The Honor Council will establish the criteria for student representatives who are selected to serve on the Honor Court. Appointment to the Honor Court is considered to be a high honor. The Honor Council will contact the following student representative organizations for nominations to the Honor Court: the Undergraduate Business Council, the Graduate Business Council, Minority Business Student Council, Delta Sigma Pi, Alpha Kappa Psi, the Accounting Club, and the Association for Business Doctoral Students.

Should any member of the Honor Court need to be excused from hearing a case for any reason, his or her position shall be filled by one of the student representatives on the Honor Council.

A faculty member from the Honor Council must be present at all Honor Court meetings to serve as a judge. However, only students will have voting rights.

## VII. PROCEEDINGS

### A) Complaint

Any allegation shall be promptly reported to a member of the Honor Court or to a faculty member. There are three options for reporting an alleged violation:

- 1) The complainant may notify an Honor Court member directly.
- 2) The complainant elects to notify the faculty member in whose class the violation took place. In this case, the faculty member shall evaluate the allegation and decide whether or not to notify the accused student of the

allegation in an attempt to settle the issue before taking it to the Honor Court. If the faculty member is unable to settle the issue with the accused, the faculty member may elect to notify a member of the Honor Court of the alleged violation. If the faculty member does not take this action, the accuser may notify an Honor Court member directly.

- 3) The complainant may notify any faculty member, including those on the Honor Council, of the alleged offense. It will be this faculty member's duty to notify the instructor in whose class the alleged violation took place of the allegation. The original complainant's name shall not be revealed to the class' faculty member. After the instructor is notified, he or she may discuss the situation with the accused individual. If the instructor is unable to settle the issue with the accused, he or she may elect to notify a member of the Honor Court or he or she may turn the situation back over to the originally advised faculty member. In the second situation, the accuser is responsible for pursuing the allegation any further (i.e. going directly to the Honor Court) if he or she desires.

If the allegation is reported to the Honor Court, the complainant shall file a written complaint detailing (1) the name of the alleged violator, (2) the date and time of the alleged violation, (3) the nature of and facts giving rise to the alleged violation, and (4) a verification statement of the truthfulness of the complaint and the signature of complainant. The complainant can be a student or instructor.

#### B) Notification

Upon receiving a complaint from a student or faculty member, the Honor Court will immediately notify any accused individual of the pending charges, the possible sanctions that may result, the date of the hearing, a copy of the Honor System, and a copy of the complaint, signed by the complainant. A notification will also be made to the Honor Court members.

#### C) Proceedings

##### 1) STUDENTS:

An accused student has a right to a speedy hearing. Normally, the hearing should take place before the end of the semester during which the alleged violation occurred. The accuser(s) and accused shall be present during the entire course of the hearing. The accuser and the accused both have the right to representation by counsel at their own expense. Failure of either party to appear without reasonable cause shall result in a default by such a party. If the accused party defaults, he or she shall be deemed to have pled guilty. Furthermore, if the accused party wishes to plea guilty, he or she may do so by sending a signed statement to the Honor Court. The guilty party must be

notified in person of the sanctions imposed.

The hearing will begin with a reading of the complaint by the faculty member present. The accused shall then enter a plea of "guilty," "not guilty." If the plea is "guilty" the accused shall be excused from the hearing and the committee shall proceed to deliberation. If the plea is "not guilty" the hearing shall proceed.

The evidence and testimony of the complainant shall be considered first by the court. Upon completion of the complainant's presentation, the accused shall be afforded an opportunity to cross-examine the complainant. When the accused has completed his or her questioning, the court shall hear the direct testimony of the accused and consider his or her evidence. The complainant shall be given an opportunity for rebuttal, followed by a rebuttal by the accused. At any time during the proceedings, any member of the court may interject a question. It will be the duty of the faculty advisor to ensure that the proceeding is properly executed.

After the presentation of the complaint in the Honor Court, the members of the court shall deliberate with the faculty member present. The preponderance of the evidence presented must persuade the factfinder of the accused's guilt. Following consideration of the alleged violations, the committee shall consider appropriate sanctions for each violation found. Each of the considerations shall be adopted only by a majority vote of the student members of the court.

If the Honor Court finds the accused innocent, it shall absolve the accused of all guilt. All records pertaining to the case will be destroyed. Upon its finding, the Court will promptly notify the principals in the case of its decision and will forward to the Dean its decision and recommendations.

