



**University of Washington  
Graduate School of Business  
Honor System**

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**Honor Code Statement**

*“Cheating, attempted cheating, plagiarism, lying, and stealing in relation to academic work is prohibited.”*

**Introduction**

The University of Washington Graduate Business School Honor System is an integral part of the program. Prior to beginning classes, students will sign a statement agreeing to conform to and uphold the Honor Code. Students are responsible for understanding the provisions of the code. In the spirit of the code, a student's word is a declaration of good faith, acceptable as truth in all academic matters. Therefore, cheating and attempted cheating, plagiarism, lying, and stealing of academic work and related materials constitute Honor Code violations. To maintain an academic community according to these standards, students and faculty must self-enforce and uphold the Honor Code.

The Honor Council is independent of the MBAA and the Business School administration. It consists of students selected by the student body and faculty directed by the Dean. Its primary duty is to espouse the values of the Honor Code. Its secondary function is to sit as a hearing Council on all alleged violations of the code.

At the beginning of each term, faculty members have the responsibility of explaining to their classes their policy regarding the Honor Code. They must also explain the extent to which aid, if any, is permitted on academic work. The complete Honor Code is printed below.

## **Honor System**

To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of UW's Business School, and to enhance greater academic and personal achievement, the members of the Honor Council, have set forth the following code of honor.

### **I. The Honor Council**

The Honor Council is composed of:

- Four students from the day program (two per class).
- Three students from the evening program (one per class).
- At least two faculty or Program Office members.

New student representatives for the incoming class will be elected in the fall term. The term of office begins upon election and runs through graduation. Faculty representatives will be appointed by the Faculty Chair and serve a four-year term of office. The Associate Dean for Masters Programs will serve as Faculty Chair. The Chairman of the Council is elected by majority vote of the Council members. The Chairman may appoint new student members to fill vacancies that occur.

The records of all Honor Council material will be maintained by the Chairman. These records include the minutes of the meetings and all evidence presented at hearings. Records will be maintained as precedence for future cases. All names of those involved contained in the documents will be blotted out at the end of the academic year.

### **II. Scope of the Honor Code**

The Honor Code of UW's Business School deals specifically with cheating, attempted cheating, plagiarism, lying, and stealing.

#### **A. Cheating encompasses the following:**

1. The willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students.
2. The above may be accomplished by any means whatsoever, including but not limited to the following: fraud; duress; deception; theft; trick; talking; signs; gestures; copying from another student; unauthorized use of study aids, memoranda, books, data, or other information; and the unauthorized access of computer-based information.
3. Attempted cheating.

#### **B. Plagiarism encompasses the following:**

1. Presenting as one's own the words, the work, or the opinions of someone else without proper acknowledgment.
2. Borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgment.

NOTE: Both of the above definitions are applicable to periodicals, textbooks, and other published sources as well as articles posted on computer networks, to include the Internet.

#### **C. Lying encompasses the following:**

The willful and knowledgeable telling of an untruth, as well as any form of deceit, attempted deceit, or fraud in an oral or written statement relating to academic work. This includes but is not limited to the following:

1. Lying to administration and faculty members.
2. Falsifying any university document by mutilation, addition, or deletion.
3. Lying to Honor Council members and counsels during investigation and hearing. This may constitute a second charge, with the Council members who acted as judges during that specific hearing acting as accusers.

D. Stealing encompasses the following:

Taking or appropriating without the permission to do so, and with the intent to keep or to make use of wrongfully, property belonging to any member of the University of Washington community or any property located on the university campus. This includes misuse of university computer resources (see the Responsible Use of Computing Policy section in the "General Policies" chapter). This section is relevant only to academic work and related materials.

The Honor Code is the overriding concept upon which decisions will be rendered. Course syllabi, other written documents, and verbal instructions are a means of providing additional guidelines and clarification. Should a conflict arise between this document and any other form of written/verbal instruction, the "spirit" of this document takes precedence.

### **III. Responsibility of the Faculty**

Professors and students are jointly responsible for maintaining the integrity of the learning and testing process, both in and out of the classroom, and for fostering conditions of academic integrity. This includes clearly identifying honor policies and guidelines. In the spirit of the Honor Code, faculty need not proctor exams. If a professor deems it appropriate, he or she may remain in the exam room during the exam to answer student queries and to address unanticipated problems. However, the professor need not attempt to monitor student behavior.

To alleviate misunderstandings, professors should address issues raised by students regarding what constitutes a violation of the Honor Code in their classes. Course syllabi and/or cover sheets for graded assignments should provide an explanation of the extent to which collaboration or group participation is permissible on various assignments.

