Boston University School of Management Academic Conduct Code

The Academic Conduct Code of Boston University's School of Management is designed to assist the School's community -- students, faculty, and administrative staff -- in the development of a supportive and productive learning environment. It describes the School's ethical expectations of students and, at the same time, is a statement of students' rights and responsibilities as members of a learning community.

All students entering the School of Management are expected to maintain the highest standards of academic integrity. Academic integrity means that students honestly present the work they have done (including that on examinations), acknowledge and cite any work that is not their own (including that of teammates and colleagues), use all learning resources appropriately (including computers and the Internet), and treat others (faculty, the business and professional community, classmates, and administrative staff) with respect and courtesy.

Much of what follows in this booklet is a description of the consequences of breaching the expectations described above. Before discussing these consequences, however, we wish to describe the benefits that the school's community derives from the Academic Conduct Code.

For students, the Code establishes an environment of integrity and professionalism that helps to assure each individual of receiving appropriate recognition for his or her work. The ethical decisions that students face in an academic environment are similar to those they will encounter routinely in the professional world they will enter upon graduation or where they currently are employed. Fair hiring practices, respectful supervision of employees, promotions based on merit, and honesty and integrity in producing, promoting and providing an organization's products and services are all aspects of an ethical system that the Academic Conduct Code attempts to mirror in our learning community.

For faculty, the Code enables them to work more effectively with students. It makes it easier to establish trust, which translates into more productive working relationships, and it broadens the types of assignments and exercises that faculty can employ to enhance students' learning. It allows the boundaries of learning to be extended beyond the classroom and designated class hours, making it possible for faculty to arrange and support individual and group projects in corporate and other external environments. It also facilitates the faculty members' ability to take advantage of the many opportunities provided by the Internet and information technology.

For students and faculty together, the Code allows faculty to conduct a fair and accurate evaluation of student performance, and it enables faculty to employ a broader range of assessment tools than would otherwise be possible. Moreover, while faculty expect students to strive for excellence, which may require hard work, they also endeavor to
create an enjoyable learning environment. Academic integrity is a critical component of such an environment, giving faculty the freedom to extend their role as educators to include serving as mentors and colleagues as well as instructors.

For administrative staff, the Code gives them the ability to deal more effectively with students, and to work on a student's behalf both within the School and outside it. Staff members can reinforce values such as teamwork, mutual respect, honesty, and integrity, and can present students to the outside world as individuals possessing these traits. Additionally, staff can be more effective in their jobs and have greater job satisfaction if their relationships with students are mutually supportive and constructive rather than evaluative and punitive.

More generally, students' respect for universally recognized ethical values affects the School's reputation in both the academic and professional communities of which it is a part. This reputation is essential to the success of not only the current generation of students, but previous and future generations as well.
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Conduct Code</strong></td>
</tr>
<tr>
<td>Philosophy of Discipline</td>
</tr>
<tr>
<td>Academic Misconduct</td>
</tr>
<tr>
<td>Violations of the Code of Conduct</td>
</tr>
<tr>
<td>Penalties</td>
</tr>
<tr>
<td><strong>Academic Conduct Committee</strong></td>
</tr>
<tr>
<td>Procedures</td>
</tr>
<tr>
<td>Appeals</td>
</tr>
<tr>
<td>Non-SMG Violations</td>
</tr>
<tr>
<td>Reporting and Documenting Procedures</td>
</tr>
<tr>
<td><strong>Appendix</strong></td>
</tr>
<tr>
<td>Definition of Plagiarism</td>
</tr>
<tr>
<td>Examples of Plagiarism</td>
</tr>
<tr>
<td>Making a Bibliography</td>
</tr>
<tr>
<td>Other Examples of Academic Misconduct</td>
</tr>
<tr>
<td>Use of Sources Obtained from a Computer Network</td>
</tr>
<tr>
<td>Excessive Collaboration</td>
</tr>
<tr>
<td>Computer Use at the School of Management</td>
</tr>
<tr>
<td>Sexual Harassment Policy</td>
</tr>
</tbody>
</table>
The School of Management Academic Conduct Code

Sections of this Code were derived, with permission, from the College of Arts and Sciences Academic Conduct Code.

The Academic Conduct Code details the guidelines governing disciplinary proceedings. It also articulates the School’s philosophy of discipline, defines the violations of the code, and enumerates penalties applicable under the code. It is your responsibility, as a student, to be aware of, understand, and abide by the Code’s contents.

All students entering Boston University are expected to maintain the highest standards of academic honesty and integrity. In no case should any student represent someone else’s work as his/her own. The School of Management treats violations as extremely serious breaches of the code of conduct. The School acts promptly to resolve such violations, and acts severely in cases where guilt is determined. The penalty imposed on School of Management students for violations of this Code is expulsion from the University or such lesser penalty as the Academic Conduct Committee recommends, subject to the Dean’s approval.

In the School of Management, the Academic Conduct Committee, which consists of students, administrators, and faculty, is responsible for the investigation and resolution of all charges of academic misconduct brought against students.

I Philosophy of Discipline

The objective of the School of Management in enforcing academic conduct rules is to promote the kind of community academic atmosphere that provides optimal educational opportunities. This atmosphere can be maintained only so long as every student believes that his or her academic competence is being judged fairly and that she or he will not be put at a disadvantage because of the dishonesty of someone else. The intent of the Academic Conduct Code is to protect the integrity of the educational process.

II Academic Misconduct

Academic misconduct is conduct by which a student misrepresents his or her academic accomplishments or impedes other students’ chances of being judged fairly for their academic work.
III Violations of this Code

Violations of this Code are acts that constitute an attempt to be dishonest or deceptive in the performance of academic work in or out of the classroom, to alter academic records, to collaborate with another student or students in an act of academic misconduct, or any conduct that is judged by the Academic Conduct Committee to subvert, or attempt to subvert, the academic standards or integrity of the School. Violations include, but are not limited to:

A. Cheating on examinations. Any attempt by a student to alter his or her performance on an examination in violation of that examination’s stated or commonly understood ground rules.

