Henry B. Tippie College of Business Honor Code

Honor Code Offenses

All non-academic violations are referred directly to the Office of Student Life on the UI campus and the Academic Director of the CIMBA Undergraduate Campus for students participating in CIMBA.

Academically dishonest behaviors include, but are not limited to, the following:

1. *Cheating* includes:
   
   A. Unauthorized use of notes, computers, calculators, translators, cellular telephones, texts, or other aids during a quiz or exam.
   
   B. Copying the work of others and/or allowing others to view your answers or copy your work during a quiz, exam, or on homework.
   
   C. Communicating with a classmate without authorization during a quiz or exam.
   
   D. Continuing to work on a quiz or exam after time is called.
   
   E. Allowing other parties to assist in the completion of your quiz, exam, homework, paper, or project when not permitted.
   
   F. Copying or using answer keys and solution manuals without the authorization of the course instructor.

2. *Plagiarism* includes:

   - When a student takes language, ideas, or other material without acknowledging their source with respect to all course assignments and materials. (Adapted from the Council of Writing Program Administrators definition of plagiarism).
   
   - When any member of a group takes language, ideas, or other material without acknowledging their source for a group project or assignment. With respect to any plagiarism found in group submitted work, each individual group member may be held fully responsible and will at least be held partially responsible for the plagiarism.
• When a student makes multiple submissions of the same or nearly the same assignment in more than one course without prior approval from the instructor.

3. **Unauthorized Collaboration** includes:

• Working with other students on homework, projects, or other course assignments without authorization from the course instructor.

*Instructors are expected to specify in writing on the assignment or the syllabus the amount of collaboration that is allowed. Students are expected to check with their course instructor if they have any questions about what constitutes authorized collaboration.*

4. **Obtaining an Unfair Advantage** includes:

A. Stealing, reproducing, circulating, using or otherwise gaining access to quiz, exam, or homework materials prior to the time authorized by an instructor.

B. Retaining, possessing, using, or circulating previously given quiz, exam, or homework materials when those materials are to be returned to the instructor.

C. Intentionally obstructing or interfering with another student’s academic work or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students’ academic work.

5. ** Forgery** includes:

A. Altering a score, grade, or schedule change on an academic record.

B. Forging the signature of an instructor, advisor, dean, or another student.

6. **Facilitating Academic Dishonesty** includes:

A. Helping or attempting to help another individual commit an act of academic dishonesty.

7. **Misrepresentation** includes:

A. Providing false information on your resume including work history, academic performance, leadership activities, or membership in student organizations.
B. Failure to provide information regarding academic performance or enrollments such as not providing transcripts from any college or university in which you have enrolled regardless of whether or not you completed coursework.

C. Failure to provide full disclosure or providing false information about job interviews and other reasons for class absences when asking faculty for excused absences or for a make-up for a quiz, exam, or homework.

Undergraduate Judicial Board Procedures

I. Reporting an alleged violation

A. Faculty members: Honor Code violations must be reported by filing a violation report with the Associate Dean, Undergraduate Program.

B. Students: a student who witnesses an Honor Code violation is encouraged to report the violation to the course instructor.

1. A student may report a violation by filing a violation report with the Associate Dean
   a. Instructors will be informed immediately of incident reports filed by students.

C. The Associate Dean will contact the student named on the violation report by email, using the student’s University of Iowa email account.

1. Students participating in CIMBA who do not have an active University of Iowa email account will be contacted by the Director of the CIMBA Undergraduate Campus, who will instruct the students to activate their University of Iowa email accounts if they have not already done so.

D. This email will contain the following information:

1. A copy of the violation form filed with the Associate Dean.
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a. If the incident form was submitted by a student, the submitting student’s name will be redacted to insure confidentiality.

1) The College will attempt to maintain the confidentiality of the submitting student’s name to the extent reasonably practicable; however, it is possible that the student’s name will be revealed during the course of investigation or a hearing concerning an incident report and alleged Honor Code violation.

