



Advanced Academic Programs

CODE OF CONDUCT

EFFECTIVE JUNE 1, 2005

APPLIED ECONOMICS

ADVANCED BIOTECHNOLOGY STUDIES

COMMUNICATION IN
CONTEMPORARY SOCIETY

ENVIRONMENTAL SCIENCES AND POLICY

GOVERNMENT

LIBERAL ARTS

WRITING



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Founded in 1876, Johns Hopkins was the first research university in the United States. Its mission was to advance human knowledge through discovery and scholarship, and to pass that knowledge on to its students and the world beyond. This fusion of research and learning revolutionized American higher education and created a community with an international reputation for academic excellence. The strength of the Hopkins community and the goals of the university rely on the principles of truth and honesty.

Graduate students at Hopkins are expected to understand the ethical standards of the university, hold the highest standard of integrity for their work, and avoid academic dishonesty in all forms. Ignorance of ethical rules is no excuse for cheating. It is the further responsibility of every student to report to the instructor or their program's Associate Chair any suspected violations of academic ethics by peers. Enforcement of our Code of Conduct is a shared responsibility and should not depend on the university alone. We all celebrate the rigor of a Hopkins education, but that rigor loses its meaning if students cheat. Students who violate this Code of Conduct face a range of penalties, including failure of a course, permanent university transcript notice of an ethics violation, loss of a degree, or expulsion from the university.

WHAT IS ACADEMIC MISCONDUCT?

Academic misconduct is any intentional or unintentional act that provides an unfair or improper advantage beyond a student's own work, intellect, or effort, including but not limited to cheating, fabrication, plagiarism, or helping others engage in misconduct. This includes the misuse of electronic media, text, print, images, speeches and ideas. Any act that violates the spirit of authorship or gives undue advantage is a violation. Graduate students are responsible for understanding what constitutes academic misconduct. Although no list can be comprehensive, the following examples are common types of misconduct.

PLAGIARISM

Plagiarism, the most common form of academic dishonesty, occurs when students use the work, research, ideas, or words of any other person or source without proper credit.

- Submission of the same or substantially similar work of another person, such as an author or classmate. The paraphrasing or the use of someone else's ideas or writing without attribution constitutes academic dishonesty.
- Use of the results of another student's or person's work (e.g., paper, exam, online writing assignment, lab reports) while representing it as your own.
- Improper documentation of quotations, words, ideas, or paraphrased passages taken from published or unpublished sources.
- Inappropriate downloading of materials (text, images, charts, etc.) from Internet sources without proper attribution.

CHEATING ON EXAMINATIONS

- Use of unauthorized materials (e.g., notes, books, electronics) during an in-class or take-home examination.
- Consultation of unauthorized materials while being excused (e.g., on a restroom break) from an examination room.
- Unauthorized collaboration on take-home assignments and examinations.
- Discussion of an exam's contents during its administration.
- Copying answers from another student.
- Studying from an old exam whose circulation was prohibited by the instructor.

REUSE OF ASSIGNMENTS

- Submission of the same or substantially similar assignment to fulfill the requirements of more than one course without the permission of the instructor.

IMPROPER USE OF THE INTERNET

- Plagiarism from a published or unpublished Internet source.
- Improper documentation of an Internet source.
- Use of paper writing services or paper databases on the Internet or question answering service.
- Inappropriate posting of an exam question or assignment to an online resource or search engine.

IMPROPER USE OF ELECTRONIC DEVICES

- Consultation of unauthorized electronic devices (e.g., calculators, cellular phones, computers, PDAs, Language Translators) during examinations.
- Use of electronic devices to communicate within or outside an examination room (i.e., use of cellular phones is not permitted during an exam).
- Storage of test answers, class notes, and other references in electronic devices for use during examinations.

UNAUTHORIZED COLLABORATION

- Collaboration when solving exam questions, course assignments, or writing lab reports, computer programs, or papers unless explicitly approved by the instructor.

ALTERATION OF GRADED ASSIGNMENTS

- Submission of an examination or assignment for a re-grade after making changes to the original answers or text unless specifically authorized by the faculty member.

FORGERY AND FALSIFICATION

- Citation of nonexistent sources or creation of false information in a written assignment.
- Attributing to a source ideas or information that is not included in the source.
- Forgery of university documents, such as letters and transcripts.
- Falsification of application materials.
- Falsification or invention of data in a laboratory

experiment.

LYING

- Request for special consideration from instructors or university officials based upon false information or deception.
- Fabrication of a medical or emergency excuse as a reason for needing an extension on an assignment or for missing an examination.
- Claiming falsely to have completed and/or turned in an assignment.
- Falsely reporting an ethics violation by another student.

FACILITATING ACADEMIC DISHONESTY

- Intentionally aiding another student to commit a violation of academic conduct.
- Allowing another student to copy from one's examination paper during its administration.
- Providing copies of course materials whose circulation was prohibited (such as exams or assignments) to students enrolled in or planning to take that course.
- Taking an examination or completing an assignment or paper for another, or permitting one to do so.

UNFAIR COMPETITION

- Willfully damaging the academic efforts of other students.
- Stealing another student's academic materials (e.g., books, notes, assignments).
- Denying another student needed resources, such as hiding library materials or stealing lab equipment.

