Johns Hopkins Carey Business School

Honor Code

The Carey Business School measures success by the way a Carey graduate stands out as an innovative business leader and exemplary citizen. The Carey community believes that honesty, integrity, and community responsibility are qualities inherent in an exemplary citizen. The objective of the Carey Business School Honor Code is to create an environment of trust among all members of the academic community while the qualities associated with success are developed in students.

The Honor Code requires that each student act with honesty and integrity in all academic and co-curricular activities and that each student endeavor to hold his or her peers to the same standard.

Upon witnessing an alleged violation of the Honor Code, a student is expected to inform either the responsible faculty member or the Honor Council of both the alleged violation and the name of the student accused of committing the alleged violation. Each member of the Carey community, as a person of integrity, has a personal obligation to adhere to this requirement. It is only by upholding the Honor Code that members of the entire Carey community can contribute to the School’s ability to maintain its high standards and its reputation.

Violations of this agreement are viewed as serious matters that are subject to disciplinary sanctions imposed by the Honor Council of the Carey Business School, which is composed of a fair representation of part-time and full-time MBA, MS, BS and BBA students and faculty members.

Academic Honesty

Violations of Academic Honesty include:

Lying – Lying includes, but is not limited to, knowingly communicating an untruth in order to gain an unfair academic or employment advantage, or neglecting to divulge information when under the circumstances, a person of integrity would be expected to disclose the matter.

Cheating – Cheating refers to any activity that gives a student an unfair academic advantage. It includes, but is not limited to, using unauthorized materials to complete an assignment; copying the work of another student, or representing another’s work as one’s own work; falsifying one’s identity by having another person take an exam; unauthorized providing of materials or information to others during assignments or examinations, submission of false documents or information to avoid taking an assessment. All communications, written, oral or otherwise, among students during examinations, are forbidden, as is the use of notes, books, calculators, electronic devices or other written material except when approved by the instructor.

Plagiarism – Plagiarism includes, but is not limited to, use of ideas, data, direct quotations, paraphrasing, or any other incorporation of the work of others not clearly referenced. Students are required to submit their own work.
Dual Submission – Dual submission includes submitting substantially similar work in more than one class without the approval of the instructors. Submitting work that was prepared for a previous class requires the approval of the current instructor. Submitting substantially similar work in concurrent classes requires approval, in advance, from each instructor.

For group work, all group members may be held accountable for the academic integrity of their work. This list is not all-inclusive, and is included for illustrative purposes.

University Policies

For the university-wide Code of Conduct please go to: http://studentaffairs.jhu.edu/policies/student-code

All allegations falling under the realm of Title IX should view these webpages and report to the University’s Title IX coordinator. Information is below:

web.jhu.edu/administration/jhuoie/equity_compliance/sexual-violence-policy.html.

web.jhu.edu/administration/jhuoie/equity_compliance/procedures.html

Assistant Vice Provost and Title IX Coordinator
Joy Gaslevic, JD
Telephone: 410.516.8075
Email: Joy.Gaslevic@jhu.edu

Johns Hopkins University
Wyman Park Building, Suite 515
3400 North Charles Street
Baltimore, Maryland 21218

Office of Institutional Equity – Anonymous Sexual Harassment Hotline
Telephone: 410-516-4001| Toll Free: 1-800-516-4001

Honor Code Policies and Procedures

Student academic integrity is the responsibility of the faculty of the Carey Business School, (hereinafter the School). The Carey Business School Honor Council has been created to administer this responsibility.

Effective August, 2016, student conduct is being governed by the University-wide Code of Conduct (http://studentaffairs.jhu.edu/policies/student-code).

Jurisdiction

The Carey Business School Honor Council (hereinafter the Council) has jurisdiction over disciplinary matters involving matriculated and continuing Carey Business School students (hereinafter Carey Students) in the full-time and part-time programs (hereinafter Carey Programs) at the Carey Business School. This jurisdiction may include, without limitation, the following:
Violations of Academic Honesty
Disciplinary violations may include, but are not limited to, the following:
  o Cheating, plagiarism, unpermitted collaboration, or forgery of academic documents
Improper use of intellectual property

