

MBA PROGRAM

HONOR CODE

2021-2022

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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.

It is every student's responsibility to uphold the Honor Code and protect the integrity of the Foster School of Business. If a student witnesses, or believes they witness, a potential violation, they are encouraged to reach out to their Honor Council representatives to report it. If there is a violation and it is discovered that other's witnessed and didn't report, they may still be called before the Honor Council. Each student is responsible for the external reputation of Foster as well and should be mindful of using digital course packs that are marked for sole use of that student only. Neither of these are violations in and of themselves, but do set the foundations for integrity that Foster has built itself on.

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). This Foster Honor Code falls under the jurisdiction and authority of the University of Washington Student Conduct Office and the Washington Administrative Code. Any violations or issues outside the scope of the Honor Code may still be brought forward for review by the Student Conduct Office. 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)
- Two students studying on an F1 visa (one per Full-time class)
- 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. Non-expulsion / suspension records will be expunged upon student graduation. More significant records will be maintained for seven years, in accordance with the University of Washington's record retention policy. Major violation records handled by the University Student Conduct Office will be

maintained for longer as needed. All names of those involved contained in the documents will be redacted 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 all pertaining to academic work.

### **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.

Cheating found involving a team-based assignment will be considered a violation for every person of the team(s) involved. Sanctions for such violations may differ across team members based on determined level of involvement.

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

- Presenting the words, work, or opinions of someone else as one's own 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. Non-professional sources, such as work from other students claimed as their own, also constitutes plagiarism.*

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 but is not limited to the following:

- Misuse of University computer resources. See the [computer use policy](#) on the UW Libraries website.
- Unauthorized acquisition of any course material prior to its release to the main student body.

### **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 and/or paraphrase published works if 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.

It is possible for a student to be found in violation of multiple infractions of the Honor Code within the same incident. The Honor Council reserves the right to vote for each sanction separately or combined as needed.

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. Returning students will reaffirm and re-sign the Honor Code during one of the first classes of the Fall quarter. 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 Program Office and make an appointment to see the faculty advocate, who advises them of their rights and options.

An accused person has the right to challenge any member of the Honor Council to sit in judgment on him or her must present cause to the Honor Council chairperson prior to the hearing.

The Honor 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. A preponderance of 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.

## Honor Council Hearing Procedures

Upon notification of a potential violation, the Honor Council chairperson(s) will conduct an initial inquiry to determine the validity of the claim and decide if the situation warrants assembly of the Honor Council for a hearing. If a hearing is deemed necessary, the chairperson will notify all students involved with a request to come before the Honor Council. If appropriate, they will be provided the course and assignment in question, assuming the information will not potentially enable collusion of multiple testimonies.

After notification, the Student will have at a minimum five (5) business days to meet with their advocate in the Program Office. The Chairperson will provide the official hearing time and location. Students are required to attend the hearing, arriving no more than five (5) minutes prior to their allotted time window. If the Student does not appear before the Honor Council, the Council reserves the right to vote on infraction and sanction status based on the evidence provided without the verbal testimony of the

accused. The Honor Council will introduce the situation and listen to testimonies by the student(s) and ask follow-on questions as needed.

If applicable, the student may bring forward any evidence or information they feel the Honor Council should be aware of prior to making a decision. If the student needs to consolidate additional information following their testimony, they must indicate the nature of the relevant and specific materials they have available and can request an opportunity to provide additional information within 24 hours after the hearing prior to a final decision on violation and potential sanctions.

At the conclusion of questioning, the Honor Council will be available to answer any questions of the student regarding administrative processes. The student will be dismissed, and the Honor Council will deliberate accordingly. The Honor Council will then have five (5) business days following the hearing to notify the student if it was determined that a violation occurred and an appropriate sanction.

## 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:

- **Grade:** Honor Council defers to specific professor for reevaluation of assignment based on violation findings.
- **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.
- **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:** 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. The degree of restriction imposed by this sanction is subject to the decision of the Program Office, with recommendation from the Honor Council. Degrees of restriction may include, but are not limited to the following:
  - Prohibition from holding or running for an elected / appointed position in any organization associated with the Foster School.
  - Ineligibility to participate in any activity representing the Foster School on an intercollegiate or club level
  - Ineligibility to serve as a working staff member in any student organization
- **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:** An incident severe enough to consider expulsion from the Foster School and dismissal from the University of Washington will be submitted to the University Student Code of Conduct Office with justification for full investigation and action.

## Appeals

In addition to the appeals options outlined in Washington Administrative Code 478-120, students facing findings of violation and sanctions from the Foster Honor Council may first appeal directly to the Honor

Council. Should a student request an appeal to the rulings of the Council, a written request for an appeal must be presented to the Faculty Chair of the Honor Council within seven working days after the date on which the verdict was rendered or 5 working days from the student being notified of the finding. Bases for appeal may include new evidence, procedural irregularities, or other similar serious error in the application of the Honor Code that are likely to have sufficient bearing on the outcome of the trial. Only one appeal per case will be reviewed by the Honor Council.

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 in terms of the findings and sanctions of the Honor Council. The decision to exercise an appeal at the level of the Honor Council does not affect a student's right to appeal under the University's Student Conduct Code. Subsequent appeal options remain available to students at the University-level as specified in Washington Administrative Code 478-120-075.

## **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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