

# **The Honor Code**

**Governing the students of the  
Full-Time Masters of Business Administration Program**

**John M. Olin School of Business  
Washington University, Saint Louis, MO**

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## **INTRODUCTION**

The Honor Code of the full-time MBA program at the John M. Olin School of Business, written in the spirit of the Olin community, seeks to unify the students, faculty and administration by fostering the values and ethics of responsible adults, all of whom are mutually accountable to themselves and each other. The Honor Code cannot force a student to become honorable. It does, however, help the student realize the benefits of honesty and integrity both to the individual and to the academic community. Therefore, it is the responsibility of each member of the Olin community to uphold the spirit, as well as the principles, of the Honor Code.

## **BENEFITS**

The Honor Code, a system developed and administered by the full-time MBA students, seeks to foster integrity, trust, responsibility, personal growth, and leadership within the Olin community. It ensures that students, faculty and administrators understand that the responsibility for upholding academic honesty at Olin lies with each individual, and it fosters an understanding that academic dishonesty violates the profound trust of the entire academic community. Also, it seeks to clarify what constitutes academic or professional misconduct among students at Olin and what is expected of each individual by the institution, the faculty, and their peers. It seeks to cultivate an environment at Olin where academic dishonesty is not tolerated. Finally, the Honor Code is a signal to the business community that the graduates of the John M. Olin School of Business adhere to the highest standards of ethical integrity.

## **OVERVIEW**

*The Honor Code of the John M. Olin School of Business means to complement the Washington University Judicial Code and in no way does it supercede the aforementioned Judicial Code. As of May 1999, however, this Honor Code does supersede the Code of Conduct and any other codes referencing full-time MBA students.*

## **RIGHTS OF THE ACCUSED**

1. To a fair and impartial hearing before the appropriate hearing body within a reasonable period of time after being charged with an Honor Code violation.
2. To have a counselor (who may be a lawyer) attend the hearing. If a student elects to have a counselor attend the hearing, the student must notify the Honor Council Chair no later than 24 hours prior to the hearing. A counselor attending a hearing may not actively represent the accused student but may give advice to the student regarding how to present his or her defense. The Honor Council Chair may direct the counselor to cease all assistance if the Chair determines that the assistance is unduly disrupting the hearing.
3. To question all witnesses who testify at the hearing.

4. To present witnesses to testify for the defense.
5. To remain silent. Such silence will not be construed as an admission of guilt. However, all other evidence presented will be considered in making the determination of guilt or innocence.
6. To submit an appeal.
7. To have access to the official record of the hearing to prepare an appeal. At Olin's expense, this record will consist of either a written transcript of the hearing or a copy of an audio or visual recording made at the hearing.

#### WHOM IT COVERS

Any full-time graduate student enrolled in a graduate level course offered by the John M. Olin School of Business.

#### NOTIFICATION AND ACCEPTANCE PROCEDURES

Before matriculating, all students will be provided with a copy of the Honor Code.

### **RESPONSIBILITIES**

#### RESPONSIBILITIES OF HONOR COUNCIL

The Honor Council is an all-student group, consisting of the Honor Committee Chair, the GBSA Vice-President for Honor, and two GBSA senators. This administration consists of three main areas: orientation, enforcement and improvement.

When called upon to do so, the Honor Council must act as a judicial body in enforcing the system through investigation, hearings, and trials.

The Honor Council must acquaint all new students and faculty with the Honor Code and keep them aware of the system as long as they remain subject to it.

In addition, the Council always seeks improvement in the current functioning system. It welcomes comments, questions and complaints from students, faculty, administrators, other institutions, or any other entity that might serve to improve our Honor Code. It obtains and studies information on honor codes at other schools that may be applicable to the framework of the Olin system.

### RESPONSIBILITY OF STUDENTS

The Honor Code governs student conduct pertaining to all academic, placement, and extracurricular activities associated with the John M. Olin School of Business. It is the student's responsibility to seek clarification whenever it is unclear whether an action would constitute a violation.