Membership and Responsibility of the Council

a. The Honor Council is responsible for:
   i. Interpreting the Honor Code
   ii. Promoting the values of the Honor Code through communication with Carey students, faculty, and administrators
   iii. Serving as representatives of the student body or faculty on all issues pertaining to the Honor Code
   iv. Conducting investigations of suspected Honor Code violations
b. The Honor Council will include two Co-Chairs, student representatives, faculty representatives, and the Director of Student Services or designee. The Director of Student Services or designee will be a non-voting member of the council. Student representation should include full-time and part-time programs. The faculty representatives will be appointed by the Vice Dean for Faculty and Research and the Vice Dean for Education or their designee. Student volunteers will be selected by Student Services via a nomination and interview process. The two Co-Chairs will be students. The council will elect the Co-Chairs for a one-year term.
c. If the Vice-Dean or the Co-Chairs determine that a member of the Honor Council is unfit to perform his or her duties, the Co-Chairs will excuse that member from all further involvement in the Honor Council. His or her responsibilities will be assumed by (a) another student appointed jointly by the co-chairs and the Vice Dean for Education, or (b) in the case of faculty, another faculty member appointed by the Vice Dean for Faculty and Research. In situations regarding Council membership not covered as described above, the remaining Council will have discretion to make decisions based on a majority vote.

Procedure:

a. Any member of the faculty, administration, staff, or any student who has reason to believe a violation of the Honor Code has occurred is expected to notify the Honor Council. All allegations of sexual misconduct, relationship violence and stalking must be reported to the Title IX Coordinator. For a first offense that does not involve sexual misconduct, relationship violence and stalking, a faculty member may, but is not required to, work directly with the student for consequences up to but not exceeding a zero on the assignment/assessment. Notification to the Honor Council prior to working directly with the student is required to ensure it is a first Honor Code offense. A report of the offense and outcome will be kept on record. All other suspected violations will be filed as a complaint with the Council against a student (hereinafter Accused) alleging a violation in accordance with section 2. A student may also report an alleged violation to the
responsible faculty member. The Complaint must be in writing and signed by the Complainant setting forth briefly the nature of the alleged disciplinary infraction and the nature of the evidence. A copy of the Complaint will also be sent to the Honor Council via the Director of Student Services. The Accused will receive notice that a complaint has been received, and the nature of the alleged disciplinary infraction.

All allegations that a student has violated Carey Business School policies or campus regulations, and that do not involve allegations of sexual misconduct, relationship violence or stalking, are intended to be resolved as expeditiously as possible. In lieu of proceeding to a formal hearing, the student and the school in conjunction with the Honor Council Chair may arrive at a mutually acceptable agreement concerning disposition of the charges, subject to the approval of the Vice Dean for Education or designee. If a mutually acceptable agreement is not reached and the school is on break or summer session, the hearing may be delayed until the start of the next term.

Complaints of discrimination and harassment, including sexual misconduct, relationship violence, and stalking, may be brought to the attention of the Director of Student Services at the Carey Business School, or the Title IX Coordinator in the Office of Institutional Equity web.jhu.edu/administration/jhuoie/equity_compliance/procedures.html

In cases involving potential criminal conduct, including in cases of sexual violence or sexual assault, relationship violence or stalking, an accuser may also file a complaint with campus security. Campus security contact information for the following campuses is available at:

Carey Business School – Harbor East 100 International Drive
Baltimore, MD 21202
Telephone: 410-234-9301 or 410-234-9300

Carey Business School – DC Campus 1625 Massachusetts Ave NW Washington DC 20036
Telephone: 202-588-0590

Homewood Campus Safety and Security Shriver Hall
3400 N. Charles Street Baltimore, MD 21218
Telephone: 410-516-4600 or 410-516-7777

Johns Hopkins Medicine Corporate Security 550 N. Broadway
Suite 503
Baltimore, MD 21205
Telephone: 410-614-3473
For security contacts at other University locations, please see Appendix B in the JHU Procedures

web.jhu.edu/administration/jhuoe/equity_compliance/procedures.html#B.

b. Subject to the exceptions noted below for complaints of sexual misconduct, relationship violence and stalking, upon receipt of a Complaint to be heard by the Honor Council, a Co-Chair shall form an Investigative Committee comprising him/herself and one faculty Council member within two academic days or a time frame within reason, or request an Administrative Review by the Director of Student Services. The role of the Investigative Committee or Administrative Review is that of fact finding and recommending further action as necessary. The Investigative Committee or Administrative Review shall submit its written report within seven academic days or a time frame within reason. If the Chair or any member of the Investigative Committee suspects a Violation has occurred, and a mutually acceptable agreement concerning disposition of the charges, subject to the approval of the dean or his/her designee has not been determined, the Complaint is assigned as a Case (hereinafter Case) for further action.

c. If the Investigative Committee or Administrative Review and the Co-Chair conclude there is not sufficient evidence to suspect a Violation, the Complainant and the Accused shall be notified immediately in writing and the Complaint will be dismissed.

d. If the Investigative Committee or the Co-Chair concludes there is sufficient evidence to suspect a Violation, the reviewing Co-Chair will notify the Complainant and the Accused in writing and outline the nature of the evidence.

e. For the Case, the Co-Chair will form a Hearing Panel comprising a fair representation of the Co-Chair, at least three faculty Council members and at least two additional student Council members. The Chair will notify the chosen Hearing Panel members and will instruct them as to how to proceed.

f. The Chair shall instruct the Hearing Panel of the confidentiality of such proceedings.

