



Washington
University in St. Louis

OLIN BUSINESS SCHOOL

BSBA | 2013-2014

Integrity Matters.

Olin Business School Code of Conduct

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Olin Business School Statement of Community Conduct

PHILOSOPHY

The Olin Business School is a community of individuals with diverse backgrounds and interests who share certain fundamental goals. Primary among these goals is the creation and maintenance of an atmosphere conducive to learning and personal growth for everyone in the community.

Becoming a member of the Olin community is a privilege which brings certain responsibilities and expectations. The success of Olin in attaining its goals and in maintaining its reputation of academic excellence depends on the willingness of its members, both collectively and individually, to meet their responsibilities. It is imperative that all individuals associated with Olin conduct themselves with the utmost integrity in all aspects of their life, both on and off campus.

ORGANIZATIONAL CULTURE

The objective Olin has for all its constituents — faculty, students, and administration, as well as our alumni and our corporate and community friends — is to provide an environment in which every individual associated with the School can grow, develop, and be a contributing and productive member of our society. The effectiveness of the learning process depends on the individual and collective desires of all members of the community to foster the process. Every person in the community plays a vital role in establishing an atmosphere conducive to these goals. In order to accomplish Olin's objectives, there are certain values which must be understood and shared by all members of the community. The standards of behavior that reflect these values are set forth in the University Judicial Code (UJC). The Olin community affirms and supports these standards. It is especially important that each member of the Olin community be committed to:

Learning and Personal Growth For All

This concept means that a grade and a degree are outcomes of the learning process, rather than objectives. To this end, Olin does not distribute class-rank information, nor does it provide a student's grades to any organization without the student's consent. At the same time, we recognize that other communities look to Olin to provide accurate evaluations of student performance in the learning process. This expectation creates an obligation to ensure that this certification is valid. However, focusing our individual and collective energies only on the certification process detracts from the quality of the learning experience and ultimately lowers the value of a degree from Olin.

Academic Excellence

Olin is committed to providing an educational experience of the highest possible quality. It desires to provide a setting that inspires all members of the community to reach beyond their present limits. This environment must allow individuals to question, experiment, and create. It must stimulate, and it must demand intelligence and imagination. In short, it must challenge members of the community — faculty, students, and administration — to think and to grow.

Providing and maintaining such an environment demands state-of-the-art teaching and, thus, bringing research into the classroom. Therefore, faculty research is an integral part of the educational environment at Olin.

Academic Freedom

The ability of each faculty member to freely develop courses and to establish criteria for evaluating students within the bounds set by the faculty as a whole is fundamental to ensuring state-of-the-art education and benefit to our academic community and constituency. As members of this community, it is our responsibility to ensure that this freedom is not corrupted.

Promoting the Teaching/Learning Process for Others in the Community

Because the right of free speech is fundamental to the democratic process, we firmly support the rights of all members of the Olin community to express their views. All members of the community also share a concurrent obligation to maintain in Olin an atmosphere conducive to scholarly pursuits and to respect the rights of all individuals to participate in the teaching/learning process.

Recognizing and Valuing Differences Among Individuals, and Learning from the Diversity Which Is Found in the Community

People come to Washington University with a wide variety of experiences, talents, goals, and interests. At Olin, we neither condone nor tolerate discrimination of any kind, whatever the origin, age, race, color, national origin, handicap, sex, or religious creed. The Olin community depends on the willingness of its members to try to understand and empathize with people who come from different backgrounds. Diversity (in backgrounds, interests, cultures, and personalities) is necessary for fostering an atmosphere of learning. Learning and creativity require a freshness that diversity fosters.

Members of Olin's extended community deal with a number of important social and economic issues. Directly or indirectly, these issues confront everyone in our broader society. Within Olin we encourage the opportunity to provide a forum to present and discuss a variety of topics from varying points of view. Our expectation is that members of the Olin community will work to solve problems through frank and productive discussion of the issues.

Respecting Our Physical Environment

In Olin we are fortunate to have superb physical facilities which support the educational process. We will do our utmost to maintain the condition of these facilities and will not tolerate littering or other actions which deface or damage them.