### RESPONSIBILITY OF THE ASSOCIATE DEAN OF THE PROGRAM

To act as a conduit to channel faculty opinion to the Honor Council. Also, to facilitate the continuance of the Honor Code. Further responsibilities of the Associate Dean, including an advisory role to the Honor Council, are detailed throughout this document..

### RESPONSIBILITIES OF THE FACULTY

The faculty should promote honor and integrity throughout the curriculum. Faculty should also work to interpret and implement the Honor Code consistently throughout their courses. The Honor Code does not limit in any way the freedom of the faculty to provide innovative, creative, and effective assignments for any particular course.

## **HONOR COUNCIL MAKE-UP**

### HONOR COUNCIL MEMBERS

The members will consist of the Chair, the Vice-President, and two Senators from the GBSA, one first-year and one second-year. Supplemental Honor Council members will be added as required.

The Honor Committee Chair will be responsible for adjudicating the trial and the Vice-President for Honor will be responsible for conducting the investigation and presentation of facts before the Committee. Upon assuming the Vice President of Honor positions and prior to the start of any investigation, the Co-Vice President's will use an appropriate means of chance to determine which position they will fulfill for the first investigation. The positions will be switched for each subsequent investigation.

### HONOR COUNCIL VACANCY

The GBSA will appoint an individual or individuals to vacant positions.

### HEARING PANEL OF JUDGES

The purpose of the Hearing Panel is to determine the veracity of the charge and to report its findings and a recommended sanction, if any, to the Dean. The panel will consist of the Honor Chair and four student members from the program of the accused, members who will be selected by random draw by the Associate Dean of the Program. Two tenured faculty members serving on the MBA Committee may also serve as

external advisors to the panel but will not have voting privileges. The purpose of this diverse composition is to widen opinion and to protect the accused from bias. The accused, if he or she so chooses, may remove up to four student-members, who will be replaced with the next name on the list. A request to remove a Hearing Panel member must be deemed reasonable and warranted and must be approved by the Honor Chair, the vice-president of the Honor Code, and the Assoc. Dean of Students. One valid reason, for example, might include a relationship between the accused and the board member being considered. Sufficient proof of bias, however, would have to be provided for removal.

#### INVESTIGATION TEAM

The investigation team is composed of the Vice-President of Honor and two Senators appointed to the Honor Council, under the supervision of the Associate Dean of the Program. The decision to initiate formal proceedings or not will be determined by a unanimous vote by the three-person Investigation Team.

#### **OFFENSES / INFRACTIONS**

The following forms of misconduct are subject to disciplinary action by the Honor Council when they occur on campus or when they occur off campus and adversely affect the University community. This list is given to provide examples and is in no way intended to be an exhaustive or exclusive list of misconduct.

#### LYING

Intentionally or knowingly communicating dishonest or false information to gain an unfair academic or employment advantage. Knowingly making false allegations of academic or professional misconduct will itself be considered an offense or infraction.

#### CHEATING

- 1.) Unauthorized collaboration on graded assignments. Unless otherwise stated by the instructor, graded assignments are to be done completely independently. On assignments where collaboration is permitted, verbatim copying will be considered a violation of academic integrity.
- 2) Copying from another student's work during an examination, or permitting such copying to occur.
- 3) Representing another's work as one's own.

- 4) Use of prepared materials or consultants in taking an examination except as specifically authorized by the instructor.
- 5) Changing a graded assignment and submitting it for re-grading without informing the instructor in writing that the changes were not on the original graded material.
- 6) Giving or receiving unauthorized aid on assignments or examinations. This includes using one's capacity as a Teaching Assistant to give confidential information to any students enrolled in the course.
- 7) Gaining or granting unauthorized access to examinations or answer books.
- 8) Gaining or granting unauthorized access to proprietary information of the John M. Olin School of Business. This includes, but is not limited to, admissions, financial aid, registrar, and career resources information.
- 9) Willful destruction or sabotage of another's work.
- 10) Submitting work for more than one class without prior approval from both professors.