Hearings

An Honor Code Hearing is an academic process based on the basic tenets of scholarship—full and willing disclosure, accuracy of statement, and intellectual integrity in hypothesis, in argument, and in conclusion. An Honor Code Hearing is not a trial. Formal rules of evidence commonly associated with a civil or criminal trial may be counterproductive in an academic investigation proceeding, and shall not be applied. NOTE: Certain special procedures apply in cases of sexual misconduct, relationship violence and stalking that are noted below.

a. To constitute a valid disciplinary hearing, the Hearing Panel must contain a quorum of at least three faculty members, the presiding Co-Chair, at least two additional student members, and the Director of Student Services, or designee, all of whom are present during the entire hearing. Should exceptional circumstances arise, requiring the seating of additional Hearing Panels simultaneously, the make-up of the Hearing Panel may change but will always include students, faculty and a representative from Student Services.

b. The Co-Chair will prepare the Case for presentation to the Hearing Panel and invite all requested witnesses to attend the hearing. Where the Accused requests that witnesses be
summoned on his or her behalf, the student must furnish the Co-Chair with the names of the witnesses in sufficient time for the Co-Chair to request the presence of such witnesses. It is within the Hearing Panel’s discretion to limit the number of witnesses appearing at the hearing to a reasonable number.

c. The Co-Chair shall administer the proceedings and conduct of the hearing.

d. At the commencement of the hearing, the Co-Chair shall read the charge(s) in the presence of the Accused and the Hearing Panel, and ask the Accused for a plea of violation or no violation.

e. The hearing shall not be governed by formal rules of evidence. Statements or documents that are considered inadmissible evidence in a judicial proceeding may be admitted as evidence.

f. The Co-Chair will maintain order during witness questioning and cross-examination. The Co-Chair has the right to object to questions that are irrelevant or considered asked and answered.

g. Hearing Panel deliberations will begin in closed session immediately after the conclusion of the hearing. The Hearing Panel will agree on a verdict and recommended sanction, if applicable.

h. The Accused is presumed innocent until proven in violation by a preponderance of the evidence.

i. Each Hearing Panel member has one vote. A majority vote of the Hearing Panel shall constitute a valid decision. The Co-Chair only casts a vote in the case of a tie vote among the Hearing Panel members.

j. A formal record of all official hearings shall be made.

k. The Co-Chair shall, as soon after the hearing as possible, prepare minutes of the hearing including:

i. Date, place and time of the hearing,

ii. The names of all persons present at the hearing,

iii. A short statement of the charge against the Student,

iv. Confirmation that the Student was notified of the allegations and given an opportunity to respond,

v. A summary of the findings of fact and conclusions made by the Hearing Panel,

vi. The sanction recommended by the Hearing Panel, if applicable

l. The Co-Chair shall promptly inform the Vice Dean for Education of the Hearing Panel’s verdict and recommended sanction.

m. The Vice Dean for Education shall inform the Accused, and if applicable the responsible faculty member, of the decision in writing and all appropriate notations will be included in the Accused student’s record. This includes final grades and transcript notations.

**Procedural Rights**

a. The Accused is presumed innocent until found in violation according to these Student Disciplinary Rules.
b. The Accused has the right to be informed in writing of the charges against him or her and the identity of the Complainant.

c. The Accused will receive a copy of the Investigative Council’s written report prior to the hearing.

d. The Accused has the right to have the Co-Chair request the presence of a reasonable number of witnesses on his or her behalf. A witness’ failure to comply with the Hearing Panel’s request for attendance to provide testimony during the hearing may constitute a violation of the Carey Business School Honor Code.

e. All witnesses must be available for testimony throughout the course of the hearing.

f. The Accused may consult with an adviser of his or her own choosing to assist in the preparation of the Accused defense. Members of the Council or any Dean shall not be eligible to serve as an adviser to the Accused under this section. The adviser shall not be present during the hearing.

g. Notwithstanding the section above, the Accused has the right to ask the Co-Chair to appoint a Council member to serve as a pre-hearing counsel to the Accused solely on issues related to the hearing rules and process.

h. The Accused is invited, but not obligated, to submit to the Co-Chair his or her written statement regarding the charges, documents, or any other information relevant to the case, no later than two academic days prior to the hearing date.

i. The Accused has the right, but not the obligation, to testify at the hearing. The Accused’s decision not to testify will not presume guilt upon the Accused.

