

MBA PROGRAM

HONOR CODE

2018-2019



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Honor Code Statement

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

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Introduction

Students who enroll in the Evening MBA and Full-time MBA programs at the University of Washington Michael G. Foster School of Business are expected to uphold the tenets of both the MBA Program Honor Code and the University's Student Conduct Code, which can be found [here](#) on the University of Washington's website.

The Foster MBA Honor Code 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 MBA Association and the Foster 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 quarter, 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 follows.

Honor Code System

All students enrolled at the University of Washington are subject to the Student Conduct Code ([Washington Administrative Code 478-121](#)). To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the Foster School, and to enhance greater academic and personal achievement, the members of the Honor Council have set forth the following code of honor supplementing the University of Washington's Student Conduct Code and substituting for the informal hearing process outlined therein.

The Honor Council

The Honor Council is composed of:

- Four students from the Full-time MBA program (two per class)
- Three students from the Evening MBA program (one per class)
- One student studying on a F1 visa, appointed by the Faculty Chair
- At least two faculty members
- One non-voting professional staff member (acting on behalf of the Evening and Full-time MBA programs), who attend Honor Council meetings to offer historical input and perspective

New student representatives from the incoming classes are elected in Autumn quarter. The term of office begins upon election and runs through graduation. Faculty representatives and non-voting professional staff will be appointed by the Faculty Chair and serve four-year terms of office. The Associate Dean for Masters Programs will serve as Faculty Chair. The Chairperson of the Council is elected by majority vote of the Council members. The Chairperson may appoint new student members to fill vacancies that occur.

The records of all Honor Council material will be maintained by the Chairperson in cooperation with non-voting professional staff. These records include the notes of 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.

Scope of the Honor Code

The Honor Code of the Foster School deals specifically with cheating, attempted cheating, plagiarism, lying, and stealing.

1. Cheating encompasses the following:

- The willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students.
- 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.
- Attempted cheating.

2. Plagiarism encompasses the following:

- Presenting as one's own the words, the work, or the opinions of someone else without proper acknowledgment.
- 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.

Plagiarism found in a team-written paper will be considered a violation for every person on the team, though sanctions for such violations may differ across team members based upon each team member's level of involvement in the incident.

3. 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:

- Lying to administration and faculty members.
- Falsifying any University document by mutilation, addition, or deletion.
- 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.

4. 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 [computer use policy](#) on the UW Libraries website.

5. Prohibitions on extra-ordinary academic sources:

Students are expected to perform their own analysis and present their own conclusions. It is permissible to quote or paraphrase published works as long as the original author is acknowledged through proper citation. However, external sources should be used sparingly, such as when the original author is making a unique point or the student's analysis relies on the author's credibility. To that end, unless otherwise allowed by the instructor:

- Students are prohibited from using case analyses, take-home exams, or other class assignment material of other people (UW or otherwise) in accomplishing their own assignments. Students must seek permission from the instructor if they plan to use a note sheet for an exam prepared by a

student from an earlier iteration of the course.

- Students are prohibited from using essay-aggregation websites in accomplishing their assignments. Some examples of websites include, but are not limited to, antiessays.com and oppapers.com. Students may not distribute their own papers through such sites or any other media.
- Any communications with other individuals for the purpose of eliciting responses to specific exam or assignment questions is prohibited. This applies for all channels of contact, including, but not limited to, in-person, telephone, and electronic media. In particular, internet channels are prohibited, including, but not limited to, eHow.com, answers.yahoo.com, and wikihow.com.

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.

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**.

Responsibility of the Students

Students are responsible for understanding the provisions of and abiding by the Honor Code. As part of program orientation 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**.

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, including at least one Honor Council student representative from the program to which the accused belongs, 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.

Sanctions

If the accused is found guilty of an honor violation, the Honor Council determines the nature of the sanction or sanctions 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 sanctions that may be given are the following:

- **Failing grade:** Recommendation in writing to the professor for a grade of 0 for the work involved or for the entire course. The student's permanent record reflects the academic evaluation made by the professor.
- **Oral reprimand:** An oral statement to the student given by the chair of the hearing. No entry is made on the student's academic record.
- **Service hours:** Service hours to be completed by a specific time. Upon completion, the hold on the student's records is removed.
- **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 academic transcript records. Confidential files will be maintained with names removed for the purpose of precedence.
- **Exclusion from the option to serve as a Teaching Assistant:** The Council may recommend that students found in violation of the Honor Code be excluded from consideration for teaching assistant roles in Foster undergraduate or graduate programs.
- **Disciplinary probation:** Exclusion from holding or running for an elected or appointed office in any organization or activity associated with the Foster 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 academic record. Disciplinary probation serves as a warning to the student that further misconduct will raise the question of suspension or dismissal from the University.
- **Withdrawal of Course:** The student will be withdrawn from the course.
- **Recommendation of suspension from the Foster School and University of Washington for one or more terms:** The time period and conditions of suspension, which may include prohibition from participation in both academic and non-academic activities, shall be specified. A student's academic record would read: "Nonacademic suspension from (date) to (date)."

- **Recommendation of expulsion from the Foster School and dismissal from the University of Washington:** A student's academic record would read: "Nonacademic expulsion as of (date)." This penalty is recommended in extraordinary circumstances, such as for repeated offenses or unwillingness to take responsibility for one's actions and learn from misconduct.

Appeals

Students facing findings of violation and sanctions from the Foster Honor Council may appeal to the University of Washington faculty board as outlined in the [Washington Administrative Code 478-121](#).

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.

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