#### STEALING / DESTRUCTION OF PROPERTY

Taking, defacing and/or vandalizing the property of another individual or of the John M. Olin School of Business or of Washington University.

#### FAILURE TO REPORT A VIOLATION

Anyone who fails to report a violation by a student can be charged as an accessory to the violation and is subject to penalty if found guilty. As with all other honor charges, an investigation will take place to determine if there are grounds for an Honor trial. The facts will be presented to the hearing panel, and a verdict will be reached. A penalty will be determined based upon the severity and intent under the circumstances.

### **COMPLAINT PROCESS**

#### HOW TO REPORT A SUSPECTED VIOLATION

In an open academic environment, students are encouraged to approach each other if they suspect an honor code violation. If they desire to initiate a formal investigation, students, faculty, administrators, or any others are free to approach any member of the Honor Council, Associate Dean of the Program, or the Professor of the course. Approaching one of these people does not ensure an investigation or formal proceeding, but once a formal proceeding has been initiated, the accusation may not be rescinded.

Knowingly making false allegations of academic or professional misconduct against any student will be considered a violation under the Honor Code and will be investigated by the Honor Council as a violation.

#### PROCESS CONFIDENTIALITY

In the event that a formal investigation is warranted, any student or faculty member who is questioned during this process will be asked to sign a statement of confidentiality (See Attached). This statement provides the questioned party with the best opportunity for anonymity and maintains the confidentiality of the investigation. Failure to maintain this confidentiality will be viewed by the Vice Presidents of Honor as a violation of The Honor Code.

#### INVESTIGATING TEAM PROCESS

The investigation should, in most cases, last no more than 10 school days and should begin, in most cases, within two school days after charges have been received by the council. Prior to the beginning of the investigation, the accused will be notified in writing of the specific allegations that have been brought forth as well as who made the allegations. The accused will also be notified that an official and thorough investigation will be conducted.

#### WHO NOTIFIES THE ACCUSED

The Chairperson, in the presence of the Associate Dean of the Program, must serve notification of the charges in writing and in person as soon as possible after a charge is received by the council. Appendix II is a sample letter to the accused, detailing his or her rights and responsibilities.

#### ENTERING A PLEA

The accused must notify the Honor Council Chair of their plea in writing within 24 hours of having been notified. Failure to enter a plea within this time frame will be considered a “Not Guilty” plea, and the trial process will be initiated.

#### ADMISSION OF GUILT

Upon receiving notification that an Honor trial is going to take place, the accused may waive his or her rights to a hearing by admitting guilt. In such a case, a Hearing Panel will be convened to review the evidence and plea and to recommend a sanction. The accused reserves the right to appear before the Panel and to present any mitigating evidence before sanctions are determined.

### TIME REQUIRED BEFORE HEARING

The trial must take place within five school days after the accused is notified that there will be a formal proceeding. A delay will be permitted only under unusual circumstances and with approval from the Dean.

## **HEARING**

### TIMING ISSUES

The hearing will be in a place and at a time that will protect confidentiality. All participants will be reminded of the obligation to confidentiality.

### REQUIREMENTS FOR ATTENDANCE

The Vice-President of Honor, the Hearing Panel, the accused with or without an advisor, at the discretion of the accused, the accuser(s) and those individuals asked to give testimony. Participants, other than the accused or his or her advisor may be barred from the hearing room when not actively participating.

## **PROCEDURE FOR HEARING**

1. The Chair will read the charges & direct the hearing.
2. The Vice-President of Honor will present to the panel the findings of the investigation and ask persons to give testimony.
3. The accused will be given the opportunity to respond to charges with information, physical evidence, and/or the testimony of witnesses and to question the witnesses called by the Vice-President of Honor. Charged persons are not allowed a spokesperson at the hearing, but an advisor is permitted to attend the hearing.
4. Once both sides have presented, they will be excused and the hearing panel shall begin the decision process.