B. Plagiarism. Any attempt by a student to represent the work of another as his or her own. This includes copying the answers of another student on an examination, copying or substantially restating the work of another person or persons in any oral or written work without citing the appropriate source, including materials available electronically on the Internet, or collaborating with someone else in an academic endeavor without acknowledging his or her contribution. (Refer to Appendix for a full discussion of plagiarism.)

Knowingly allowing one’s work to be copied or plagiarized by a fellow student is considered a violation of this Code.

The policy on plagiarism includes activity associated with computer assignments. Close working conditions in the computer lab may tempt students to work together in violation of faculty instructions. Always remember that the Academic Conduct Code applies to computer projects and that students who work together without faculty permission are in violation of the Code. (Please refer to “Computer Use at the School of Management” in the Appendix.)

C. Misrepresentation or falsification of data reported as the results of surveys, experiments, etc.

D. Theft of an examination. Stealing or otherwise discovering and/or making known to others the contents of an examination that has not yet been administered or which has not yet been released by an instructor.

E. Unauthorized conversation during examinations. Any unauthorized conversation may be considered prima facie evidence of cheating.

F. Forgery, alteration, or knowing misuse of graded examinations, grade lists, or official University records or documents, including, but not
limited to, transcripts, letters of recommendation, degree certificates, and the alteration of examinations or other work after submission.

G. **Theft or destruction of examinations or papers** after submission, including purposefully altering possible poor performance.

H. **Submitting the same work in more than one course** without the consent of the instructors involved.

I. **Altering or destroying another student’s work or records**, altering records of any kind, removing materials from libraries or offices without consent, or in any way interfering with the work of others so as to impede their academic performance.

J. **Having someone take an exam in your stead** or prepare any submitted work on your behalf.

K. Falsifying or distorting a significant item on a résumé, including but not limited to a grade point average, employment history, or any other datum intended to mislead a reasonable reader.

L. **Unless the instructor of a course otherwise specifically provides instructions to the contrary**, the following rules of Academic Conduct will apply to teamwork:

1. No team member shall intentionally restrict or inhibit another team member’s access to team meetings, team work-in-progress, or other team activities without the express authorization of the instructor of the course.

2. All team members shall be held responsible for the content of all teamwork submitted for evaluation as if each team member had individually submitted the entire work product of their team as their own work.

M. The Chairman of the Academic Conduct Committee, the Director of Graduate Programs, or the Director of the Undergraduate Program may request, upon written notice one week in advance, the appearance (or the submission of a written response) of any student for the purpose of providing information to the Committee with regard to any case before the Committee. **Failure to appear before (or to submit a written response to) the Committee** (unless excused for good cause), **making false statements to the Committee**, or **presenting false information to the Committee** is a violation of this Academic Conduct Code.
N. **Failure to comply with the sanctions imposed under the authority of this Code.**

O. **Infringement of copyright** in connection with academic work. For example, it is a violation of this Code to make unauthorized copies of text books or case studies, owned and copyrighted by another academic institution or publishing company, and to distribute them to other students either with or without charge.

P. **Misuse of the university’s registration system**, including registering for a course in a current or future semester for which a student has already received a passing grade, without the consent of the appropriate program office within the School of Management.

IV **Penalties**

A. The Academic Conduct Committee shall have jurisdiction in cases involving violation of this Code.

B. Students may be penalized for academic conduct violations by a faculty member or through action of the Academic Conduct Committee. If students believe they have been improperly sanctioned (e.g., given a lower grade as punishment for cheating) by faculty members who have not brought cases of academic misconduct to the Committee, they should bring this to the attention of the Director of Graduate Programs or the Director of the Undergraduate Program. Cases of academic misconduct will be handled as follows:

1. Any instructor who determines that a student has committed an act of misconduct may sanction the student by lowering his or her grade (to any grade the instructor deems appropriate, including an “F”) in the course and/or on the specific assignment in connection with which the misconduct occurred. The instructor shall promptly notify the student in writing of the imposition of such sanction. The instructor shall also inform the student of his or her right hereunder to refer the case to the Committee.

2. The student may refer the case of misconduct to the Committee within seven days after notification by the instructor of the sanction imposed, in which event the sanction imposed by the instructor shall automatically be suspended. In the event that the student does not refer the case to the Committee within seven days of such notification, the sanction imposed by the instructor shall stand and may not at any later time be appealed, overturned, or in
any fashion reviewed. Failure to comply with the time limit may be excused at the discretion of the Committee, the Director of Graduate Programs, or the Director of the Undergraduate Program, but only for shown good cause.

3. In addition to or instead of imposing a sanction, an instructor may elect to refer the case to the Committee for action. Such referral must be made promptly after the instructor becomes aware of the alleged misconduct. A grade, where warranted, of “I” will be assigned until the Committee has heard the case and a decision is handed down. At that time, the instructor may change the grade to what he or she determines is appropriate.

4. Any person (including, without limitation, any student or employee of the School) who becomes aware of misconduct on the part of any student may refer such a case to the Committee. Anyone who makes a referral is hereinafter referred to as a complainant.

C. If the accused student is found to have committed academic misconduct, the Committee may recommend any reasonably appropriate sanction. The penalty will generally be one or more of those listed below. However, because it is impossible to anticipate all variables of misconduct, the Committee has broad power to fashion a sanction that is fair to the student, suitable to the offense, and effective as a future deterrent. The Committee may recommend such other appropriate sanction as it deems fit.

1. No penalty for minor violations that do not warrant a sanction.

2. Private Reprimand
   a. For violations of a minor nature or mitigated by extenuating circumstances.
   b. A copy of the reprimand shall be placed in the student’s file but shall not be recorded on the permanent academic record. Past reprimands may be considered in imposing sanctions for further offenses.
   c. Reprimands are not to be made public when records, transcripts, etc., are sent out.
   d. Places no restriction on the student’s participation in academic or non-academic School or all-University activities.
3. Disciplinary Probation

a. For violations deemed serious enough to warrant some abridgment of the student’s rights and privileges.

b. Given for a specified period of time.

c. Recorded on the student’s permanent internal record.

d. Prohibits the student from being an officer in any recognized all-University or School student organization and from participating in inter-collegiate activities during the specified probation period.

