

29. After being found guilty of a second Honor Code violation, the accused will receive a recommended punishment from the Honor Board of expulsion in all but exceptional cases.
30. After concluding its deliberations, the Honor Council Chair shall promptly advise the Honor Code Administrator in writing of the Honor Council's findings, conclusions, and recommendations for penalty and will include all documentary and physical evidence before the Honor Board. Because the Honor Board offers recommendations not final decisions, the Honor Code Administrator of the Goizueta Business School must either approve or disapprove the Honor Board final recommendation in order for the case to be concluded. The Honor Council Administrator may impose the sanction recommended or sanctions of greater or lesser severity. Once decided, the Honor Code Administrator should promptly notify Honor Council Chair, the student and affected faculty member in writing of the outcome of the case and, if applicable, the sanction imposed.

APPEALS

31. The Honor Code Administrator's decision in Part 30 is final unless within 10 business days after the Administrator's written decision is sent to the student, the student notifies the Honor Council Chair and the Honor Code Administrator in writing of the intention of filing an appeal. The appeal should then be made to the Dean of the Goizueta Business School within 5 additional business days in writing from the time the Administrator is notified of the intention to appeal. The appeal should include specific information about why the decision of the Honor Code Administrator is in error.

CONFIDENTIALITY

32. Except as described in paragraphs 12-18, all members of the Honor Council and all individuals who are contacted in the course of an investigation by the Honor Council, or who are or will become witnesses at an Honor Council hearing, have a duty to keep confidential all facts and information related to any Honor Council matter. No one may discuss with or disclose to anyone outside the Honor Council and its faculty advisor any facts or information related to Honor Council matters. Any conduct or consultation undertaken by Honor Council members in the performance of their duties under this Code shall not be considered a breach of confidentiality. All deliberations of the Honor Council shall be kept confidential. Any violation of this confidentiality is considered a violation of the Honor Code. All information pertaining to a Hearing will be documented and stored in a confidential file. The information in this file may only be disclosed to members of the Honor Council, the Honor Code Administrator and the Dean.

AMENDMENT

33. This Code can be amended by a majority vote of the faculty and of the students who participate in a Code amendment referendum.

FOOTNOTES

{1} This Code comes in large part from the Model Code of Academic Integrity found in Gary Pavela, "Applying the Power of Association on Campus", volume 24 Journal of College and University Law, summer 1997. Special Recognition is given to Gary Pavela, Director of Judicial Programs and Student Ethical Development, University of Maryland, and author of the Model Code of Academic Integrity.

HONOR CODE

Members of the Roberto C. Goizueta Business School community are committed to values of honor, integrity, and accountability. We will not use dishonest means to gain unfair advantage in the academic arena, nor will we tolerate anyone who does so.

Honor courage
accountability integrity
highest standards

GOIZUETA
BUSINESS SCHOOL
EMORY

RESPONSIBILITY TO REPORT ACADEMIC DISHONESTY

1. Academic dishonesty is a corrosive force at any University. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act. It undermines the bonds of trust and honesty between members of the community and defrauds those who may eventually depend on our knowledge and integrity.

All members of the University community, students, faculty, and staff share the responsibility and authority to challenge and report acts of apparent academic dishonesty. Any member of the University community who has witnessed an apparent act of academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, has the responsibility to inform the faculty member in the class involved or the Honor Council promptly in writing.

DEFINITIONS OF ACADEMIC DISHONESTY

2. **ACADEMIC DISHONESTY** is any conduct which involves dishonesty in academic work or which enables a student to obtain an unfair advantage in academic matters. Academic dishonesty includes, but is not limited to:
 - a. **CHEATING:** intentionally using or attempting to use unauthorized materials, assistance, information, or study aids in any academic exercise,
 - b. **FABRICATION:** intentional and unauthorized falsification or invention of any information or citation in an academic exercise,
 - c. **PLAGIARISM:** intentionally or knowingly representing the work, words or ideas of another as one's own in any academic exercise,
 - d. **LYING:** Intentionally giving false information to or intentionally misleading any one in connection with any academic matter, and
 - e. **FACILITATING ACADEMIC DISHONESTY:** intentionally or knowingly helping or attempting to help another to violate any provision of this Code or obstructing an Honor Code investigation.