## DECISION PROCESS

### AFTER THE PRESENTATIONS

After the presentation of evidence, the Chairperson and the four at-large students will meet privately to vote on innocence or guilt. If guilt is established, the Chairperson and the four at-large students must determine a recommended sanction.

### SUPER MAJORITY REQUIRED TO DECIDE THE VERDICT

A 4/5ths vote of the hearing panel is required to return a guilty verdict.

### SANCTIONS

All recommended sanctions will be considered on a case by case basis and will be determined in context of the intent and severity of the offense. A 4/5 vote by the hearing committee is required to approve the sanctions to be sent to the Dean. This system provides flexibility for the hearing panel to consider each case independently on its facts, and provides the accused the opportunity to explain any extenuating circumstances in his or her defense at the end of the trial phase of the proceedings.

Below is a matrix of potential sanction *recommendations* for the various categories of violation. These are intended to provide a framework for determining the appropriate punishment to fit the nature of the offense. This is not intended to restrict the freedom of the Hearing Panel to impose sanctions, but rather to provide guidance for their decision-making.

<b>Category</b>	<b>Minimum</b>	<b>Moderate</b>	<b>Severe</b>
<b>Lying</b> (to gain unfair employment advantage)	Interviewing with the company through the WCRC prohibited	Loss of campus interviewing privileges	Suspension or expulsion
<b>Cheating</b> (including lying to gain an unfair academic advantage)	Recommend reprimand and failure of the assignment or exam	Recommend failure of the class	Suspension or expulsion
<b>Stealing</b> (including destruction of property)	Restitution	Restitution with additional penalty	Suspension or expulsion
<b>Not Reporting a Violation</b>	Reprimand	Reprimand with failure of assignment	Reprimand with failure of class

Transcript actions: Except in the case of expulsion, there will be no permanent record of an honor violation on the student's permanent transcript. In the event of failing a course, both the failing grade and the grade earned (HP, P, LP) if/when the class is re-taken will appear on the transcript. However, the Associate Dean of the Program will keep a record in the person's MBA Office file until that person has graduated.

#### RECOMMENDATIONS

Within two days of the completion of the hearing, the Chair and the secretary (one of the four students on the hearing panel) will provide the Dean written notice of the decision and the recommended sanctions. This will also include any documents and physical evidence needed to evaluate the case.

#### FINAL DECISION OF SANCTIONS / APPEALS

The verdict and any required sanctions agreed upon by the Hearing Panel is a recommendation that is forwarded to the Dean. The Dean may accept or reject the recommendation in part or whole. The Dean's decision will be in writing. Requiring the Dean's endorsement of every recommendation for sanctions in essence incorporates an automatic appeal into every formal honor proceeding. Therefore, verdicts found by the hearing panel and endorsed by the Dean are seen as final except when the decision is to suspend or expel the student. In those cases, the graduate student may appeal, in writing, to the Executive Vice Chancellor, as outlined in section VII of the Washington University Judicial Code.

If the Dean rejects the recommendation or any part of the recommendation, she or he may ask the hearing panel to reconvene and reassess the facts of the case. However, if the Dean does assess sanctions, the accused will be sent written notification within two days of the Dean's final decision.

### **RECORDS AND PROBATION**

#### WRITTEN RECORD

Minutes of the meetings of the Hearing Panel and all documents associated with the investigation and hearing will be maintained by the Office of the Associate Dean of the Program. If guilt is not established, no record of any kind will be kept in the person's MBA Office file or on their transcript. If guilty, records will be kept in the student's file until graduation, but the student's transcript will not reflect the guilty determination, except in the case of expulsion.

#### PUBLISHING

The Chair is responsible for reporting to the Olin Community a case summary of the proceedings. It will omit the names of the parties involved, including the members of

the Hearing Panel. This will serve to create record of precedents to educate present and future members of the Olin Community with regard to the actions that prompted the hearing and the resulting outcomes.