4. Suspension

a. For violations deemed serious enough to warrant separation of the student from the University community for a limited time, but not serious enough to warrant expulsion.

b. Given for a period of time from one to three terms.

c. Recorded on the student’s permanent record.

d. Prohibits the student from being an officer in any recognized all-University or School student organization and from participating in inter-collegiate activities during the specified suspension period.

e. May include recommendation to the faculty member who taught the course that a grade of “F” be assigned to the student.

f. Makes student ineligible to receive Latin Honors (in the undergraduate program) or Honors (in graduate programs).

g. Prohibits student from receiving transfer credits while on suspension.
5. Expulsion
   a. For extremely serious academic misconduct.
   b. Recorded permanently on the student’s academic record.
   c. Expulsion is permanent.

6. Other Sanctions

For fraudulent use of School transcripts or degree certificates or similar serious misconduct, recommendation of the Committee may include withholding of transcripts or revocation of the degree.

In the Graduate School of Management, the Committee may impose the revocation of a merit scholarship and/or a graduate assistantship.

7. Dissemination of Information
   a. Notice of probation, suspension, or expulsion is sent to the parent or guardian in cases where a student has given general consent of notification.
   b. Dissemination of information is governed by the Family Educational Rights and Privacy Act of 1974. Copies of the act are available in the Office of the Vice President and Dean of Students.
   c. Penalties imposed through the Academic Conduct Code may be reported to graduate and professional schools to which a student seeks admission, or to the student’s employer(s).

8. Efforts will be made to ensure that graduate students receive a copy of the Academic Conduct Code at their first registration in the School. New undergraduate students will be directed to the website containing the Code and will be required to sign an acknowledgment of reading it.
I Procedures

A. Proceedings before the Committee are instituted when the Director of Graduate Programs or the Director of the Undergraduate Program forwards the complainant’s report to the chairman of the Committee. The Committee shall consist of the chair, one representative of the relevant graduate or undergraduate program, three faculty members, and one student from the relevant undergraduate or graduate program. The student member of the Committee may either be appointed by the respective undergraduate/graduate programs or elected by his or her peers.

B. Faculty in the School of Management shall, after discussing the matter with the student in question, notify the Director of Graduate Programs or the Director of the Undergraduate Program of any documented violation of the Code. The notification shall include the student’s name, identification number, the course in which the alleged violation occurred, and a statement indicating any and all supporting evidence upon which the instructor has relied. The Director of Graduate Programs or the Director of the Undergraduate Program shall then refer the charges and supporting evidence to the Committee, which shall then proceed with a hearing.

C. The Director of Graduate Programs or the Director of the Undergraduate Program shall inform the student (by hand-delivered or certified letter with return receipt, to be sent at least seven days prior to the hearing) of the following matters:

1. the charges;

2. the date, time, and location of the hearing;

3. the fact that the student may request to reschedule, within a limited time period, the hearing for a valid reason;

4. the fact that the student may be accompanied by a representative of his or her choice, who may attend the meeting. Accused students must notify the Director of Graduate Programs or the Director of the Undergraduate Program at least seven days before the hearing of any and all representatives or witnesses he/she plans to bring.
The role of the representative is to advise the student; the representative may not question witnesses or participate in any other way. At the discretion of the Chairman, the representative may be permitted to address the Committee. The student may also bring witnesses to provide testimony about the alleged offense. The chairman may limit or exclude the testimony of any individual to the extent that such testimony is repetitive of matters previously testified to or is not probative of the guilt or innocence of the student.

5. the fact that he or she shall have the right to examine the person bringing the charges, to have access to all documents that have been introduced as evidence, to have copies prepared, and at the discretion of the chairman in a manner to be prescribed by the chairman, to examine all witnesses; must submit materials to be distributed to the Committee at least seven days in advance;

6. the Director of Graduate Programs or the Director of the Undergraduate Program shall provide the student with copies of all material related to the matter then in their possession;

7. the Director of Graduate Programs or the Director of the Undergraduate Program shall also enclose a copy of the Academic Conduct Code.

D. The Director of Graduate Programs or the Director of the Undergraduate Program shall, at least seven days prior to the date of the hearing, give written notice to the members of the Committee and the complaining witness of the date, time, and location of the hearing. The Director of Graduate Programs or the Director of the Undergraduate Program, at his or her discretion, will give copies to the Committee of any materials relating to the case.

E. Waiver of Seven Day Notice. A student may waive the seven-day notice requirement. The Committee may hold an expedited hearing when the Chair and student both believe that doing so is in the interest of fairness.

F. Hearings

1. Members of the Committee may be excused if the case involves a conflict of interest. Generally a faculty member will not sit on a case involving a student currently enrolled in his or her course; however, in appropriate cases the Chair may waive this provision.

2. The Director of Graduate Programs or the Director of the Undergraduate Program may appoint pro tempore members to
replace regular faculty members who are unable to attend or who have been excused.

3. A representative from the home College of any non-SMG student shall be invited to attend, but will not vote.

4. The student must present all relevant evidence during the hearing. Once the hearing is closed, new evidence generally will not be considered, either by the Committee or on appeal. The Committee Chair, and any School official considering an appeal, may waive this obligation and permit new evidence only if there is a reasonable explanation for its late submission.

5. The quorum required to call a meeting to order shall be five voting members of the Committee. Once the meeting is called to order, the departure or absence of one or more committee members shall not defeat the quorum, and the meeting may continue to conclusion.

6. The chairman shall be counted as a voting member, but shall cast his or her vote only in order to break a tie vote.

7. A hearing shall proceed in the absence of the accused student, only if the Committee is satisfied that proper notice of the hearing was given to the student and that there is no legitimate cause for the absence.

8. The hearing shall be recorded by sound recording. The recordings are to be preserved for as long as the paper file is preserved. Any participant in the hearing may obtain a copy of the recording or the transcript of the hearing at actual cost by contacting the Director of Graduate Programs or the Director of the Undergraduate Program. Deliberations are private and not tape recorded.

