I. PURPOSE AND SCOPE

The KU School of Business seeks to develop future leaders with the highest ethical standards. It is through a strong code of conduct that a feeling of mutual trust and respect between students, faculty, and staff is maintained. This code of conduct was developed by the students, faculty, and staff to articulate the School’s core values and provide guidance on academic integrity. This code applies to the conduct of students, faculty, and staff at any function or academic activity conducted by the School of Business at the University of Kansas.

II. CORE VALUES

The KU School of Business encourages the following aspirational values and behaviors drawn directly from the Positive Code of Conduct developed by students in 2006:

**Responsibility:** We will accept the outcomes of our actions, work to exceed expectations, meet established deadlines for assignments, and represent the School of Business in a positive manner.

**Enthusiasm:** We will exhibit drive and passion in all of our pursuits both inside and outside of classroom by actively engaging in classroom discussions, events, and student organizations.

**Self-Development:** We will challenge ourselves to seek out opportunities for self-development, for cultivating belief in ourselves will enable us to foster respect for others.

**Professional Integrity:** We will be trustworthy and genuine in all interactions.

**Equity:** We will contribute to the learning community at least as much as we receive, support equal opportunity for all students to learn, and act with respect toward the community and the environment.

**Compassion:** We will practice care, empathy, and understanding toward others by providing them with support or feedback when it is needed.

**Teamwork:** We will create an open atmosphere where everyone can contribute ideas and engage in respectful discussion without undue criticism, recognizing the value of a team in working toward a common goal.

Each year, the School recognizes students who embody these core values with a RESPECT Positive Code of Conduct Award. Nominations are sought in the spring from faculty and staff and the student members of the honor council select the recipients. Throughout the year, students who illustrate the individual core values will also be celebrated.
III. ACADEMIC INTEGRITY AND MISCONDUCT

Academic integrity is fundamental to this code of conduct. There must be integrity in all aspects of academic performance. To encourage academic integrity, the following honor pledge is strongly encouraged to be provided by instructors at the beginning of all examinations: "On my honor, I will not give nor receive any unauthorized aid on this exam." In addition, it is strongly recommended that each class syllabus: (a) provide the website link to this code of conduct, (b) include the paragraph under USRR 2.6.1 below that outlines the categories of academic misconduct, and (c) clarify the instructor’s guidelines for the preparation of assignments and exams (see USRR 2.6.4 below).

The School of Business follows the University Senate Rules and Regulations (USRR 2.6.1) for compliance issues surrounding academic misconduct. These rules and regulations are outlined below and available in KU’s Policy Library.

USRR 2.6.1 Academic misconduct by a student shall include, but not be limited to: disruption of classes; threatening an instructor or fellow student in an academic setting; giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments; knowingly misrepresenting the source of any academic work; unauthorized changing of grades; unauthorized use of University approvals or forging of signatures; falsification of research results; plagiarizing of another's work; violation of regulations or ethical codes for the treatment of human and animal subjects; or otherwise acting dishonestly in research.

Academic misconduct by an instructor shall include, but not be limited to: grading student work by criteria other than academic performance; willful neglect in the discharge of teaching duties; falsification of research results; plagiarizing of another's work; violation of regulations or ethical codes for the treatment of human and animal subjects; or otherwise acting dishonestly in research.

2.6.2 After consultation with the department chairperson,* an instructor may, with due notice to the student, treat as unsatisfactory (i.e., reduction of grade) (1) any student work that is a product of academic misconduct, or (2) a student's performance for a course when there are severe or repeated instances of academic misconduct as defined in Section 2.6.1.

If an instructor deems other sanctions for academic misconduct by a student to be advisable, or if a student wishes to protest a grade based upon work judged by an instructor to be a product of academic misconduct, or if a faculty member is charged with academic misconduct in connection with the assignment of a grade or otherwise, the case shall be reported to the Dean of the College or School in which the course is offered and processed in accord with applicable unit level procedures (see Section IV below).

*A reporting form for academic misconduct in the School of Business has been prepared and should be used by all personnel in the School to guide the process. In particular, the area director (with the instructor) is responsible for tracking the case through the process. The administrative personnel in each academic program are responsible for keeping track of incidents in their respective programs. At the end of each semester, they should report them to the Dean’s office who will forward them to the Provost’s office.
2.6.3 If either party to a charge of academic misconduct or to a grade appeal involving a charge of academic misconduct is dissatisfied with the unit level resolution of the charge, he or she may seek review by the university-level Judicial Board in accordance with applicable procedures.

2.6.4 Every instructor shall make clear, at the beginning of each course, his or her rules for the preparation of classroom assignments, collateral reading, notebooks, or other outside work, in order that his or her students may not, through ignorance, subject themselves to the charge of academic misconduct. An instructor has the authority to set reasonable rules for classroom conduct. When an instructor judges that a student's behavior is disruptive or obstructive to learning, the instructor can request that the student leave the classroom. Refusal to comply with a request to leave a classroom can itself be grounds for a charge of academic misconduct.

2.6.5 The following sanctions may be imposed upon a student or an instructor for academic misconduct:

- **Admonition:** An oral statement that his or her present actions constitute academic misconduct.
- **Warning:** An oral or written statement that continuation or repetition, within a stated period, of actions that constitute academic misconduct may be the cause for a more severe disciplinary sanction.
- **Censure:** A written reprimand for actions that constitute academic misconduct. Censure may include a written warning.