2. The nature of the sanction imposed by the instructor.

3. The appeal process and deadline.

E. After receiving official notification from the Associate Dean, the student may:

1. Accept responsibility for the Honor Code violation and the instructor’s sanction.
   a. Final notation will be added on the incident report detailing the sanction.
   b. For students enrolled in the Tippie College of Business, the incident report will be placed in the student’s file.
      1) For students participating in CIMBA but not enrolled in the Tippie College of Business, all relevant forms and documents will be available to appropriate officials at the student’s home university.
   c. For students enrolled in the Tippie College of Business, a record of the Honor Code violation will be kept for five years or until the student graduates, whichever comes first.
      1) Students participating in CIMBA who are not enrolled in the Tippie College of Business will need to confirm with their home university how long this record will be kept.
2. Accept responsibility for the Honor Code violation but appeal the instructor’s sanction to the Judicial Board.
   a. The student must submit an appeal form to the Undergraduate Program Office within 10 business days of receiving the email notification of the incident from the Associate Dean.

3. Deny responsibility for the Honor Code violation and appeal the instructor’s sanction to the Judicial Board.
   a. The student must submit an appeal form to the Undergraduate Program Office within 10 business days of receiving the email notification of the incident from the Associate Dean.

II. Appeals of alleged violations

A. Upon receipt of a student appeal, members of the Judicial Board and all relevant parties will be notified via email sent to their University of Iowa email account.

   1. Students participating in CIMBA who do not have an active University of Iowa email account will be contacted by the Director of the CIMBA Undergraduate Campus, who will instruct the students to activate their University of Iowa email accounts if they have not already done so.

B. Prior to adjudication by the Judicial Board, the student may withdraw the appeal and accept responsibility for the Honor Code violation and the sanction issued by the instructor.

C. When two or more students are accused of the same incident of academic misconduct, they may have the option of having their appeals reviewed jointly or separately.
D. When the appeal is filed by a student who is a current Judicial Board member, the entire Judicial Board will be notified of the appeal and queried to determine whether or not the Judicial Board will review the appeal. If it is determined that the Judicial Board cannot review the appeal (e.g., not enough unbiased members can be selected for the investigation team or hearing panel), the Judicial Board will recommend the appeal be decided by the Associate Dean of the Undergraduate Program.

III. Investigation

A. After reviewing the incident report and the student’s appeal form, two (2) Judicial Board members will conduct an investigation of the alleged Honor Code violation.

1. The Judicial Board investigation team will contact the principal parties (i.e., the instructor and student) requesting an interview to obtain further evidence. If these parties do not respond within five (5) business days, they waive their right to an interview and the investigation team will proceed with the investigative process.

B. The investigative process may include, but is not limited to, the following:

1. Interviewing all necessary people (e.g., instructor, students, staff, or witnesses identified by students or instructor).

   1) Obtaining evidence such as written statements, syllabi, assignments, and exams.

C. Prior to submitting the investigation report, the investigation team will share the individual interview report with the appropriate instructor(s) or student(s). The involved parties will have two (2) business days to make changes to the report.

1. Each person will have the opportunity to review the information in their individual interview report with the investigators to ensure the accuracy of their statements.
D. After all parties have reviewed their respective interview reports and the Judicial Board investigation team has made appropriate edits, the investigation report will be submitted to the Associate Dean. After submission to the Associate Dean, the investigation report will be made available to the instructor and the accused student.

E. The timelines established for the investigation of Honor Code charges may be extended by the Associate Dean. Such extensions will, however, only be granted by the Associate Dean for extenuating circumstances.

**IV. Adjudication of alleged violations**

A. The Associate Dean will forward the investigation report to an adjudication panel composed of two (2) student Judicial Board members and one (1) faculty Judicial Board member.

1. The two (2) student members who conducted the investigation may not sit on the adjudication panel.

2. The composition of the adjudication panel may be different if the appeal review is conducted during the winter session or during the summer session (see section VII below).

B. After reviewing the investigation report, the adjudication panel will either:

1. Request additional information from the student(s), instructor(s), or witness(es).
   a. The adjudication panel will provide the Associate Dean or a member of the Undergraduate Program Office staff with their questions.
   b. The Associate Dean or Undergraduate Program Office staff member will coordinate receiving responses from the appropriate individuals and forwarding the information to the adjudication panel.
2. Consider the findings of the investigation team and any other information obtained from the student(s), instructor(s), or witness(es) and come to a resolution based on a majority vote. The panel may:

   a. Affirm the Honor Code violation and original sanction imposed by the instructor prior to the appeal.
   b. Affirm the Honor Code violation and recommend the Associate Dean review the sanction and decrease the penalty.
   c. Affirm the Honor Code violation and recommend the Associate Dean review the sanction and increase the penalty.
   d. Determine the student did not commit an Honor Code violation.