APPLICABILITY

3. All students enrolled in any program or course at the Goizueta Business School are required to conduct themselves in a manner consistent with the Honor Code. It is the responsibility of each student to acquaint himself or herself with the Honor Code. Failure to do so is not a defense to its application to all students.
4. On all graded assignments, no assistance or collaboration is permitted unless expressly authorized by the instructor. Students who are not clear on what assistance is permitted should contact the instructor directly.
5. Letters informing both graduate and undergraduate students of their acceptance at the Goizueta Business School, appointment letters for members of the faculty, as well as the Goizueta Business School web site shall contain a short statement concerning the role of the Honor Council, as well as the obligation of all members of the Goizueta Business School community to promote the highest standards of academic integrity. Enrollment in any course at Goizueta Business School constitutes acceptance of the Honor Code.

HONOR PLEDGE

6. As a reminder of the commitment everyone in the Goizueta community has made to academic integrity, the student should write and sign the following pledge on examinations and major academic exercises, unless specifically exempted by the instructor:

*I will not lie, cheat, fabricate, plagiarize or do anything to gain unfair academic advantage,
and I will report anyone who does so.*

Failure to sign the pledge is not an honor offense, but neither is it a defense in case of violation of this Code.

ROLES

7. **The Honor Council** has the following responsibilities and authority:

- a. To increase awareness throughout the Goizueta community of the importance of academic integrity and promote an atmosphere of trust, integrity, and respect,
- b. To receive complaints or reports of academic dishonesty from any source,
- c. To advise and consult with faculty and administrative officers on matters pertaining to academic integrity at the University, including amendments and revisions to this code,
- d. To investigate suspected Honor Code violations,
- e. To serve as the judicial body for Honor Code violations,
- f. To recruit new Honor Council members

8. **Selection of the Honor Council:** There shall be Honor Council comprised of 16 students and 5 faculty members of the Faculty Honor Code Committee. The Honor Council is composed of full-time graduate and undergraduate students in good academic standing. They shall be selected on a staggered, bi-annual basis.

- a. Four members representing the graduate student body and 4 members representing the undergraduate student body shall be selected by way of interview and majority vote by the current student members of the Honor Council in attendance. This selection process shall take place in the second half of the Fall Semester before the commencement of the Final Exam period. Members selected in this way shall begin their terms January 1st of the following year and shall serve for one calendar year and may be reappointed for additional one-year terms the following year.
- b. In addition, 4 members representing the graduate student body and 4 members representing the undergraduate student body shall be elected by majority vote of their respective student body. This election process shall take place in the second half of the Spring Semester before the commencement of the Final Exam period. Elected members shall begin their terms the day after the last day of Final Exams in the Spring except as noted below. They shall serve for one calendar year and may be re-elected for additional one-year terms the following year.
- c. The Chair of the Honor Council shall be elected from the graduate student members of the Honor Council by way of majority vote of the Honor Council membership after the Spring Honor Council election. For purposes of selecting the new Chair, members elected in the Spring shall be considered eligible to run and vote. Members selected in

the previous Spring that were not re-elected shall not be eligible to vote. If the Honor Council Chair was chosen by way of the Fall selection process the Chair's term shall be extended until the end of the School year in the following Spring.

- d. The five Faculty members of the Faculty Honor Code Committee (one member from each academic area) will be selected by Area Coordinators. The Chair of the Faculty Honor Code Committee will also serve as the faculty advisor to the Student Honor Council.

9. Duties of the Chair: When a case is referred to the Honor Council or a complaint is made, the Chair of the Honor Council will then carry out or delegate the following duties:

- a. Initiate an Investigation,
- b. Speak with or provide written notification of the charges to the accused student and the faculty member whose course is involved,
- c. Appoint a member of the Honor Council to serve as the Advocate for the accused (see part 11 below),
- d. Initiate an investigation of the charges to determine whether the case should proceed to a formal hearing (paragraph 21 below),
- e. Inform the accused and the affected faculty member whether the results of the investigation require the case to proceed to a formal hearing,
- f. For cases that proceed to a formal hearing, convene and preside over the Honor Hearing,
- g. Communicate the results of the Honor Hearing to the Honor Code Administrator and the affected faculty member.