Other sanctions that may be imposed upon a student for academic misconduct are:

- **Reduction of Grade for Specific Work:** Treating as unsatisfactory any work that is a product of academic misconduct. Reduction of grade may include the assignment of an F for that specific work.
- **Reduction of Grade for the Course:** Reduction of grade may include the assignment of an F in the course. If the charged student dropped or withdrew from the course prior to the outcome of the adjudication, the course will be reinstated and assigned the grade as determined by the outcome of the hearing.
- **Exclusion from Activities:** Exclusion from participation in specified privileged or extracurricular activities for a period not exceeding one school year. If the charged student dropped or withdrew from the course prior to the outcome of the adjudication, the course will be reinstated and assigned the grade as determined by the outcome of the hearing.
- **Transcript Citation for Academic Misconduct:** The student’s transcript will state that the student has been cited for academic misconduct. This sanction will include a determination of the final grade in the course. This grade may be an “F.” The statement will be permanent unless the student applies to the University Provost for removal of the statement and the application is granted.
- **Suspension from a Specific Course:** An instructor may suspend a student from the instructor's section of a course for academic misconduct. In cases involving physical violence or disruptive behavior, the suspension should occur immediately. In cases where a physical threat is made, the suspension should be reported to the KU Police Department. During suspension, a student is not permitted to withdraw, pending decision by the hearing committee. A suspended student may complete work for the course only if reinstated. Conditions for re-instatement to the course shall be stated by the instructor at the time of the suspension. These initial conditions are subject to review by the hearing committee. When suspending a student, the instructor shall, before the next meeting of the course, inform the chairperson of the department in which this course is
offered. The department chairperson shall notify the student in person or by certified mail (postmarked on or before the day of the next class meeting) of the opportunity to be heard on the suspension. The department chairperson shall also inform the Vice Provost for Student Affairs and other appropriate offices according to guidelines of the academic unit involved. If the student requests a hearing, the appropriate procedures (See Section 2.6.2) of the School or College, or at the department level where feasible, shall be initiated within five working days. The suspension will remain in effect pending review. Because this sanction places an immediate burden upon the suspended student, the department is obligated to act promptly. Options in such review include: reassignment of the student to another section of the course; reinstatement of the student into the course; upholding the suspension. In case of suspension through the end of the semester, a grade will be assigned by the instructor, subject to review by the hearing committee.

- **Suspension:** Immediate exclusion from all courses and other specified privileges or activities for a definite period not to exceed two years, subject to review by the hearing committee. The student's transcript will state that the student is suspended for academic misconduct. The statement will be permanent unless the student applies to the University Provost for removal of the statement and the application is granted.

- **Expulsion:** Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion. The student's transcript will state that the student is expelled for academic misconduct. The statement will be permanent unless the student applies to the University Provost for removal of the statement and the application is granted.

Other sanctions that may be imposed upon an instructor for academic misconduct are:

- **Recommendation of Suspension:** Recommendation to the Chancellor that an instructor be excluded from teaching and other specified privileges or activities for a definite period not to exceed two years.

- **Recommendation of Dismissal:** Recommendation to the Chancellor that an instructor be dismissed from the University staff for an indefinite period. More than one sanction may be imposed upon a student or an instructor for the same offense or offenses.

2.6.6 All sanctions of Reduction of Grade for Specific Work, Reduction of Grade for the Course, Exclusion from Activities, Transcript Citation for Academic Misconduct, Suspension from a Specific Course, Suspension, and Expulsion that are applied by the College and the Schools or their designated departments will be communicated to the Office of the Provost.

2.6.7 Students who receive a D or F in a course as a result of a sanction of Reduction of Grade for the Course due to a finding of academic misconduct by a unit, school, or university Judicial Board hearing body may repeat the course but are not eligible for the grade-replacement provisions of USRR 2.2.8.

**IV. SCHOOL OF BUSINESS UNIT LEVEL PROCEDURES**

**A. Honor Council**

The Honor Council will be composed of students from diverse majors at the undergraduate, masters, and doctoral level. The Honor Council will be appointed at the beginning of each fall semester, and is considered a high honor. Honor Council hearings will be conducted with three of these student members, plus one of the affiliated faculty members who will play the role of a non-voting facilitator.
B. Proceedings

Honor Council hearings will be conducted according to the Essential Elements of Grievance Procedures (USRR Article 5.2.2) and the process for the Complaint and Response outlined in (USRR, Article 6.3). The School of Business Grievance procedures are based in these and will guide the hearings. These procedures are listed separately from this document.

Hearings will be scheduled each semester to deal with cases from the previous semester. Honor Council student members will make a recommendation to the Dean of the guilt or innocence of the accused and a proposed sanction. The Dean’s office makes the final decision for the guilt or innocence and the appropriate sanction for the accused. If the final decision differs from the Honor Council’s recommendation, the Dean’s office informs both parties of the reasons for the decision. The Dean’s office informs both parties, the relevant area director, program administrator, and the faculty facilitator of the decision and includes a copy of the Honor Council recommendation.

In cases where the student is appealing the sanction only, the Dean’s office representative will hear from both sides in an informal meeting regarding their perspectives on the appropriateness of the severity of the sanction. As before, the Dean’s office representative will make a determination and notify both parties of the decision. The Dean’s office will work with the program administrators to keep records of these decisions and forwards them to the Provost’s office as required above by USRR Article 2.6.6.