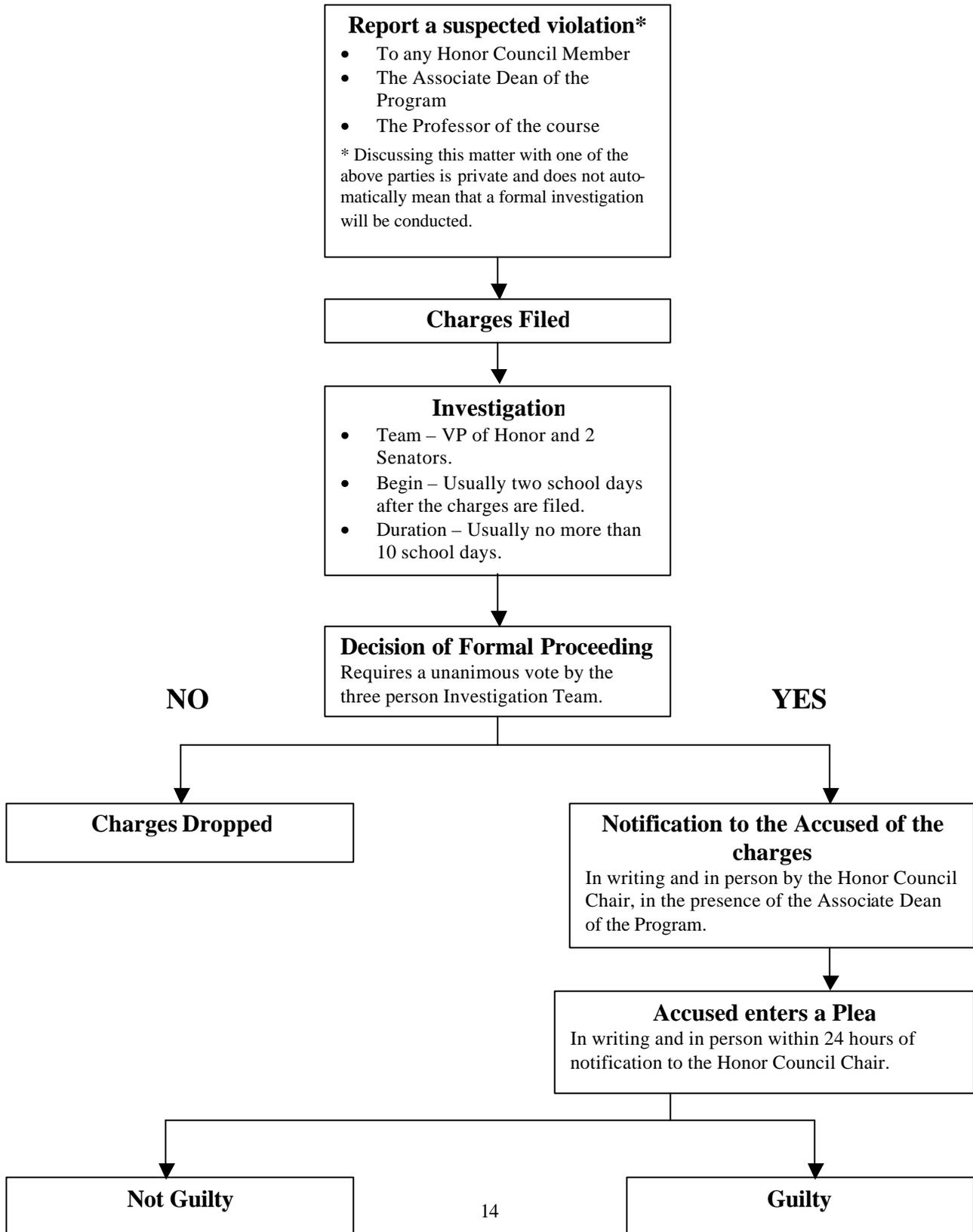
#### HONOR CODE REVISION PROCEDURE

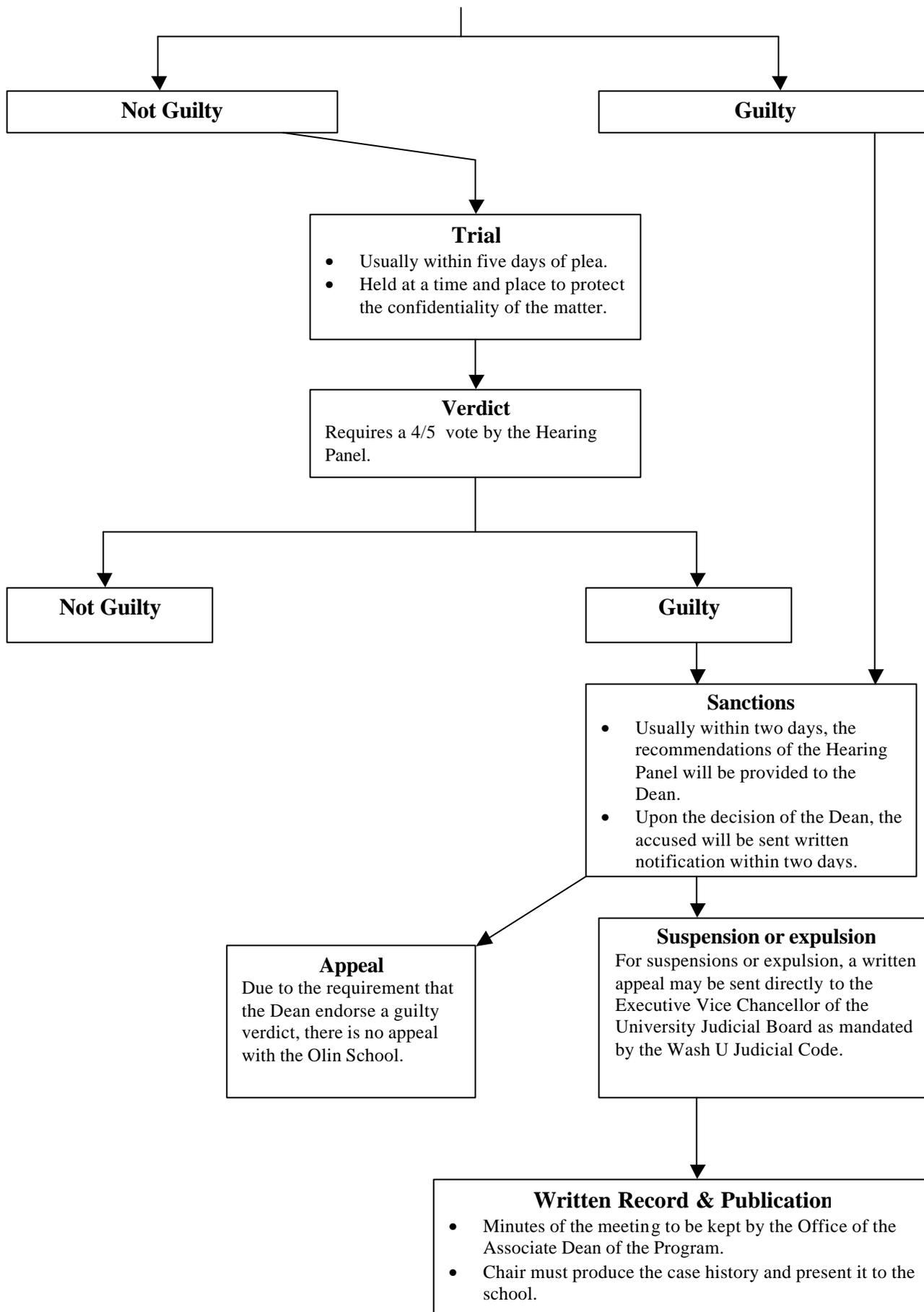
As this code is written by the students, it should be revised whenever necessary so that it reflects the beliefs, culture and values of the Olin Community.

