Faculty Policy on Academic Integrity in the Classroom

On March 4, 2014, the Faculty of the Carey Business School resolved to adopt the following mandatory minimum standard for classroom conduct related to student academic integrity:

1. Instructors have an affirmative obligation to report instances of cheating to the Honor Council for further action. Not reporting such incidents is itself a violation of the Carey Honor Code.

2. All tests and exams must be proctored by the instructor (in large classes with help from the teaching assistant(s))

3. No take home exams

4. At least 2 versions of an in-class test must be used in each exam and distributed in such a way that students using the same version do not sit next to each other.

5. No electronic devices such as tablets, smartphones, and/or computers are allowed on the desk or on the person of the students during an in-class exam
   a. The Carey School will provide calculators for the purposes of test taking. No other devices are allowed on students’ desks during exams.

6. No test aids are allowed in the classroom during exams. If such aids are required, the instructor will provide it on an overhead projector, PowerPoint slide, and/or written on the whiteboard. In-class tests will be re-structured to eliminate the requirement of ‘open books’.

7. Students are not allowed to remain in the classroom after they have handed in their in-class tests.

These standards will be followed by all (fulltime and part-time) faculty of CBS

These standards will become part of the Faculty Handbook

These standards go into effect Spring 2, 2014

These standards will be reviewed annually by the Faculty

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¹ A test with multiple versions can have the same questions but in different orders of presentation.