3. A written statement will be issued dismissing the allegation and no record will be kept in the student’s file.

V. Sanctions

A. When a student appeals a sanction, the Judicial Board adjudication panel shall consider:

   a) If the sanction was different than what was included in the course syllabus or assignment sheet.
   b) If the sanction was consistently applied by the instructor to all students in the class charged with the same academic misconduct.

B. The Judicial Board adjudication panel may issue any reasonable sanction, including the sanction imposed by the instructor prior to the appeal. Reasonable sanctions may include, but are not limited to:

   a) Letter of apology
   b) Community service
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c) Ethics course
d) Paper on ethics
e) Failure of assignment or test
f) Failure of course
g) Suspension
h) Expulsion
i) Grade reduction

C. If the Judicial Board adjudication panel recommends an additional sanction beyond that already imposed by the instructor, the Associate Dean will determine whether or not to impose this sanction.

VI. Appeal of Judicial Board Recommendation

A. Students have the right to appeal the Judicial Board’s decision through the following steps:

1. Appeal to the Associate Dean, Undergraduate Program, Tippie College of Business.
   a. The Associate Dean may accept the recommendation of the Judicial Board or reverse the recommendation and require a new investigation, review, or both.

2. Appeal the decision of the Associate Dean, Undergraduate Program to the Senior Associate Dean, Tippie College of Business.
   a. The Senior Associate Dean may accept the decision of the Associate Dean or reverse the Associate Dean’s decision and require a new investigation, review, or both by the Judicial Board.

3. Appeal the decision of the Senior Associate Dean to the Office of the Provost, University of Iowa.
B. Any appeal must be made in writing and include a clear description of the basis for the appeal.

C. Questions about the different steps of this appeal process can be addressed to the Associate Dean, Undergraduate Program, Tippie College of Business.

D. The reasons for appeal of the Judicial Board’s decision are limited to the following:
   1. Violation of due process.
   2. Excessive or inappropriate sanctions.
   3. New evidence that was not available at the time of the investigation and/or hearing.
   4. Procedural error that adversely affected the outcome of the hearing.

E. Appeals may not be filed on the basis of disagreement with the factual basis or merits of the Judicial Board’s decision.

VII. Procedures during the winter session and summer session

A. Appeals of alleged Honor Code violations received during the winter session and summer session may be handled differently due to the availability of Judicial Board members.

   1. Students appealing Honor Code violations during the winter session or summer session will be notified they have the option of having their appeal reviewed:
      a. during the subsequent semester when a sufficient number of Judicial Board members have returned to campus; or
      b. as soon as possible. In this case, the Associate Dean will assemble an ad hoc Judicial Board comprised of:
         1) Available student Judicial Board members
         2) Available faculty Judicial Board members
         3) Available students, faculty, and staff
Undergraduate Judicial Board Membership

The Judicial Board consists of a minimum of seven undergraduate business students and two faculty members. Student members are selected for one year, renewable terms.

- Current Judicial Board members will review the applications and recommend students to interview for positions on the board.
- Faculty and Undergraduate Program Office staff may attend interviews but do not have a role in the selection process.
- The Board is not limited, however, to fill only the vacated positions. Membership on the Judicial Board may be offered to all qualified candidates who interview for positions on the board.
- Should it be necessary for a student member to resign from the board, the vacancy will be filled during the next recruiting period.
- When an appeal involves a student in the Master of Accountancy (M.Ac.) program who is enrolled in a M.Ac. course, the Associate Dean will appoint M.Ac. students to the Judicial Board on an ad hoc basis to serve on the investigation team and hearing panel. Faculty members are recommended for appointments to the Judicial Board by the Associate Dean, Undergraduate Program, Tippie College of Business, and subject to approval by the Senior Associate Dean, Tippie College of Business.

Recording

The Judicial Board shall have the discretion to record any aspect of an investigation or hearing.

If the Judicial Board chooses to record an interview with a witness as part of an investigation, the party will be notified before the interview begins.
Revision of Honor Code

The Honor Code is subject to revision and amendment. The Judicial Board will evaluate proposed changes to the provisions of the Honor Code. Changes in the provisions of the Honor Code must be approved by the undergraduate Tippie Senate and the Elected Faculty Council.

Revisions to the procedures used by the Judicial Board to investigate and adjudicate Honor Code violations may be made from time to time by the Associate Dean of the Undergraduate Program, Tippie College of Business, in consultation with the Judicial Board.