10. Honor Code Administrator:

The dean shall appoint an Honor Code Administrator whose duties include the following:

- a. Maintain all records concerning allegations of academic misconduct,
- b. Give advice to faculty and students about procedure and potential range of sanctions, and
- c. All other duties listed in this Honor Code.

11. Role of the Advocate: The accused student may be assisted by the Advocate appointed in part 9c above. The role of the Advocate will be limited to:

- a. Making brief opening and closing statements, as well as comments on appropriate sanctions,
- b. Suggesting relevant questions that the Honor Council Chair may direct to a witness,
- c. Providing confidential advice to the student.

Even if accompanied by an Advocate, the student must take an active and constructive role in the Honor Hearing. In particular, the student must fully cooperate with the Honor Board and respond to its inquiries without undue intrusion by an Advocate.

PROCEDURES

12. All records in academic dishonesty cases will be reported to and maintained in the office of the Honor Code Administrator in the Dean's office.
13. Faculty members who suspect that a student has committed an act of academic dishonesty will contact the Honor Code Administrator to determine whether prior sanctions have been imposed

on the student, and to determine whether the matter is suitable for informal resolution. If prior sanctions have been imposed, the case must be referred to the Honor Council for a hearing. If not, the faculty member may either use the less formal process described in paragraphs 14-18 or may refer the case to the Honor Council for a hearing. Hearing referral may be made in any case, but must be made if the student is subject to suspension or expulsion.

14. If the faculty member chooses to resolve the matter informally, the faculty member will give the student confidential, written notice, which sets forth the allegations of suspected academic dishonesty, and which refers specifically to this Code. Upon a timely request, the Honor Code Administrator will meet with the accused student in order to review pertinent procedures.
15. Within three days of the written notice, the faculty member will offer to meet with the student and separately with any others who may have information about the matter. The student will be allowed to present relevant evidence to the faculty member, and, at the discretion of the faculty member, may also be allowed to bring relevant witnesses. The faculty member will inform all with whom he or she discusses the matter that it is confidential, that each individual has a duty to keep confidential all facts and information related to the matter, and that any breach of this duty of confidentiality shall be considered a violation of the Honor Code.
16. Resolution of any such case by a faculty member is an informal non-adversarial matter. The faculty member may conclude no violation has occurred and will inform the Honor Code Administrator. If the faculty member determines that academic dishonesty has occurred, the faculty member may impose a course-related sanction such as assigning a lowered or failing grade on the assignment or in the course. The student's admission may be considered a mitigating circumstance for purposes of sanctions. The faculty member should inform the student in writing of his/her decision and the course-related sanction to be imposed.
17. If the student disagrees with the proposed resolution in paragraph 16 the student may appeal to the Honor Council by sending a written request for a hearing to the faculty member and to the Honor Code Administrator. The case will then be referred to the Honor Council for disposition.
18. If the student does not appeal the resolution in paragraph 16, the faculty member will notify the Honor Code Administrator in writing of the details of the case. Course-related sanctions are not part of the student's permanent academic file, but may be considered by the Honor Council in determining appropriate sanctions in a subsequent case.
19. The Honor Council has jurisdiction over any case of academic dishonesty that is referred directly to it, and over appeals pursuant to paragraph 17. In cases that are referred by someone other than a faculty member, the Council may choose to consult the affected faculty member to determine if the faculty member would prefer to informally resolve the case.
20. Upon notification of a suspected violation of the Honor Code, the Honor Council Chair shall appoint two Investigators from the Honor Council. The Investigators shall examine the allegations in the following manner:
 - a. Interview and obtain a signed written statement from the person making the accusation ("Complainant"),

- b. Provide written notice to the accused of the exact nature of the accusation, along with a copy of the Honor Code.
- c. Interview the accused,
- d. Interview other potential witnesses and review any documentary and physical evidence;

After completing the investigation, the Investigators shall submit a written statement to the Chair of the Honor Council recommending that the charges be dismissed or referred to an Honor Hearing.