Olin Business School Undergraduate Programs Code of Professional Conduct

OVERVIEW

This Code intends to encourage and clarify appropriate classroom, interpersonal, and extra-curricular etiquette by individuals and expected by their peers, the faculty and the institution. It intends also to help describe the overall environment of excellence and professionalism that all members of the Olin community seek to establish and to enhance continually. It is the responsibility of each member of the Olin community to uphold the spirit, as well as the principles, of the Code of Professional Conduct.

EXPECTATIONS – PROFESSIONAL STANDARDS OF CONDUCT

In keeping with these shared expectations, we expect Olin undergraduate students to conduct themselves at all times in a professional manner. Professional behavior includes, but is not limited to, the following items:

In the Classroom

- **Attendance:** We expect students to attend each class session. Students who must miss a session for any reason should make every effort to notify the instructor prior to the class meeting. Students should never register for courses scheduled in conflict with one another.
- **Punctuality:** We expect students to arrive and take seats prior to the start of each class session. They should display their name cards in all classes at all times.
- **Behavior:** We will conduct classroom interactions in a spirited manner, but always while displaying professional courtesy and personal respect.
- **Preparation:** We expect students to complete the readings, case preparations and other assignments prior to each class session and to prepare to participate actively in class discussions.
- **Assessment:** We expect students to complete course and instructor evaluations at end-of-term and, if requested, at midterm. We expect students to complete individual, peer, and/or team assessments if required. Course evaluations are an essential part of the process of continuous improvement in Olin programs. Effective feedback is factual, relevant, and expressed in a constructive and professional manner. actively in class discussions.

• **Distractions:**

- **Exiting and Entering:** We expect students to remain in the classroom for the duration of the class session unless an urgent need arises or the professor agreed to a different arrangement prior to that class session.
- **Laptop, PDA, and Other Electronic Device Usage:** We expect students not use to laptops, PDAs, and other electronic devices in classrooms unless with the instructors consent and for activities directly related to the class session. Do not access e-mail or the Internet during class, as they can be distracting for peers and faculty.
- **Cellular Phone and Pager Usage:** We expect students to keep their mobile phones and pagers turned off or have them set on silent/vibrate during class. Do not answer phones or pagers while class is in session.
- **Other distractions-**specifically identified by individual instructors such as eating in the classroom.

Outside the Classroom

- **Representing the University:** We expect students to conduct themselves responsibly and professionally when dealing with all members of the Olin and Washington University communities as well as in the career search process, at club activities, networking events, career fairs, job interviews, and other functions where they are representing the Olin community.
- **Facilities:** We expect students to help maintain the appearance and the functionality of the building, classrooms and other facilities.

Addressing Code Violations:

- The Code of Professional Conduct Council considers for review and possible sanctions matters referred to it. The Council will consist of one appointed member from each of these groups: the undergraduate student body, the faculty, and the BSBA administrative staff.

Undergraduate Student Academic Integrity Policy

Effective learning, teaching and research all depend upon the ability of members of the academic community to trust one another and to trust the integrity of work that is submitted in classes for academic credit or conducted in the wider arena of scholarly research. When such an atmosphere of mutual trust exists, the free exchange of ideas is fostered, and all members of the community are able to work to achieve their highest potential. In all academic work, it is important that the ideas and contributions of others be appropriately acknowledged, and that work that is presented as original is in fact original. Ensuring the honesty and fairness of the intellectual environment at Washington University is a responsibility that is shared by faculty, students, and administrative staff.

This statement on academic integrity applies to all undergraduate students at Washington University. Graduate students are governed by policies in each graduate school or division. The purpose of the statement is to clarify the University's expectations with regard to undergraduate students' academic behavior and to provide specific examples of dishonest conduct. The examples are only illustrative, NOT exhaustive.

Students are expected to adhere to the highest standards of behavior, and the vast majority of Washington University students do so. Each year, however, a few students behave dishonestly. The following material describes the most common types of dishonest behavior.

STUDENT ACADEMIC VIOLATIONS

It Is Dishonest and a Violation of Student Academic Integrity If You:

Plagiarize

You commit plagiarism by taking someone else's ideas, words, or other types of work product and presenting them as your own. You can avoid plagiarism by using proper methods of documentation and acknowledgement.