9. The Chair in his or her discretion shall administer the hearing to promote fairness. Subject to that discretion, the order of the hearing will normally be:

   a. identification of all persons present
   b. presentation of charges by the complaining witness;
   c. statement by the accused student;
   d. examination of material evidence and witnesses by the Committee and by the accused student(s) but excluding
material relevant to sanctions to be imposed. In appropriate circumstances, the chairman may take steps to protect a witness through actions such as sequestering, not divulging a witness’s identity, or the taking of testimony prior to a hearing;

10. a. After the hearing, the Committee shall meet (without the accused student(s), complainant(s), or witnesses) to reach a judgment of guilt or innocence and to determine a sanction. These deliberations are not recorded on audio.

b. Formulation of the judgment and assessment of any sanction shall be by a majority vote of the members present. The Committee shall dispose of the charges within 72 hours of the end of the hearing.

11. The chairman shall make the necessary determination of the scope of the inquiry with a view according full and fair exploration of relevant material.

12. Because the hearing is not a court hearing, the Committee is not bound by legal rules of evidence. However, every effort will be made to conduct hearings as fairly and expeditiously as possible.

13. The hearing shall not be public and information gained at the hearing shall be treated as privileged information by all participants (except as provided by paragraph 15 below). This does not bar disclosing the findings and recommendations of the Committee to those authorized to receive such information. Inasmuch as this provision is for the protection of the accused, it does not bar him or her from disclosing the proceedings, if he or she wishes, so long as such disclosure does not violate the privacy rights of any co-defendants.

14. At the request of the accused student, a limited number of specified visitors may be allowed to attend the hearing. The student may be accompanied by a representative of his or her choice, who may attend the meeting. The role of the representative is to advise the student; the representative may not question witnesses or participate in any other way. At the discretion of the Chairman, the representative may be permitted to address the Committee. The student may also bring witnesses to provide testimony about the alleged offense. The chairman may limit or exclude the testimony of any individual to the extent that such testimony is repetitive of matters previously testified to or is not probative of the guilt or innocence of the student.
15. The hearing shall be conducted with proper decorum. The hearing may be recessed by the chairman if:

a. additional evidence or witnesses are needed;

b. or it is apparent that a fair hearing cannot be held because of disturbances, illness, or similar causes.

16. Decision on Misconduct. A student can be found to have committed academic misconduct only if a majority of voting members find by preponderance of the evidence that he or she violated this Code.

17. Sanction. The Committee’s goal is to impose sanctions that are consistent from case to case. However, to ensure fairness to all students, and to accommodate the wide variety of issues that arise, the Committee must respond to unique aspects of a particular case. In cases of serious misconduct, such as cheating on a test or plagiarism, the Committee will often recommend a grade of “F” in the course, together with a one-semester suspension. However, this is not a fixed or pre-determined sanction, and the Committee is free to impose a greater or lesser punishment, as appropriate.

In assessing sanctions, the Committee should consider all relevant factors, which may include some or all of the following: the seriousness of the misconduct; whether the behavior was premeditated or spontaneous; whether this was a first or repeated offense; the complainant’s opinion of the offense and appropriate sanction; the student’s admission of wrongdoing; the student’s demeanor at the hearing; the student’s academic and non-academic record; risk imposed on or involvement of other students; and other aggravating or mitigating circumstances.

18. Report. The Chair should submit within one week a report to the relevant Assistant Dean which, in brief, summary fashion articulates the factors that led to the Committee’s decision. If the Committee relies on factors other than those listed above, the report should briefly summarize them. Students found guilty by the Committee may request a copy of the Chair’s report.

19. The Director of Graduate Programs or the Director of the Undergraduate Program may, from time to time, but in no case less frequently than once a semester, make public the facts and decisions of all cases that come before the Committee. The Director of Graduate Programs or the Director of the Undergraduate Program shall choose the vehicle that in her or his
judgment is most efficient for dissemination of said information to the University community. However, such reports shall not reveal to other students the name of any student or professor involved in a case that has been heard by the Committee. The names of the faculty members of the Committee shall be included in the report of the Director of Graduate Programs or the Director of the Undergraduate Program.

G. Recommendation

The complete recommendations, including a statement of the charges, evidence, and judgment, shall be compiled by the Director of Graduate Programs or the Director of the Undergraduate Program as soon as possible after the hearing at which the judgment was made. In the case of non-SMG students, the Director of Graduate Programs or the Director of the Undergraduate Program shall transmit the Committee recommendations to the Dean of SMG, who in turn will transmit the recommendations to the Dean of the student’s College. In the event that the Dean of said College shall deviate substantially from the recommendations of the Dean of SMG, the latter may, upon the recommendation of the Academic Conduct Committee, and after consulting with the Dean of the other College, prohibit the student in question from taking courses in the School of Management for a period of time that shall reflect the intent of the original recommendation.

H. Notification

The Director of Graduate Programs or the Director of the Undergraduate Program shall notify the student and the complaining witness by certified letter of the judgment and penalty imposed and that such findings and sanctions are subject to final review by the Provost after all appeals within the School have been exhausted. The letter shall also inform the student of the procedure for appeal.

In addition, within 24 hours of the conclusion of the Committee’s deliberations, the Director of Graduate Programs or the Director of the Undergraduate Program shall diligently attempt to notify by telephone the complaining witness and the accused student of the finding by the Committee and the sanctions, if any, imposed by the Committee.

II Appeals

A. Within fourteen days of the receipt of the letter from the Director of Graduate Programs or the Director of the Undergraduate Program, a student may appeal the judgment or the penalty to the Assistant Dean for of Graduate Programs or the Assistant Dean of the Undergraduate
Program. Appeals are to be in writing, setting forth the basis of the appeal and whether the student is appealing the judgment, the penalty, or both. New evidence should normally not be considered, unless the student offers a reasonable explanation of its late submission.

B. The chairman of the Academic Conduct Committee shall submit to the Director of Graduate Programs or the Director of the Undergraduate Program a detailed written report of the hearing, including a list of those in attendance. The report will summarize the deliberations and the votes of the members of the Committee. This report will be kept in the student’s academic conduct case file. It will be requested by the Assistant Dean for Graduate Programs or the Assistant Dean of the Undergraduate Program if an appeal is filed.

C. The Assistant Dean of Graduate Programs or the Assistant Dean of the Undergraduate Program shall review the documentation or refer the appeal to the Committee for clarification and comments.