To ensure that this audit is performed on a periodic basis, the Honor Council must review this document every three (3) years. Any changes must be presented to the GBSA Executive Committee and Senate for approval. Ratification requires a 2/3 vote by the full GBSA Executive Committee. It must also receive the endorsement of the MBA Curriculum Committee, the adoption by faculty, the approval of the Dean and the review by University's Office of the Vice Chancellor and General Counsel.

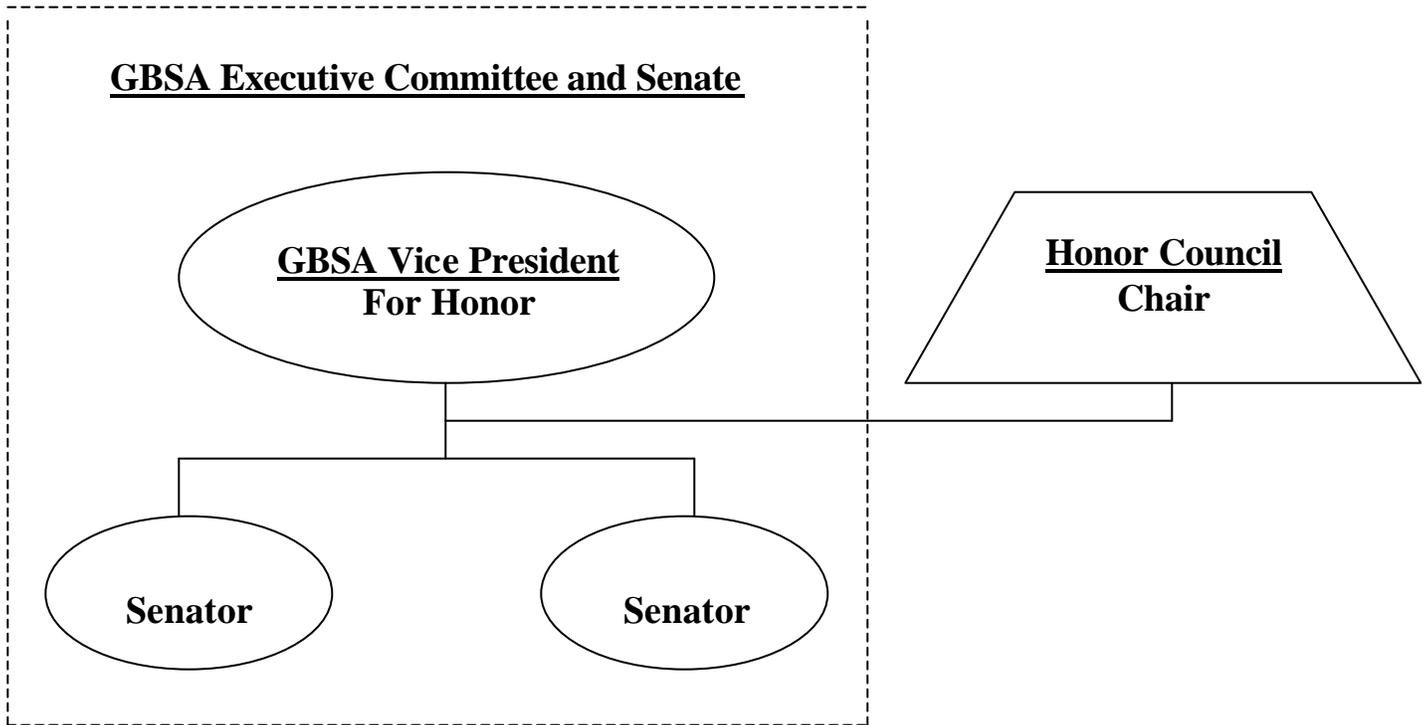
## Appendix I: Honor Violation Procedure Process Diagram

The purpose of this diagram is to provide a clear explanation of the critical steps in an Honor Code violation process, emphasizing the Critical Path and time requirements.





