

ACADEMIC INTEGRITY POLICY
GRADUATE PROGRAMS, UST OPUS COLLEGE OF BUSINESS

In keeping with the expectation that the Opus College of Business (OCB) graduate students will become “highly principled global business leaders,” students are also expected to maintain the highest standards of integrity while enrolled in graduate programs. Honesty and integrity in the conduct of academic life is fundamental to the principle of independent learning and professional growth. Academic dishonesty in any form is a serious offense against our community. Lying, cheating, and stealing are violations of this community code. Since a violation by one member of the OCB community hurts the whole community, we all share the responsibility to maintain these standards and not to tolerate violations. OCB student bodies represent a variety of educational and cultural backgrounds, but misconduct may not be excused by these differences; everyone is responsible for knowing and adhering to the academic integrity policy.

This document lays out expectations more explicitly and assigns responsibility for implementation to members of the OCB community.

Examples of Misconduct

As we challenge our students to adhere to high moral standards, we recognize that violations vary in their seriousness, calling for proportionate institutional responses. While it is impossible to anticipate every violation and to distinguish precisely between minor and major violations, the following examples will offer some clarification.

The following would constitute examples of minor misconduct:

- An infraction resulting from misunderstanding instructions, provided that additional students also misunderstood.
- Unauthorized collaboration on an assignment.
- Minor duplication of an assignment by two or more students.
- Substantial overlap in materials submitted to meet requirements of two distinct courses without prior approval of the instructors of the two courses (if taken simultaneously) or the instructor of the second course (if taken sequentially).
- Other infractions that, in the opinion of the instructors and administrators involved, fall short of major misconduct.

The following would typically be examples of major misconduct

- Cheating on an exam, including, but not limited to
 - Having a substitute take an exam
 - Use of any software/files other than the ones allowed by the instructor while taking an exam
 - Sharing files on computers during exams
- Forging or altering grades, stealing exams, using prohibited material on exams, or stealing another student’s work.
- Significant duplication of an assignment by two or more students.
- Falsifying sources, i.e. creating references that do not exist
- Plagiarism as commonly defined

Student Rights and Responsibilities:

- Students have the right to challenge any sanction proposed by the instructor prior to a committee hearing.
- Students are expected to familiarize themselves with generally accepted citation rules (e.g. APA style, Chicago Manual of Style, or other as may apply).
- All admitted students must sign a statement declaring that they have read, understood, and will act according to the provisions of the Academic Integrity Policy.
- Students will sign the attached statement, which will be part of every examination and graded assignment.

Faculty Rights and Responsibilities

- Faculty should provide clear instructions regarding collaboration and resources for every assignment.
- Faculty should minimize the opportunities for misconduct by creating new examinations and assignments each year.
- Faculty shall propose an alternative sanction to offending students prior to any decision made by the Academic Integrity Committee.
- Faculty must report all academic integrity violations to the ADGP

Procedure

Evidence of misconduct may be observed and reported in writing by faculty, staff, administrators, or students, including self-reporting. All such incidents must be reported to the Assistant Dean for Graduate Programs (ADGP), who will open a file on the incident and student(s) affected. The ADGP will notify any faculty whose courses are affected and who were not themselves the initiators, and will also notify the Director of Student Life (DSL). These three (or more) individuals will ascertain among themselves whether the infraction amounts to minor misconduct, in which case the student(s) involved will be offered the option of informal sanctions to be determined and imposed by the professor. Students who refuse this option or who deny the minor misconduct may take their case to a hearing committee (see below).

In the event of a determination of major misconduct, the student(s) involved will meet with the ADGP, DSL, and course instructor. If the student(s) admit to the major misconduct, appropriate sanctions will be imposed. If the student(s) deny the major misconduct or object to the proposed sanctions, the issue will be taken up by a hearing committee (see below).

Step-by-step procedure

Violation observed and reported by observer to:

- DSL, who notifies ADGP, who in turn notifies instructor(s) as necessary, or to

- ADGP, who notifies both DSL and instructor(s), or to
- Instructor(s), who notifies ADGP, who in turn notifies DSL

ADGP opens a file on the incident.

ADGP, DSL, and instructor determine among themselves whether the incident constitutes minor or major misconduct.

- If minor, they will meet with the student(s) to determine and impose informal sanctions.
- If major, they will meet with the student(s) to determine and impose a proportionate formal sanction.

Students who feel they have been wrongfully accused or who feel their rights have otherwise been abrogated may petition the Academic Integrity Committee (AIC) for a formal hearing. The AIC will appoint a hearing committee.

- Each hearing committee will consist of five members, including two student representatives (President of the Student Association and V.P. of Ethics of the Student Association or their designees) and the DSL or designee; any faculty directly involved in the incident may not serve on the committee.
- No hearing committee will process more than one case at a time.
- The timing and location for the hearing is determined by the hearing committee, provided that all parties receive at least three days prior notice.
- All hearings must be attended by student(s) and any affected instructors.
- Students and instructors may present witnesses to the incident, documentation, or other evidence pertinent to the issue.
- The committee shall make every reasonable effort to return a written decision, including sanction and rationale, within ten business days from the time a petition is filed.

Hearing committee determinations, including sanctions imposed, will be based on majority vote. Sanctions imposed by the hearing committee may be appealed to the Academic Integrity Committee and then to the University Committee on Discipline.

<i>Nature of infraction</i>	<i>Sanctions available</i>
Minor misconduct	Warning Rewrite assignment Retake all or a portion of an examination
Major misconduct	Fail assignment Fail examination Fail course Suspension from program Expulsion from program