

## **COLLEGE OF BUSINESS ADMINISTRATION CODE OF STUDENT ACADEMIC CONDUCT**

The College of Business Administration at the University of Toledo seeks to graduate students who are accomplished in scholastic achievement, inspired with a desire to contribute to the good of humankind, and committed to a way of life that will result in a maximum of personal and social growth.

College of Business Administration students have an obligation to maintain the highest standards of ethical conduct. The College expects its students to conduct themselves in a dignified and honorable manner as mature members of the academic community and assumes that individually and collectively they will discourage acts of academic dishonesty. The College also expects cooperation among administrators, faculty, staff, and students in preventing acts of academic dishonesty, in detecting such acts, reporting them, and identifying those who commit them, and in providing appropriate punishment for offenders.

The principle purpose of maintaining minimum standards of academic conduct is to ensure fairness, honesty, and integrity in the evaluation of student performance. Instructors should be confident that their evaluation methods will not be willfully invalidated by students intending or attempting to misrepresent the skill, achievement, or ability either of themselves or others. Students, on the other hand, should be confident that a fair comparison of their work with that of other students has not been subverted by unethical conduct. Nevertheless, academic offenses may occur in connection with written examinations or other written work submitted for evaluation or in the performance of laboratory work and use of the University computers. A listing of specific offenses covered by the Code is provided below.

Handling of alleged breaches of this Code begins in the college, usually with the instructor in whose course of study the alleged offense occurred. The exclusive procedure to be used is the College of Business Administration Student Academic Grievance Procedure which details the various steps a student must pursue when grieving charges of academic misconduct or grieving a grade in a course. The student must comply in a timely manner when filing a grievance. After exhausting the College Academic Grievance Procedure, if the student does not wish to accept the decision on the validity of the charges or on the sanctions imposed for a violation of this Code or the final course grade assigned in a grade grievance, the student may further appeal the grievance to the university level grievance procedure.

This Code of Student Academic Conduct sets forth, below, the specific types of academic offenses covered by this code and the sanctions and the policies pertaining to those sanctions that may be imposed for any breach of this code.

### **ACADEMIC MISCONDUCT OFFENSES**

No student shall engage in any form of improper or unethical conduct, as expressly set forth herein. Furthermore, in any particular course, no student shall engage in any form of unethical or improper conduct designated as such by the faculty member in charge of that course even though it is not specifically included in the listing below.

Faculty members are encouraged to enumerate matters of this kind in the course syllabus and to clarify them for their students.

A. **Examination offenses** include, but are not limited to, the following:

1. Utilizing unauthorized materials to enhance performance during an examination.
2. Utilizing unauthorized notes or materials obtained from electronic devices (e.g. cell phones, calculators or other computer devices) during an examination.
3. Utilizing unauthorized notes written on body parts or clothing during an examination.
4. Taking unauthorized materials into or out of the examination room.
5. Leaving the examination room without authorization before completing an examination.
6. Talking in the examination room without authorization.
7. Discussion of the examination outside the examination room during the course of the examination.
8. Attempting to observe the work of another student.
9. Taking an examination for another person, or permitting someone else to do so.
10. Collaborating improperly by discussion, joint research, or joint effort in any way expressly prohibited by the instructor.

B. **Written work offenses** include, but are not limited to, the following, which are expressly prohibited in the absence of prior written approval of the instructor or instructors involved:

1. Resubmission of work – Submitting work which has been previously submitted for credit.
2. Plagiarism – Submitting work done wholly or partly by another, including the unattributed copying of all or parts of a published work
3. Prohibited sources – Consulting materials or persons contrary to the directions of the instructor.
4. Improper collaboration – Engaging in any discussion, joint research, or joint effort of any kind expressly prohibited by the instructor.
5. Deception – Misrepresenting the authenticity of sources, citation, or principles in any written work.
6. Other misconduct – Engaging in any other improper conduct as specified by the instructor.

C. **Oral work offenses** include, but are not limited to, the following:

1. Taking credit for work done by others in an oral group presentation, as part of an assigned class project

D. **Improper Knowledge of Contents of an Examination offense.** No student shall knowingly acquire unauthorized knowledge of an examination or any part of an examination, or solicit, offer, or give information about any part of an examination.

E. **Improper Laboratory Work or Computer Use offenses.** Offenses involving improper

work in a laboratory or improper use of a computer may include those offenses listed above as examination offenses and written work offense and will also include all instructions and rules specified by either the course's instructor or the person in charge of the College of Business Administration computer facilities.

1. Students may use only those computer systems and computer accounts which have been University-authorized, and may not authorize others to use their accounts for any reason. All reasonable precautions must be taken to prevent use of assigned accounts by unauthorized users.
2. Computers and accounts may be used only for the purposes for which they were authorized and must not be used for any unlawful purpose, such purposes include but are not limited to the installation and use of fraudulently or illegally obtained software.
3. Files that belong to another account holder may not be accessed, copied or taken to other computer sites without prior authorization from the other account holder.
4. The computer network system must not be used irresponsibly and must not be used to needlessly affect the work of others, including the following: transmitting offensive, annoying, or harassing material; intentionally damaging the system; intentionally damaging information belonging to others; or intentionally misusing system resources.
5. You must not violate the acceptable use policies of the external networks accessible from the University and the Internet. Generally these policies forbid commercial use, non-educational use, and large amounts of unsolicited electronic mail.

Students are responsible for reporting any violation of the above rules by another individual, and are encouraged to report any information relating to a flaw in, or the bypass of, computer or network system security. Failure to comply with the above rules, or the unauthorized or illegitimate use of University computer facilities, shall constitute a violation of College of Business Administration policy and may subject the violator to disciplinary and/or legal action by the University.

- F. **Misrepresentation offense.** No student shall make any deliberate misstatement of a material fact relevant to academic matters, such as misrepresenting the inability to take an examination because of illness

#### **ACADEMIC MISCONDUCT SANCTION**

When incidents, as enumerated above, of academic misconduct occur, the instructor may choose to counsel the student or the following sanctions may be imposed:

1. The student may be assigned an F for the work in question.
2. The student may be assigned an F for the course. In this case the instructor should inform the Dean and the student of this action. The Dean will make certain that the student receives the F grade and is not permitted to withdraw from the course.
3. The student may be placed on probation or suspended for some definite period of time, dismissed or expelled by the Dean if either the seriousness of the offense or a record of repeated offenses warrants it. A notation that

such a sanction has been imposed will be made part of the student's permanent record. It is expected that the dean will consult with the instructor and the student in making such a judgment, and that the Dean will notify the student of the sanction imposed and of the appeals procedure.

### **SECONDARY SANCTIONS**

If the offense determined through the procedures above involves a violation of any local, state, or federal law, a full report of all evidence and actions taken shall be communicated to the Vice President for Academic Affairs for possible additional action. In such cases, additional sanctions may be imposed, including expulsion of the student from the University, remanding the student to proper law enforcement officials for legal action, or other such steps as may seem appropriate and reasonable.

### **ENFORCEMENT**

In all cases where there has been a finding of violation by the students, the Dean or other appropriate University official shall administer the recommended sanctions.