D. Before making a decision, the Assistant Dean of Graduate Programs or the Assistant Dean of the Undergraduate Program may conduct his or her own investigation if he feels it is warranted. If an investigation is warranted, and the Assistant Dean of Graduate Programs or the Assistant Dean of the Undergraduate Program subsequently grants the appeal, then the Assistant Dean of Graduate Programs or the Assistant Dean of the Undergraduate Program must meet with the Committee Chair prior to notifying the student.

E. Standard on Appeal. The recommendations of the Committee should be imposed unless it appears on appeal that the Committee’s decision was unreasonable and unfair. The Assistant Dean shall notify the Committee Chair of his or her decision.

F. Once a decision is made, the Assistant Dean of Graduate Programs or the Assistant Dean of the Undergraduate Program shall notify the student by certified letter of the decision. The letter shall also inform the student of the procedure for appeal to the Provost.

1. Appeal to the Provost may be made within fourteen days of receipt of denial by the Assistant Dean of Graduate Programs or the Assistant Dean of the Undergraduate Program. The student shall have the right to appeal any finding of violations of this code or imposition of sanctions.

2. If no such appeal is made within fourteen days, the student shall be deemed to have waived his or her right to appeal.
III Non-SMG Violations

When an SMG student is called before the academic conduct committee of another School/College in the University:

A. An SMG representative should be present at the hearing and deliberations. The Dean of the College holding the hearing shall inform the Director of Graduate Programs or the Director of the Undergraduate Program of the nature of the charge and the time of the hearing.

B. After a judgment has been reached, the Dean of the College in which the hearing was held shall forward the decision to the Dean of the School of Management.

C. After such hearing, the Dean of the School of Management shall review the report and judgment and, at his discretion, endorse the finding of the Academic Conduct Committee of the School to the School of Management Academic Conduct Committee. Unless special problems are apparent which should be discussed by the Committee, the Dean shall reach a judgment and assess an appropriate penalty.

D. The SMG student shall be notified in the same manner as specified in section I.H. above, and a copy of the letter should be sent to the Dean of the College in which the original hearing was held.

E. Appeal procedures with respect to the judgment shall be filed through the College in which the hearing was held; appeals with respect to the penalty shall be filed through the School of Management. In the event that a student appeals both the judgment and the penalty, the appeal should first go through the College in which the hearing was held and then through the School of Management.

IV Reporting and Documenting Procedures

All evidence must be carefully documented in accordance with the guidelines set forth below:

A. The person originating the charges shall present them in writing, accompanied by suitable exhibits, to the Director of Graduate Programs or the Director of the Undergraduate Program. That person shall make himself or herself available to the Director of Graduate Programs or the Director of the Undergraduate Program for pre-hearing conferences if necessary, and normally will be expected to appear at the academic conduct hearing. However, the Committee Chair shall have the discretion to excuse the Complainant’s attendance if the absence will not prejudice the student;
B. Witnesses to the alleged infraction of the Academic Conduct Code may be requested to file a report on the incident and shall make themselves available for pre-hearing conferences and academic conduct hearings;

C. The following are the guidelines for obtaining evidence of violations of the Academic Conduct Code in connection with:

1. Examinations. If an irregularity occurs during an examination, the person who originally notes the irregularity should attempt to have his or her observations corroborated by others who are also in the room (proctors, and so on). The person(s) making the report shall provide specific information, such as the time of the observation, type of irregularity observed, number of times it took place, exactly which sections of the examination were affected by the infraction, the names of each individual participating in the irregularity, and the extent of participation by each one.

2. Papers. If the misconduct is inferred from the appearance and/or content of a paper or other assignment where the professor or proctor has had no chance to observe the actual process, specific references should be made to each section that gives evidence of misconduct. Where possible, copies of pertinent sections and copies of any other pertinent material (original sources from which section or sections were plagiarized, and so on) should be submitted with the report to the Director of Graduate Programs or the Director of the Undergraduate Program.

3. Other types of academic misconduct. (Refer to Appendix) Reports should be prepared using the same rules of careful observation and accurate documentation as outlined above.

D. The Director of Graduate Programs or the Director of the Undergraduate Program will be responsible for:

1. investigating the charges;

2. convening the hearing when appropriate;

3. administering other procedures which may be required by the finding of the investigation;

4. and notifying the student and complaining witness of the Committee’s decision.
Appendix

Sections 1-3, 5, and 6 of this appendix are taken verbatim from the College of Arts and Sciences Academic Conduct Code and are reproduced by permission.

1. Definition of Plagiarism

“The academic counterpart of the bank embezzler and of the manufacturer who mislabels products is the plagiarist, the student or scholar who leads readers to believe that what they are reading is the original work of the writer when it is not. If it could be assumed that the distinction between plagiarism and honest use of sources is perfectly clear in everyone’s mind, there would be no need for the explanation of what follows; merely the warning with which this definition concludes would be enough. But is apparent that sometimes people of goodwill draw the suspicion of guilt upon themselves (and, indeed, are guilty) simply because they are not aware of the illegitimacy of certain kinds of “borrowing” and of the procedures for correct identification of materials other than those gained through independent research and reflection.”

“The spectrum is a wide one. At one end there is a word-for-word copying of another’s writing without enclosing the copied passage necessary. (This includes, of course, the copying of all or any part of another student’s paper.) It hardly seems possible that anyone of college age or more could do that without clear intent to deceive. At the other end there is the almost casual slipping in of a particularly apt term which one has come across in reading and which so admirably expresses one’s opinion that one is tempted to make it personal property. Between these poles there are degrees and degrees, but they may be roughly placed in two groups. Close to outright and blatant deceit -- but more the result, perhaps, of laziness than of bad intent -- is the patching together of random jottings made in the course of reading, generally without careful identification of their source, and then woven into the text, so that the result is a mosaic of other people’s ideas and words, the writer’s sole contribution being the cement to hold the pieces together. Indicative of more effort and, for that reason, somewhat closer to honest, though still dishonest, is the paraphrase, an abbreviated (and often skillfully prepared) restatement of someone else’s analysis or conclusion, without acknowledgment that another person’s text has been the basis for the recapitulation.”