## 2) FACULTY

- a) Handbook for Faculty and Other Unclassified Staff
- b) Faculty Senate Rules and Regulations, Article VI. Procedures for Recommendation for Promotion, Award of Tenure, Notice of Non-Reappointment of Faculty Members Section 4. Appeals
- c) University Senate Rules and Regulations:
  - 1) Article II. Academic Work and its Evaluation Section 6. Academic Misconduct
  - 2) Article VI. Procedures for Conflict Resolution Section 6. Specialized Procedures
  - 3) Article IX. Guidelines for Dealing with Allegations of Scientific/Scholarly Misconduct

- d) University Senate Code
  - 1) Preamble. Interpretation of, or Conflict among, Various Governance Documents
  - 2) Article XV. Standing Committees of the Faculty Senate
    - Section 3. Faculty Senate Committee on Tenure and Related Problems

D) Recommendation to the Dean

- 1) If the Honor Court finds the accused guilty, it may recommend the following to the Dean:
  - a) The defendant receive a warning which states that continuation or repetition of academic misconduct shall result in a more severe disciplinary action;
  - b) The defendant be assigned a grade of F on the paper, project, or exam in question;
  - c) The defendant receive a failure or incomplete in the course in which the violation occurred;
  - d) The defendant be placed on disciplinary probation excluding him or her from participation in specified privileges or extracurricular activities for a period not exceeding one school year;
  - e) The defendant be suspended from the School of Business excluding him or her from classes and other specified privileges or activities for a definite period not in excess of two years;
  - f) The defendant be removed from the school permanently (only for the most serious of offenses); or
  - g) The defendant replace or repair or pay for the replacement or repair of any property defaced by the defendant.
- 2) After receiving the recommendation, the Dean will determine the sanctions and notify the student of that decision. If the Dean's decision differs from the Honor Court recommendations, the Dean will notify the Court of the reasons for such differences.
- 3) Semester reports will be prepared by the Honor Court at the end of each semester which will describe the cases heard during the semester. The description shall be a brief summary of the infraction and the sanction. This will be made available through Room 206 in Summerfield Hall. *All* names of participants, including faculty members, in the proceedings will remain strictly confidential.

E) Rights of the Accused

- 1) If any member of the court has had or currently has a close personal relationship with the accused, it is the duty of that member to excuse him/herself from the proceedings. Failure to excuse oneself under such

circumstances constitutes a violation of the Honor System. Furthermore, if any member of the court has a prior relationship with the accused based on a previous hearing, that member may be excused from the proceedings by the faculty advisor.

- 2) Confidentiality: If the accused is found guilty, the committee's recommendations shall be deposited in the permanent records of the accused in the Dean's office. Only the Dean, the Associate Dean, and, in the case of proceedings requiring review of past records, current members of the Honor Court shall have access to such records once they have been so deposited.
- 3) Right to counsel, at their own expense.
- 4) Right to appeal. If appealed, the ruling of the Honor Court will be submitted as evidence in any subsequent proceedings.

#### VIII. RESPONSIBILITY OF INSTRUCTORS

Instructors of the School of Business shall include a synopsis of the Honor System in their syllabus to be handed out to every student each semester. Instructors shall make it clear to students what constitutes cheating in regards to previous tests and homework put on file (either by the instructor him or herself in previous semesters, or by instructors in different classes using the same materials.)

Non-business school students (including students in Bus 240, 241 and 368 among others) who are accused of any violations covered in section V of this Honor System and covered in the synopsis of the system shall be dealt with by the professor under the academic misconduct proceedings that apply in the School of Business. The instructor shall confront the student with the allegation and shall discuss the situation with the Undergraduate Director (among others, if necessary) before action is taken.

#### IX. PUBLICATION OF THE HONOR SYSTEM

It shall be the duty of the Honor Council to see that each student entering the School of Business for the first time receive a copy of the Honor System and a matriculation card to be signed and returned to the Honor Council.

A copy of the Honor System along with the names of the Honor Council members shall be posted at all times on the bulletin board outside Room 206 in Summerfield Hall. Extra copies shall be made available to anyone interested through Room 206.

#### X. IMPLEMENTATION OF THE HONOR SYSTEM

The Honor System shall be in effect as of the first day of the Fall semester of the 1998-1999 school year. The first Honor Council shall consist of one faculty member serving a one year term, one faculty member serving a two year term, and one faculty member serving a three year term. Future faculty members shall be appointed for the regular three year terms.