- Enclose every quotation in quotation marks, and acknowledge its source.

- Cite the source of every summary, paraphrase, abstraction or adaptation of material originally prepared by another person, and any factual data that is not considered common knowledge. Include the name of author, title of work, publication information, and page reference.
- Acknowledge material obtained from lectures, interviews, or other oral communication by citing the source (name of the speaker, the occasion, the place, and the date).
- Cite material from the Internet just as if it were from more traditionally published sources. Follow the citation style or requirements of your instructor.

Cheat on an Examination

You must not receive or provide any unauthorized assistance on an examination. During an examination you may use only materials authorized by the faculty.

Copy or Collaborate on Assignments Without Permission

Unless the instructor explicitly states otherwise, it is dishonest to collaborate with others when completing graded assignments or tests, performing laboratory experiments, writing and/or documenting computer programs, writing papers or reports, and completing problem sets.

- Never use, copy or paraphrase the results of another person's work and represent them as your own, regardless of the circumstances.

When you submit work with your name on it, you are in effect stating the work is yours and only yours, unless you acknowledge in an endorsement all the help of persons who have contributed to the completion of the assignment.

If the instructor allows group work, you must be sure you understand the degree of acceptable collaboration.

- It is never appropriate to simply copy another's work, or to permit another student to copy your work.
- If you have any questions regarding the instructor's definition of allowable behavior, it is your responsibility to ask for clarification prior to engaging in the collaboration.

It is dishonest to turn in work as a collaborative effort if you did not contribute your fair share of the effort.

Fabricate or Falsify Data or Records

It is dishonest to fabricate or falsify data in laboratory experiments, research papers, reports or in any other circumstances; to fabricate source material in a bibliography or “works cited” list; or to provide false information on a résumé or other document in connection with academic efforts. It is also dishonest to take data developed by someone else and present it as your own.

Engage in Other Forms of Deceit, Dishonesty or Inappropriate Conduct

Do not submit the same work, or essentially the same work, for more than one course without *explicitly* obtaining permission from *all* instructors. A student must disclose when a paper or project builds on work completed earlier in his/her academic career.

Do not request an academic benefit based on false information or deception. This includes requesting an extension of time, a better grade, or a recommendation from an instructor.

Do not make any changes (including adding material or erasing material) on any test paper, problem set, or class assignment that you submit for a re-grade.

Do not willfully damage the efforts or work of other students.

Do not steal, deface, or damage academic facilities or materials.

Do not collaborate with other students planning or engaging in any form of academic misconduct.

Do not submit any academic work under someone else’s name other than his/her own. This includes but is not limited to sitting for another person’s exam; both parties will be held responsible.

Do not engage in any other form of academic misconduct not covered here (because no list is necessarily exhaustive). If you are ever in doubt, please ask either the professor or teaching assistant for guidance.

Faculty Responsibilities

Faculty are strongly encouraged to report incidents of student academic misconduct to the academic integrity officer in their school or college, so that the incident may be handled in a consistent, fair manner, and so that substantiated charges of misconduct may be noted in students’ records.

Student Rights and Responsibilities

If you are accused of an academic integrity violation by a professor, teaching/graduate assistant, or academic integrity officer, you are entitled to do the following:

- Review the written evidence in support of the charge.
- Ask any questions you have.
- Offer an explanation as to what occurred.
- Present any material that would cast doubt on the correctness of the charge.

After you are notified of a charge of academic misconduct, you have several options:

- You may deny the charges and request a hearing in front of the appropriate academic integrity panel.
- You may admit the charges and accept the imposition of sanctions.
- You may request a leave of absence from the University. However, the academic integrity matter will have to be resolved prior to your re-enrollment.
- You may request to withdraw permanently from the University with a transcript notation that there is an unresolved academic integrity matter pending.

You have the following responsibilities in resolving the charge of academic misconduct:

- You must admit or deny the charge. This will determine the course of action to be pursued.
- You must provide truthful information regarding the charges. It is a student judicial code violation to provide false information to the University or anyone acting on its behalf.