2. Examples of Plagiarism

The examples given below should make clear the dishonest and the proper use of source material. If instances occur which these examples do not seem to cover, conscience will in all likelihood be prepared to supply advice.

The Source

“The importance of the Second Treatise of Government printed in this volume is such that without it we would miss some of the familiar features of our own government. It is safe to assert that the much criticized branch known as the Supreme Court obtained its being as a result of Locke’s insistence upon the separation of powers; and that the combination of many powers in the hands of the executive under the New Deal has still to encounter opposition because it is contrary to the principles enunciated therein, the effect of which is not spent, though the relationship may not be consciously traced. Again we see the crystallizing force of Locke’s writing. It renders explicit and adapts to the British politics of this day the trend and aim of writers from Languet and Bodin through Hooker and Grotius, to say nothing of the distant ancients, Aristotle and the Stoic School off natural law. It sums up magistrally the arguments used through the ages to attack authority vested in a single individual, but it does so from the particular point of view engendered by the Revolution of 1688 and is in harmony with the British scene and mental climate of the growing bourgeoisie of that age. Montesquieu and Rousseau, the framers of our own Declaration of Independence, and the statesman (or should we say merchants and speculators?) who drew up the Constitution have re-echoed its claims for human liberty, the separation of powers, for the sanctity of private property. In the hands of these it has been the quarry of liberal doctrines; and that it has served the Socialist theory of property based on labor is final proof of its breadth of view.”

Charles L. Sherman, “Introduction” to John Locke, Treatise of Civil Government and A Letter Concerning Toleration

a. Word for Word Plagiarizing

“It is not hard to see the importance of the Second Treatise of Government to our own democracy. Without it we would miss some of the most familiar features of our own government. It is safe to assert that the much criticized branch known as the Supreme Court obtained its being as result of Locke’s insistence upon the separation of powers; and that the combination of many powers in the hands of the executive is contrary to the principles enunciated therein, the effect of which is not spent, though the relationship may not be consciously traced. The framers of our own Declaration of Independence and the statesman who drew up the
Constitution have re-echoed its claims for human liberty. All these are marks of influence of Locke’s *Second Treatise on our own way of life.*”

In this example, after composing half of the first sentence, the writer copies exactly what is in the original text, leaving out the center section of the paragraph and omitting the names of Montesquieu and Rousseau where he takes up the text again. The last sentence is also the writer’s own.

If the writer had enclosed all the copied text in quotation marks and had identified the source in a footnote, he would not have been liable to the charge of plagiarism; a reader might justifiably feel, however, that the writer’s personal contribution to the discussion was not very significant.

b. The Mosaic

“The crystallizing force of Locke’s writing may be seen in the effect his *Second Treatise of Government* had in shaping some of the familiar features of our own government. That much criticized branch known as the Supreme Court and the combination of many powers in the hands of the executive under the New Deal are modern examples. But even the foundation of our state -- the Declaration of Independence and the Constitution -- have re-echoed its claims for human liberty, for the separation of powers, for the sanctity of private property. True, the influence of others is also marked in our Constitution -- from the trend and aim of writers like Languet and Bodin, Hooker and Grotius to say nothing of Aristotle and the Stoic School of natural law; but the fundamental influence is Locke’s *Treatise*, the very quarry of liberal doctrines.”

Note how the following phrases have been lifted out of the original text and moved into new patterns:

“crystallizing force of Locke’s writing”

“some of the familiar features of our own government”

“much criticized branch known as the Supreme Court”

“combination of many powers in the hands of the executive under the New Deal”

“have re-echoed its claims for human liberty...property”

“from the trend and aim...Grotius”

“to say nothing of Aristotle and...natural law”
“quarry of liberal doctrines”

As in the first example, there is really no way of legitimizing such a procedure. To put every stolen phrase within quotation marks would produce an almost unreadable, and quite worthless, text.

c. The Paraphrase

Paraphrase:

Many fundamental aspects of our own government are apparent in the Second Treatise of Government. One can safely say that the often censured Supreme Court really owes its existence to the Lockeian demand. “That powers in government be kept separate; equally one can say that the allocation of varied and widespread authority of the President during the era of the New Deal has still to encounter opposition because it is contrary to the principles enunciated therein. Once more it is possible to note the way in which Locke’s writing clarified existing opinion.”

Original:

Many familiar features of our own government are apparent in the Second Treatise of Government. It is safe to assert that the much criticized... Court obtained its existence upon separation of powers; and that the combination of many powers in the hands of the executive under the New Deal has still to encounter opposition because it is contrary to the principles enunciated therein.....Again we see the crystallizing force of Locke’s writing.

The foregoing comparison shows how the writer has simply traveled along with the original text, substituting approximately equivalent terms except where his or her understanding falters, as it does with crystallizing, or where the ambiguity of the original requires too much ingenuity to decipher, as it apparently does as in “to encounter opposition consciously traced” in the original.

Such a procedure as the one shown in this example has its uses; for one thing, it is valuable for the reader as well. How, then, may it properly be used?

The procedure is simple. The writer might begin the second sentence with “As Sherman notes in the introduction to his edition of the Treatise, one can safely say...” and conclude the paraphrased passage with a footnote giving the additional identification necessary. Or he or she might indicate
directly the exact nature of what is being done, in this fashion: “To paraphrase Sherman’s comment....” and conclude that also with a footnote indicator.

In point of fact, this course does not particularly lend itself to honest paraphrase, with the exception of that one sentence in which the paraphraser above copied without change except for abridgment. The purpose of paraphrase would be to simplify or to throw new and significant light on a text; it requires much skill if it is to be used honestly, and should be used rarely by the student except for the purpose, as suggested above, of personal enlightenment.

d. The “Apt” Term

“The Second Treatise of Government is a veritable quarry of liberal doctrines. In it the crystallizing force of Locke’s writing is markedly apparent. The cause of human liberty, the principle of separation of powers, and the inviolability of private property -- all three major dogmas of American constitutionalism -- owe their presence in our Constitution in large part to the remarkable Treatise which first appeared around 1685 and was destined to spark within three years a revolution in the land of its author’s birth and, ninety years later, another revolution against that land.”