Faculty members who witness an Honor Code violation should proceed as outlined under Procedure for Reporting a Violation.

### **IV. Responsibility of the Students**

Students are responsible for understanding the provisions of and abiding by the Honor Code. As part of program indoctrination prior to attending the first day of classes, each student will sign an affirmation of the Code stating that they will not give nor receive inappropriate aid in academic work. For graded assignments, students should request a delineation of policy from the professor and an explanation of any part of the policy they do not understand.

The use of information—to include, but not limited to, tests, case studies, spreadsheets, papers, or other graded work—from prior years' courses is not permissible unless otherwise specified by the appropriate faculty member.

Students have the primary responsibility to discourage violations of the Honor Code by others. Various methods are possible. Simply drawing attention to a suspected violation may stop it. Privately discussing a perceived violation with an individual may be effective. Informally seeking the guidance of an Honor Council member, particularly to clarify the parameters of the Code, is also appropriate. Finally, initiating formal procedures is a necessary and obligatory remedy when other methods are inappropriate or have failed—proceed as outlined under Procedure for Reporting a Violation.

## **V. Procedure for Reporting a Violation**

The accused is presumed innocent. A report of a potential violation will generate an investigation by the Honor Council.

The Council will notify the accused within five working days of receiving notice of a possible violation. The notification informs the suspected parties they have five working days to contact the Honor Council office and make an appointment to see the faculty chair, who advises them of their rights and options.

An accused person who challenges the right of any member of the Honor Council to sit in judgment on him or her must present cause to the chair of the hearing.

The hearing Council then decides the validity of the challenge with the challenged member abstaining from voting. A simple majority decides the validity of any challenge. A successfully challenged Council member must not be present during the hearing.

A member of the Honor Council who feels prejudiced as to the facts of the case, is a close friend or relative of the accused, or would not be able to render an impartial judgment must withdraw from the hearing.

The Council will call witnesses as necessary. At least five members of the Council must be present at the proceedings.

To find a student guilty of an honor violation, there must be a four-fifths majority vote (four to one) for a verdict of guilty. Clear and convincing evidence must be presented to find the student guilty.

A student may not be tried more than once for the same offense except when an appeal is granted.

## **VI. Penalties**

If the accused is found guilty of an honor violation, the Honor Council determines the nature of the penalty by majority vote. The Council will make a non-binding recommendation that will be forwarded to the appropriate University organization for disposition.

The Honor Council is not restricted to one kind of penalty but determines one commensurate with the seriousness of the offense. Typical of the range of penalties that may be given are the following:

- A. Oral reprimand: An oral statement to the student given by the chair of the hearing. No entry is made on the student's scholastic record.
- B. Service hours: Service hours to be completed by a specific time. Upon completion, the hold on the student's records is removed.
- C. Written reprimand: A written censure placed in the confidential files of the Honor Council and in the student's academic file but not made part of the student's scholastic transcript records. Confidential files will be maintained with names removed for the purpose of precedence.

D. Nonacademic probation: Exclusion from holding or running for an elected or appointed office in any organization or activity associated with the Business School. Ineligibility to participate in any activity representing the university on an intercollegiate or club level, and ineligibility to serve as a working staff member of any student organization. This action is noted in the judicial administrator's file but is not made a part of the student's scholastic record.

E. Withdrawal of Course: The student will be withdrawn from the course.

F. Failing grade: Recommendation in writing to the professor for a grade of F for the work involved, or for the entire course. The student's permanent record reflects the academic evaluation made by the professor.

G. Recommendation of suspension from the Business School for one or more terms: A student's scholastic record would read: "Nonacademic suspension from (date) to (date)." The recommendation is made to the vice provost for academic affairs.

H. Recommendation of expulsion from the Business School: A student's scholastic record would read: "Nonacademic expulsion as of (date)." This penalty is recommended to the vice provost for academic affairs only in extraordinary circumstances, such as for repeated offenses.

## **VII. Appeals**

Should a student request an appeal to the rulings of the Council, a written request for an appeal, must be presented to the chair of the Honor Council within seven working days after the date on which the verdict was rendered. This may include new evidence, procedural irregularities, or other sufficient grounds that may have sufficient bearing on the outcome of the trial. Only one appeal per case will be reviewed.

The written request for appeal will be reviewed by the Faculty Chair. The Faculty Chair will randomly select five members of the MBA program to rehear the case. The rulings of the appeals court will be final.

## **VII. Provision for Amendments**

Any student or faculty may propose amendments to the Honor Code, which will be voted by the Honor Council. Amendment ratification requires four-fifths majority. Amendments will be enacted the following academic year. Returning students will be required to re-sign the updated Honor Code.