Sanctions

If, after a hearing, you are found to have acted dishonestly, or if you have admitted the charges prior to a hearing, the School academic integrity officer or hearing panel may do one or more of the following:

- Issue a formal written reprimand.
- Impose educational sanctions, such as completing a workshop on plagiarism or academic ethics.
- Recommend to the instructor that you fail the assignment.

- Recommend to the instructor that you fail the course.
- Recommend to the instructor that you receive a course grade penalty less severe than failure of the course.
- Place you on “Disciplinary Probation” for a definite period of time, or until defined conditions are met. The probation will be noted on your transcript and internal record while it is in force.
- In cases serious enough to warrant suspension or expulsion from the University, refer the matter to the University Judicial Board for consideration.

Withdrawing from the course will not prevent the academic integrity officer or hearing panel from imposing or recommending sanctions, including a failing grade in the course. If the charges of academic misconduct are not proven, you may withdraw from the course in question without prejudice. Whether you complete the course or not, no record of the allegation will appear on your transcript or in your student file.

Appeals

If you believe you did not receive a fair hearing from the academic integrity officer or the hearing panel, or if you believe the sanction imposed for misconduct is excessive, you may appeal to the University Judicial Board within fourteen days of the original decision. Appeals are governed by Section VII. C. of the University Student Judicial Code.

Reporting Misconduct By Others

If you observe other students violating this policy, you are strongly urged to confront the student(s), report the misconduct to the instructor, and/or seek advice from the academic integrity officer in the school in which the misconduct is occurring.

Administrative Procedures

Individual undergraduate colleges and schools are free to design specific procedures to resolve allegations of academic misconduct by students in courses offered by that school, so long as the procedures comply with this policy and with the University Student Judicial Code.

Administrative Record-Keeping Responsibilities

It is the responsibility of the academic integrity officer in each school to keep accurate, confidential records concerning academic integrity violations. When a student has been found to have acted dishonestly, a letter summarizing the allegation, the outcome, and the sanction shall be placed in the student's official file in the office of the school or college in which the student is enrolled.

Each school's academic integrity officer shall make a report of the outcome of every formal accusation of student academic misconduct to the Director of University Judicial Programs, who shall maintain a record of each incident. When a student is formally accused of academic misconduct and a hearing is to be held by an academic integrity officer, a hearing panel, or the University Judicial Board, the person in charge of administering the hearing shall query the Director of Judicial Programs about the student(s) accused of misconduct. The Director shall provide any information in his/her records concerning that student to the integrity officer. Such information is to be used **ONLY** in determining sanctions if the student is found to have acted dishonestly in the present case. Evidence of past misconduct may not be used to resolve the issue of whether a student has acted dishonestly in a subsequent case.

School and college academic integrity officers are encouraged to make periodic (at least annual) reports to the students and faculty within the school concerning accusations of academic misconduct and the outcomes, without disclosing specific information that would allow identification of the students involved.

Olin Business School Guidelines and Procedures for Academic Discipline

The Internal Review Officer (IRO) Responsibilities

The Internal Review Officer (IRO) serves as the academic integrity officer for Olin. The IRO is appointed annually by the Dean of Olin.

Concerns, whether formal or informal, about academic integrity should be brought first to the IRO. If there is suspicion that academic integrity has been violated, a faculty member or student may consult with the IRO to get that person's advice as to whether formal disciplinary charges should be filed. The IRO may call in the person(s) about whom concerns have been expressed to have an informal discussion of the situation with them. The IRO also will be the first person within Olin with whom formal disciplinary charges can be filed.

Procedures

1. Any formal complaint involving alleged academic dishonesty in Olin shall be submitted in writing to the IRO along with all available substantiating evidence. A formal complaint may be lodged by any member of the University community, including by any student. The IRO, upon consultation with the Office of the Dean and/or the Chairperson of the Disciplinary Committee, may decide, because of the seriousness of the case, to refer the matter directly to the University Judicial Board (UJB). This referral procedure will generally be followed if it is believed that it is likely that the penalty will involve suspension or expulsion from the University. If the IRO decides that a case should be processed within Olin, then the following steps should be followed.
2. The IRO may advise the charging party on the merits of the complaint and on the strength of the evidence. However, only the charging party can decide to withdraw the complaint. In certain cases, even if the charging party decides to withdraw the charges, the IRO may decide to proceed with pressing the charges in order to preserve the interests of the school.
3. If after consultation with the IRO the charging party desires to pursue the complaint, the IRO will arrange to meet privately with the student(s) against whom the complaint has been made, and will present the evidence on which the complaint is based. All available evidence shall be shared with