Here the writer has not been able to resist the appropriation of two striking terms -- “quarry of liberal doctrines” and “crystallizing force;” a perfectly proper use of the terms would have required only the addition of a phrase: *The Second Treatise of Government* is, to use Sherman’s suggestive expression, a “quarry of liberal doctrines.” In it the “crystallizing force” -- the term again is Sherman’s -- of Locke’s writing is markedly apparent.

Other phrases in the text above -- “the cause of human liberty,” “the principle of the separation of powers,” “the inviolability of private property” -- are clearly drawn directly from the original source but are so much matters in the public domain, so to speak, that no one could reasonably object to their reuse in this fashion.

Since one of the principal aims of a college education is the development of intellectual honesty, it is obvious that plagiarism is a particularly serious offense, and the punishment for it is commensurately severe. What a penalized student suffers can never really be known by anyone but that student; what the student who plagiarized and “gets away with it” suffers is less public and probably less acute, but the corruptness of the act, the disloyalty and baseness it entails, must inevitably leave a mark on him or her, as well as on the institution.
3. Making a Bibliography: Using Footnotes

Essays written for college courses generally require the use of sources: books, periodicals, and other documents containing information relevant to the topic of the essay to be written. The citation of such sources occurs in one or both of two places: footnotes and a bibliography appended to the essay.

Very simply, a bibliography lists the books, periodicals, and other documents actually used in the preparation of the essay; a footnote indicates very precisely the source of a quotation or specific statement occurring in the text of the essay. For both, a more-or-less standardized system has been developed so that readers anywhere can turn quickly from the footnote or the bibliographical listing to the proper source and be sure that they have at hand the cited work.

Just as honesty requires quotation marks around any statement copied directly from a written source, it requires a footnote to indicate the place from which information has been gathered, or from which paraphrased reconstructions are woven into the text. A fine bibliography and careful footnoting, no matter how ably prepared, will not make up for the deficiency in reasoning, style, and substance of the essay proper, but they do enhance the value of good scholarly writing because they act as auxiliary agents in the process of communication.

4. Other Examples of Misconduct

The following list contains some further examples of academic misconduct, and is not intended to be complete.

Any information comes from the Department of Education report, *Academic Dishonesty Among College Students* by Sheilah Maramark and Mindi Barth Maline (August, 1993).

- Copied from another student’s exam
- Took an exam for someone else
- Purchased term papers and turned in as own work
- Copied materials without footnoting
- “Padded” items on a bibliography
- Feigned illness to avoid a test
- Submitted same term paper to another class without permission
- Studied copy of exam prior to taking make-up
- Gave another student answers during an exam
- Reviewed a stolen copy of an exam
- Turned in a dry lab report without doing the experiment
- Sabotaged someone else’s work (on a disk, in a lab, etc.)
- Failed to report grading errors
- Collaborated on assignments or take-home exams when instructions called for independent work
• Gave test questions to students in another class
• Shared answers during a system of signals
• Developed a relationship with an instructor to get test information
• Engaged in bribery or blackmail
• Attempted to bias instructor’s grading after an exam
• Wrote term paper for another student
• Hired a ghostwriter
• Altered or forged an official university document

5. Use of Sources Obtained from a Computer Network

The requirement to document, with proper citations, material obtained from sources other than the mind of the writer applies to words, ideas, drawings, images, and any other items obtained via electronic media such as the Internet. For example, if the writer paraphrases a paragraph from a World Wide Web site, the same procedure in citing that material should be followed as outlined above. The proper citation in the footnote and/or bibliography should include the author (if known), the name or title of the electronic site, the date, and the URL or Internet address.

Some instructors may, at their discretion, forbid use of electronic sources for a given assignment or for all assignments in the course. If, despite this instruction, a student uses and cites an electronic source, a low grade may result, but the action itself is not a violation of the Academic Conduct Code.

6. Excessive Collaboration

In a laboratory of a natural science course, four students work together in a group, collecting the same data. In the syllabus, the instructor has stated that collaboration on laboratory exercises is allowed up to the point of discussing procedures and checking on the consistency of data to guard against typographical errors. Each student, however, must analyze the data and answer the questions in the lab book independently. While writing up the exercise, one student asks another in his group to show him the graphs that the second student plotted using the data. Realizing that his own graphs were in error, he draws new graphs that correspond to those of the second student.

In this case, the first student has clearly exceeded the extent of collaboration allowed according to the syllabus, as has the second student by permitting the first to see her graphs. Both are therefore guilty of violations of the Academic Conduct Code.

Note that the extent of the collaboration allowed is not stated explicitly in the syllabus, the students in the class must assume that no collaboration whatsoever is allowed after the group works together in the laboratory.
Boston University School of Management
Computer Use at the School of Management

The use of computers at the School of Management is governed by the University-wide Policy on Computing Ethics and the School of Management Academic Conduct Code. It is each student’s responsibility to be aware of and abide by these policies when using the School of Management Computer Labs or any other University computing resource. Any violation of these policies may result in disciplinary action.

Conditions of Use

Notice to All Users: Users of the University's computing facilities, including University-supported electronic mail, are on notice, and by using these facilities agree, that no representation has been made to them as to the privacy of any communication or data stored on or sent through these facilities; that the University has reserved the rights set forth below and in the Boston University Information Security Policy and Policy on Computing Ethics; and that the use of these facilities is restricted to University-authorized purposes.

The use of the University's computing facilities in connection with University activities and de minimis personal use is a privilege extended to various members of the University community; it is not a right. Users of the University's computing facilities are required to comply with, and by using such facilities agree that they are on notice of and agree to comply with, be subject to, and grant the University the right to implement, the Boston University Information Security Policy, the Policy on Computing Ethics and these Conditions of Use. Users also agree to comply with applicable federal, state, and local laws and to refrain from engaging in any activity that is inconsistent with the University's tax-exempt status or that would subject the University to liability. The University reserves the right to amend these Conditions and Policies at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with applicable federal, state, and local laws.