## Appendix II: Honor Council Structure and Responsibilities



### **Vice President for Honor Responsibilities**

- Represent the Honor Council on the GBSA Executive Committee.
- Head the Investigation Team.
- Present the case against the accused during an Honor trial.
- With the Honor Council Chair, develop and execute all orientation and honor education programs.

### **Honor Council Chair Responsibilities**

- Oversee The Honor Code and the Honor Council.
- Inform the accused of the intent to proceed with an Honor trial.
- Oversee the Hearing Panel during a violation trial.
- Deliver (with the Secretary) the verdict and sanction recommendation to the Dean.
- Present the case history to the Olin Community in written form.

## Appendix III

Sample letter of notification

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[Date]

Dear [student name]:

You have been accused of violating the Honor Code of the John M. Olin School of Business. The alleged violation occurred on [date], during [Professor name 's] final exam in [course name and number]. Six students reported that they saw you consult a pad of notes in your backpack several times, and they allege that this consultation violated the Professor's instructions.

You are entitled to a hearing before the Honor Committee in accordance with the procedures in the John M. Olin School of Business' Honor Code. This hearing has been set for [time] on [date] in [Room number]. If this time and date is not acceptable, please let me know on or before [date], so that the hearing can be rescheduled for another time and date.

At this hearing you have the right to make opening and closing statements, to present your own witnesses, and to cross-examine other witnesses. The hearing will be tape-recorded, and it also may be recorded by a court stenographer. You may, at your own expense, be assisted by an attorney or another representative, but that attorney's or representative's role at the hearing is advisory only. He or she will not be permitted to make statements, question witnesses, and so on.

After the hearing is completed, the Honor Committee will make a finding of guilt or innocence. If the accused is found guilty of an Honor Code violation, the Committee will decide upon a penalty. The penalties for Honor Code violations range from lesser sanctions to suspension or expulsion. The Committee's decision is a recommendation to the Dean who then makes the final decision. The Honor Committee will issue a written decision.

The Dean will promptly review the Honor Committee's action. You do not have the right to an oral hearing before the Dean. The dean's decision is final except when the penalties of suspension or expulsion are imposed.

Please consult the Honor Code and the description of the Honor Committee's procedures therein.

Sincerely,

## Appendix IV

### ADVICE TO STUDENTS ACCUSED OF VIOLATING THE HONOR CODE

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Once you have received a notice of hearing, you should take the following steps:

1. Determine the issues that will be covered at the hearing. This can usually be done from the notice of hearing, but if there is any question, contact the chair of the honor council or the Associate Dean of the Program. The Chair of the honor council may give information relating to the procedure followed by a hearing committee but is prohibited from discussing the merits of an incident in which the honor code was allegedly violated.
2. Assemble and organize all documents and witnesses you may wish to present at the hearing. Make sure that any witnesses you contact have firsthand knowledge of the facts in the case.
3. Make notes of any major points you wish to make to the hearing committee so that they are not forgotten during the course of the hearing.
4. Take notes during the hearing so that you can name the specific points of your disagreement with the testimony presented against you at the hearing.
5. Present your testimony at the hearing and your evidence in a calm and organized manner. Question witnesses in a calm and organized manner.

**Statement of Confidentiality  
Investigation Procedures**

**The Honor Code**

Governing the students of the Full-Time Masters in Business  
Administration Program  
**John M. Olin School of Business**  
**Washington University, Saint Louis, MO**

You have been asked to provide information regarding an on-going investigation of a possible Honor Code violations. Although charges have been filed, a decision to conduct formal proceedings to make a formal notification of the accused has not yet been made. This investigation, conducted by one VP of Honor and two GBSA Senators, will determine if formal proceedings should occur.

This investigation is confidential. No mention of your participation will occur outside of formal proceedings. You are expected to keep this investigation confidential as well. Failure to uphold this confidentiality will be viewed as a violation of The Honor Code by this committee. Please sign and date below acknowledging your understanding of the confidentiality of this investigation.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date