the student(s) against whom the complaint has been made. If the charges are being brought by another student or students, their name(s) will be revealed at the time the charges are presented. A copy of the Undergraduate Student Academic Integrity Policy Handbook will be given to the student(s) at the time of the meeting with the IRO along with a written statement of the charges.

4. After the complaint and the accompanying evidence have been presented to the student(s), the IRO will ask the student(s) whether they plead guilty or not guilty to the charges that have been brought. The student may request to delay his response to the charges by one business day. If no response is obtained within that time period, it will be considered as pleading not guilty. If the student(s) pleads guilty, the IRO will impose a penalty for the offense to which the guilty plea has been entered consistent with the guidelines.
5. If a student pleads guilty to charges presented by the IRO, the student will be informed by the IRO what penalty will be imposed within two business days. The student(s) being charged, as well as the charging party, will have the right to appeal the penalty itself and request a hearing before the full Disciplinary Committee within seven days after being notified by the IRO.
6. If the student(s) pleads not guilty, then the IRO will determine the case with the outcome being one of the following:
 - a. student(s) found not guilty;
 - b. student(s) found guilty and penalty imposed within two business days;
 - c. the case referred to the Disciplinary Committee for a full hearing or
 - d. the case referred to the UJB.

In (a) or (b), the accused and the charging party have the right to request a full hearing of the Disciplinary Committee to review the finding of the IRO and/or the penalty imposed. Such a request should be submitted to the Chairperson of the Disciplinary Committee within seven days.

The Disciplinary Committee

The Disciplinary Committee serves as the hearing panel in Olin Business School and consists of three faculty members and an ex officio representative of the administration of Olin. The Chairperson of the Disciplinary Committee shall be nonvoting (except in the case of a tie vote, the chairperson may

break the tie), as shall be the ex officio representative of the administration. A quorum of the Disciplinary Committee shall consist of a minimum of five voting members.

The full Disciplinary Committee of the Olin School shall be called upon to review cases only after the IRO has followed the procedures outlined above for the conduct of the IRO role. When the full Disciplinary Committee does conduct hearings, it is to employ the following procedures:

1. The Chairperson of the Disciplinary Committee shall be responsible for scheduling hearings at the earliest convenient time and for notifying the person(s) who are to appear before the Committee. A copy of the formal charges and of the guidelines and procedures for the conduct of the Disciplinary Committee should be provided in writing to the person(s) who are to appear, together with notification of the time and place of the hearing. A copy of these documents shall be provided to the Dean of the Olin School.
2. In exceptional cases, a hearing may be postponed by the Chairperson, upon the student's request, but every effort should be made to arrange a prompt and thorough hearing of the matter. The student(s) accused must attend the hearing, except in cases in which a guilty plea has been entered. In such a case, a student may advise the Chairperson in writing of any mitigating circumstance(s) that should be weighed by the Committee in its consideration of disciplinary action. (Even when a guilty plea has been entered, it is still advised that the student(s) appear in person before the committee.) Any student who does not appear at the formal hearing retains the right to appeal any sanction imposed by the Disciplinary Committee.
3. The formal hearing normally shall be held as a closed hearing. The student(s) charged may request, and will obtain a limited open hearing if such a request is made prior to the hearing. Such a limited open hearing may include the Committee, the person(s) making the complaint, the student(s) charged, up to three additional observers chosen by the charged student(s) and/or the person making the complaint. All observers must respect the confidentiality of the disciplinary process.

4. The Disciplinary Committee shall employ the following specific procedures in hearing a case:

- a. Procedures explained.
- b. Charges read.
- c. Answer requested of student(s) charged.
- d. Statements by either party, if any.
- e. Witnesses supporting the charges, including presentation of documentary evidence, if any.
- f. Witnesses supporting the student(s) charged, including presentation of documentary evidence, if any.
- g. Rebuttal witnesses supporting the charges, if any.
- h. Rebuttal witnesses supporting the student(s) charged, if any.
- i. Closing argument by charging party.
- j. Closing argument by student(s) charged.