For complaints of sexual assault, relationship violence, and stalking regardless of whether the complainant or respondent is a student, or faculty or staff member, and for complaints of sexual misconduct in which the complainant or respondent is a student, please see above section, "Respect for Others" and contact the Title IX Coordinator at the Homewood Campus.

**Special Procedures**

Notwithstanding the School procedures, for complaints of sexual assault, relationship violence, and stalking regardless of whether the complainant or respondent is a student, or faculty or staff member, and for complaints of sexual misconduct in which the complainant or respondent is a student, the following must be adhered to and supersede any general Carey procedures:

- **Testimony:** School shall make arrangements so that the complainant and the respondent do not have to be present in the same room at the same time.

- **Questioning:** If one party wishes to ask questions of the other party and of witnesses, questions must be submitted to the Hearing Panel in written format. The Hearing Panel may, in its sole discretion, revise or not ask any or all submitted questions.

- **Information Regarding Romantic or Sexual History:** No decision maker will consider the romantic or sexual history of either the respondent or the complainant in cases involving allegations of sexual misconduct, except for testimony offered by the respondent or the complainant about the parties’ shared sexual history. If such information is offered, the other party has the right to respond. Evidence of a prior consensual dating or sexual
relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

- Students on Board: Students on the Hearing Panel will be replaced by University employees or faculty for cases involving sexual violence or relationship violence.

**Appeals**

a. A decision or sanction of the Hearing Panel may be appealed only for the following reasons:
   - Any evidence of a material nature and/or witness unavailable at the time of the original hearing and now available which might have affected the Hearing Panel’s decision at that time.
   - Any procedural irregularity in the hearing that was material and prejudicial to the decision.

Such appeals must be presented in writing directly to the Dean of the School within fifteen days. Decisions at this level are final.

**Possible Sanctions**

If the violation involves a course, the course instructor is not to impose any sanction, including a grade adjustment, pending consideration of the Case by the Honor Council. The instructor may propose a resolution to the Council; however, imposing sanctions is the responsibility of the Honor Council. This reflects the intent of having sanctions be consistent over time and across the entire student body.

a. The Hearing Panel’s recommendation may include, but is not limited to, any one or more of the following disciplinary sanctions:
   - **Warning** – Notice to the Student, orally or in writing, that continuation or repetition of the conduct found to be wrongful, or participation in similar conduct, within a period of time stated in the warning, shall be a cause for disciplinary action.
   - **Censure** – Written reprimand for violation of a specified regulation, including the possibility of a more severe disciplinary sanction in the event of future violations within a period of time stated in the reprimand.
   - **Academic** – Grade adjustment, including failure, on any work or course. This may include or may not include permanent student record notation. If the grade adjustment results in an F grade, “F due to Academic Dishonesty” will be noted on the official Carey transcript.
   - **Disciplinary Probation** – Exclusion from participation in privileges or extracurricular activities as set forth in the notice of disciplinary probation for a specified period of time. Notification that a more severe disciplinary sanction may be imposed if the student commits a second disciplinary offense while on disciplinary probation.
   - **Monetary Fines** – For any Offenses as determined by the Council.
• **Suspension** – Exclusion from classes and other privileges or extracurricular activities as set forth in the notice of suspension for a definite period of time. “Suspension for Academic Dishonesty” will be noted on the official Carey transcript.

• **Dismissal** – Permanent termination of a student’s status. “Dismissal for Academic Dishonesty” will be noted on the official Carey transcript.

b. For students found in violation of a second offense, sanction options Warning, Censure, and Academic are not available.

c. A Student who has been suspended or dismissed, and who is subsequently found to have not committed a disciplinary infraction shall be allowed full opportunity to make up whatever course work was missed due to the suspension or dismissal and all transcript notes will be removed.

**Record Keeping:**

The Co-Chair shall maintain all records and files of all disciplinary Cases and proceedings in a confidential manner. All such records will be secured in the Director of Student Services office until such required retention time expires, as recommended by Legal Counsel of the University. A list of all Honor Code cases, type of violation and outcomes without names will be provided to the faculty annually for the specific academic year.

**Amendments to Student Disciplinary Rules:**

a. These Policies and Procedures represent the founding principles of the School’s Honor Council. In such cases where events within the Council’s jurisdiction are not represented under the auspices of this document, the Council can enact appropriate changes with a three-fourths Council membership vote. Any and all changes are subject to the approval of the Vice Dean for Education and subsequent faculty vote at the next faculty meeting.

b. This Honor Code in its entirety will be evaluated again two years from the date of its most recent faculty adoption.

Updated 8/12/16