HONOR HEARINGS

- 21.** The purpose of an Honor Hearing is to determine whether the suspected act of academic dishonesty occurred. In keeping with the ultimate premise and justification of academic life, the duty of all persons at an Honor Hearing is to assist in a thorough and honest exposition of all related facts. The basic tenets of scholarship, full and willing disclosure, accuracy of statement, and intellectual integrity in hypothesis, in argument and in conclusion must always take precedence over the temptation to gain a particular resolution of the case. An Honor Hearing is not in the character of a criminal or civil legal proceedings. It is not modeled on these adversarial systems; nor does it serve the same social functions. It is an academic process unique to the community of scholars that comprise a University.
- 22.** The Honor Hearing will be conducted by an Honor Board, consisting of six persons, five of whom will be voting members, selected as follows:
- a. Three students selected by the Honor Council Chair from among the Honor Council members. In the event the accused is a graduate student, then at least two of the student members shall be graduate students, and if an undergraduate, they will be undergraduate students.
 - b. Two faculty members selected by the faculty chair from among the Faculty Honor Code Committee members. In the event the accused is a graduate student, then at least one of the persons selected shall regularly teach graduate students, and if an undergraduate, then they shall regularly teach undergraduates.
 - c. The Honor Council Chair, who will preside over the Honor Hearing, but will not vote.
- 23.** The Honor Council Chair will select the date, time and place for the Honor Hearing, and notify the accused in writing a minimum of seven (7) days prior to the proposed date of the Hearing. The notice shall include:
- a. Date, time and place of the Honor Hearing,
 - b. The nature of the allegations against the Accused and of the evidence supporting the allegations in sufficient particularity to give an opportunity to the accused to prepare for the Honor Hearing.

The Honor Council Chair may adjust the scheduling of the hearing as appropriate under the circumstances or at the reasonable request of the accused. If the accused does not cooperate, the Honor Council Chair may recommend to the Honor Code Administrator's office that the Registrar withhold the Accused's grades, registration and degree until an Honor Hearing is held.

- 24.** An Honor Hearing is a confidential investigation. It requires a deliberative and candid atmosphere, free from distraction. Accordingly, only the members of the Honor Board, the Investigators, the accused, and his or her Advocate may be present during the Honor Hearing, other than the complainant or a witness while testifying. The members of the Honor Board may conduct private deliberations at such times and places as they deem proper.
- 25.** It is the responsibility of the person desiring the presence of a witness before an Honor Board to ensure that the witness appears. The appearance of an individual with relevant information is preferable to a written statement, but the latter may be accepted when the individual is unavailable. Any written statement must be dated, signed, and witnessed by a notary. The work of an Honor Board will not, as a general practice, be delayed due to the unavailability of a witness.
- 26.** Witnesses may only be in attendance while providing testimony during the hearing. Prior to the Honor Hearing, the accused and the accused's Advocate shall have the right to examine the evidence in preparation for a defense.
- 27.** Presentation of evidence shall ordinarily proceed in the following sequence, although the Honor Council Chair has the authority to change the sequence as he/she deems appropriate. The following steps, however, have been found to be efficient, and are generally recommended:
- a. The Investigators, and then the accused or the accused's Advocate, summarize the matter before the Honor Board, including any relevant information or arguments.
 - b. The Investigators present and question persons having knowledge of the incident, and offer documents, materials, or witnesses bearing on the case. The accused and all members of the Honor Board may question any person giving testimony. Formal rules of evidence shall not be applicable. The Honor Council Chair may admit any matter into evidence which has probative value and may exclude unduly repetitious or irrelevant evidence.
 - c. The Honor Board may ask the accused any relevant questions. The Honor Board may also request any additional material or the appearance of other persons they deem appropriate.
 - d. The Investigators, and then the accused or the accused's Advocate, may make brief closing statements. Then the Investigators, the accused, and the accused's Advocate are dismissed from the Honor Hearing.
 - e. The Honor Board meets privately to discuss the case, and reaches a finding by a majority vote. The Honor Board will not conclude that a student has attempted or engaged in an act of academic dishonesty unless, after considering all the information before it, a majority believes that such a conclusion is supported by clear and convincing evidence. If this is not the case, the Honor Board will dismiss the charge of academic dishonesty.
- 28.** If the Honor Board finds that an act of academic dishonesty did occur, it will recommend an appropriate sanction to the Honor Code Administrator. The Honor Board will use precedent and best judgment to recommend an appropriate penalty for the violation of academic dishonesty. The normal sanction for a first offense shall be a grade of "XF" in the course, but the Honor Board may impose a lesser or more severe sanction in appropriate cases. A grade of "XF" shall be defined as, "Failure to pass due to Academic Dishonesty."