The student(s) charged shall have the right to examine documentary evidence presented during the hearing and have the right to hear and cross-examine witnesses at the hearing.

5. Immediately following the hearing, the Disciplinary Committee shall meet in closed session to consider all the evidence and testimony presented. The Committee shall by majority vote first determine whether the student(s) involved are guilty of all or part of the charges brought against them. In the event of a tie vote, the Chairperson of the Committee, normally nonvoting, shall cast the deciding vote. If the Committee finding is “not guilty,” the Chairperson shall notify the student(s) within two business days, stating that all charges have been removed from their record. The Chairperson also shall notify the Dean of Olin concerning the Committee’s decision.

6. If the Committee finding is “guilty” of all or part of the charges brought against the student(s), the Disciplinary Committee shall then decide by majority vote on a penalty, proposed by the chairperson in consultation with members of the Committee, for the offense in question consistent with the guidelines.

7. If a student has elected to plead guilty before the IRO, then the purpose in having a hearing of the full Disciplinary Committee would be to hear an appeal of the extent of the penalty imposed by the IRO. Such arguments might be made by the charged or charging party. If the student was found guilty by the IRO, despite pleading not guilty, then the purpose of the hearing will be to determine guilt or innocence; if the student(s) is found guilty by the Committee, an appropriate penalty will be applied. Written arguments are to be submitted to the Chairperson of the Disciplinary Committee at least two business days in advance of a hearing. Copies of such written arguments are to be provided to the members of the Committee, to the student(s) against whom charges have been filed, and to the Dean of Olin.

Sanctions

If, after a hearing, you are found to have acted dishonestly, or if you have admitted the charges prior to a hearing, the IRO or the Disciplinary Committee may do one or more of the following:

- Issue a formal written reprimand.
- Impose educational sanctions, such as completing a workshop on plagiarism or academic ethics.
- Recommend to the instructor that you fail the assignment.
- Recommend to the instructor that you fail the course.
- Recommend to the instructor that you receive a course grade penalty less severe than failure of the course.
- Place you on “Disciplinary Probation” for a definite period of time, or until defined conditions are met. The probation will be noted on your transcript and internal record while it is in force.
- In cases serious enough to warrant suspension or expulsion from the University, refer the matter to the University Judicial Board for consideration.

Withdrawing from the course will not prevent the IRO or the Disciplinary Committee from imposing or recommending sanctions, including a failing grade in the course.

If the charges of academic misconduct are not proven, you may withdraw from the course in question without prejudice. Whether you complete the course or not,

no record of the allegation will appear on your transcript or in your student file.

Procedure to Appeal

To appeal an action of the Disciplinary Committee, the student(s) or the charging party may appeal in writing directly to the UJB within fourteen days, as outlined in the Washington University Judicial Code.

Administrative Record-Keeping Responsibilities

It is the responsibility of the IRO to keep accurate, confidential records concerning academic integrity violations. When a student has been found to have acted dishonestly, a letter summarizing the allegation, the outcome, and the sanction shall be placed in the student's official file in the office of the School or College in which the student is enrolled.

The IRO shall make a report of the outcome of every formal accusation of student academic misconduct to the Director of University Judicial Programs, who shall maintain a record of each incident. When a student is formally accused of academic misconduct and a hearing is to be held by the IRO, the Disciplinary Committee or the University Judicial Board, the person in charge of administering the hearing shall query the Director of Judicial Programs about the student(s) accused of misconduct. The Director shall provide any information in his/her records concerning that student to the integrity officer. Such information is to be used **ONLY** in determining sanctions if the student is found to have acted dishonestly in the present case. Evidence of past misconduct may not be used to resolve the issue of whether a student has acted dishonestly in a subsequent case.

The IRO will make periodic (at least annual) reports to the students and faculty within the school concerning accusations of academic misconduct and the outcomes, without disclosing specific information that would allow identification of the students involved.



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Creating knowledge... Inspiring individuals... Transforming business.