To protect the integrity of the University's computing facilities and its users against unauthorized or improper use of those facilities, and to investigate possible use of those facilities in violation of or in aid of violation of University rules and policies, Boston University reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove or otherwise alter any data, file, or system resource which may undermine the authorized use of any computing facility or which is used in violation of University rules or policies. Boston University also reserves the right periodically to examine any system and any other rights necessary to protect its computing facilities.
The University disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of those computing facilities or from system malfunction or any other cause. As used herein and in the Policy on Computing Ethics below, the term "computing facility" means, refers to, and includes any and all forms of computer-related equipment, tools, and intellectual property, including computer systems, personal computers, computer networks, and all forms of software, firmware, operating software, and application software, which are owned or leased by the University or are under the University's possession, custody, or control.

**Policy on Computing Ethics**

Thousands of users share the computing facilities at Boston University. These facilities must be used responsibly by everyone, since misuse by even a few individuals has the potential to disrupt University business or the work of others. You are therefore required to exercise responsible, ethical behavior when using the University's computing facilities. This includes, but is not limited to, the following:

1. You must use only those computer resources which you have been authorized to use by the University. The unauthorized use of computer resources, as well as the providing of false or misleading information for the purpose of obtaining access to computing facilities, is prohibited and may be regarded as a criminal act and treated accordingly by the University. You must not use University computing facilities to gain unauthorized access to computing facilities of other institutions, organizations, or individuals.

2. You may not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone else, and you should change your password regularly.

3. You must use the University's computer resources only for the University-related purposes for which they were authorized. As with all University equipment, use of the computer facilities, including the Campus Network, for private or commercial purposes is prohibited, except as expressly authorized. You must not use the University's computer resources for any unlawful purpose, such as the installation or distribution of fraudulently or illegally obtained software. Use of external networks connected to the University's networks must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.

4. You must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data, and electronic mail) without prior authorization from the appropriate University data trustee, security officer, or other responsible party. You must not copy, distribute, display, or disclose third-party proprietary software without prior authorization from...
the licensor. Proprietary software must not be installed on systems not properly licensed for its use.

5. You must not use any computing facility irresponsibly or in a way that might needlessly interfere with the work of others. This includes transmitting or making accessible offensive, annoying, or harassing material, or materials such as chain letters, unauthorized mass mailings, or unsolicited advertising; intentionally, recklessly, or negligently damaging any system, material, or information not belonging to you; intentionally intercepting electronic communications or otherwise violating the privacy of information not belonging to or intended for you; intentionally misusing system resources or making it possible for others to do so; or loading software or data from untrustworthy sources, such as freeware, onto administrative systems.

6. You are encouraged to report any violation of these guidelines by another individual and any information relating to a flaw in or bypass of computing facility security to Information Technology, University Information Systems, or the Office of Internal Audit.

The unauthorized or improper use of Boston University's computer facilities, including the failure to comply with the above guidelines, constitutes a violation of University policy and will subject the violator to disciplinary and/or legal action by the University, and, in some cases, criminal prosecution. In addition, the University may require restitution for any use of service which is in violation of these guidelines. Any questions about this policy or of the applicability of this policy to a particular situation should be referred to Information Technology, University Information Systems, or the Office of Internal Audit.
Sexual Harassment Policy

The following policy on sexual harassment is excerpted from the Boston University Student Lifebook and is included in this Code to the extent that such misconduct impairs the learning environment.

Boston University is committed to the principle that no employee, student, or applicant for employment or admission should be subject to sexual harassment. The University strives to provide workplaces and learning environments that promote equal opportunity and are free from illegal discriminatory practices, including sexual harassment.

Sexual harassment is a violation of federal and state laws and of University policy, as is retaliation against any individual who in good faith files a complaint of sexual harassment or cooperates in the investigation of such a complaint. Upon receipt of a complaint of sexual harassment or retaliation, Boston University will undertake a fair and thorough investigation, with due regard for the rights of all parties. Every reasonable effort will be made to protect the confidentiality of the parties during the investigation. After an investigation, any person who is found to have sexually harassed or retaliated against another will be subject to discipline, up to and including termination of employment and, if a student, expulsion from Boston University.

Definition of Sexual Harassment

Sexual harassment is defined as sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature, whether intentional or unintentional, where:

- an individual’s submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program, or activity, or is used as a basis for employment or academic decision; or

- the conduct has the purpose or effect of unreasonably interfering with an individual’s work performance, academic performance, or educational experience, or of creating an intimidating, hostile, humiliating, or offensive working, educational, or living environment.
Examples of Conduct Which May Constitute Sexual Harassment

It is not possible to list all circumstances that might constitute sexual harassment. In general, sexual harassment encompasses any sexually related conduct which causes others discomfort, embarrassment, or humiliation, and any harassing conduct, sexually related or otherwise, directed toward an individual because of that individual’s sex.

Such conduct is subject to this policy whenever it occurs in a context related to the employment or academic environments, or if it is imposed upon an individual by virtue of an employment or academic relationship.

A determination of whether conduct constitutes sexual harassment is dependent upon the totality of the circumstances, including the pervasiveness or severity of the conduct. The Massachusetts Commission Against Discrimination lists the following examples of conduct which may constitute sexual harassment:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life;
- Comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one’s sexual experiences; and
- Discussion of one’s sexual activities.

In order to constitute sexual harassment, conduct must be unwelcome. Conduct is unwelcome when the person being harassed does not solicit or invite it and regards it as undesirable or offensive. The fact that a person may accept the conduct does not mean that he or she welcomes it.

As a university, Boston University, its employees, and students also must be aware of the need for freedom of inquiry and openness of discussion in its educational and research programs, and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. No university can or should guarantee that every idea expressed in its classrooms or laboratories will be inoffensive to all; pursued seriously, education and scholarship necessarily entail raising questions about received opinions and conventional interpretations. Boston University does guarantee, however, that credible accusations of inappropriate sexual remarks or actions will be investigated promptly, thoroughly, and
fairly.

**Grievance Procedure**

Students wishing to file a grievance concerning sexual harassment in an academic context should contact the Director of Graduate Programs or the Director of the Undergraduate Program. Students wishing to file a grievance concerning sexual harassment in a non-academic context should follow the guidelines set forth in the Boston University *Lifebook* and in the School of Management *Student Handbook*. 