EXCEPTIONS

Exceptions to the above examples may apply. For example, some instructors assign group projects, problem sets or laboratory projects so students will work together. In these cases, all collaborating partners should be noted on a submitted assignment.

Some instructors may accept assignments completed for another course but the student must get advanced permission from the instructor to do so. Other instructors allow or require revisions of previous assignments for a new grade. Still other instructors encourage students to consult old exams before taking new tests. Each course's policies should be discussed during the first class session and explained in the syllabus and policies repeated upon distribution of assignments. Students are expected to ask for clarification of unexplained or ambiguous areas.

In general, it is important to remember the distinction between copying and collaborating. Copying another's work and submitting it as your own is cheating. Instructors, however, often encourage students to compare solutions or class notes with each other, to analyze differences in outcomes, to discuss methods, and to ask for explanations. Cheating requires no engagement or understanding, while collaboration promotes interactive learning.

ETHICS PROCEDURES

REPORTING ACADEMIC MISCONDUCT

Allegations of academic misconduct are investigated and resolved in a standard procedure. Generally, instructors initiate investigations, either by detecting cheating themselves or by receiving reports from students or university staff members. Students who witness a violation should report it to the instructor or the program's Associate Chair. All Advanced Academic Programs should follow these procedures:

- In the case of a suspected violation, an instructor should meet with the student or students involved in the incident to discuss the accusation.
- If the instructor believes after this meeting that a violation has occurred, he or she must notify the Associate Chair of the Program. The Associate Chair will determine if this is the student's first

offense, or if other factors are involved.

If the student has no prior offenses:

- In most cases, the instructor and the student will reach a settlement directly. In everything except the most minor cases, the instructor should consult the Associate Chair for help with the investigation, student discussion, and possible penalty.
- The penalty for academic misconduct should reflect the seriousness of the offense. Penalties range from a minor note or letter, a lowered grade on an assignment (including an F), to an F in the course. The instructor should consider the intention of the student and understanding of the offense. Did the student know he/she was plagiarizing or cheating? What is the degree of academic dishonesty? Did the student download an entire paper off of the Internet or inadvertently copy three sentences from a published source? Did the student know the offense was wrong? Did the student deny or try to hide the act? The case should be resolved within 30 days of an incident's occurrence, or as soon as possible.
- If a student accepts the settlement, any resolution beyond a minor warning must be recorded in writing with the signatures of both the instructor and the student. A copy of this document must be sent to the program's Associate Chair who forwards a copy to the student's official file.
- When an instructor and student cannot reach agreement in a case, it is sent automatically to the Associate Chair and Chair of the program.
- In consultation with the instructor and student, the program committee reviews the materials, determines whether a violation occurred, and imposes an appropriate penalty. A "Summary Report" is written that describes the case and the penalty, and the report is signed by the Associate Chair/Chair. The student has three options: a) sign the "Summary Report" within ten days and accept the penalty, b) allow the penalty to be imposed without a signature by taking no action within ten days, or c) appeal the program decision to the Ethics Committee of AAP within 10 days.

A copy of the document will be placed in the student's official file.

- All appeals to the Ethic Committee must be filed in writing within 10 days of the student's receipt of the "Summary Report." The implementation of any penalty will be delayed until after the appeal to the Ethics Committee is decided. The appeal should go to the current Chair of the Ethics Committee.
- **In more serious cases, even if a first offense, the instructor and/or the Associate Chair may ask the AAP Ethics Committee to handle the case under the procedures described below. Such cases may include but are not limited to false application materials, blatant and extensive cheating on exams or assignments, patterns of misconduct, multiple infractions disclosed together, falsifying important documents or materials or conduct that is disclosed after the completion of a course or degree. If the final report on the offense indicates an egregious case of academic dishonesty, the student may be removed from the program based on a first offense. The student will still be able to appeal the decision using the procedures outlined below.**

If the student has a prior offense:

- If a student has a prior offense on record with the Associate Chair, the second offense comes directly to the Ethics Committee for consideration. The Ethics Committee also resolves appeals from a first offense where the student and faculty member can not come to an agreement on the charge and/or penalty, and a subsequent appeal to the program also fails to produce an agreement. An Ethics Committee case automatically supercedes any student grade appeal if the grade appeal and ethics case involve the same or similar issues. The instructor and Associate Chair should report any second offense to the Ethics Committee Chair who initiates the Ethics Committee process. The Chair may request that the Associate Dean of AAP withhold any course

grade, course registration, university transcript, or degree pending resolution of an ethics case.

Resolution by Advanced Academic Programs Ethics Committee

To ensure that cases are decided in a fair and impartial manner, the committee is comprised of the following members:

- Committee Chair (non-voting member) Usually a chair or associate program chair
- Presenter: Associate Chair and/or faculty member from the student's program and/or from the program or course where suspected offense and/or previous offense occurred (non-voting member)
- One representative from the student's home program, usually the Program Chair or faculty member (voting member)
- Two representatives from another program or programs, including Program Chairs, Associate Chairs or full-time Hopkins faculty member. (voting members)
- All Ethics Committees must include at least one Program Chair or other full-time professor from the Hopkins faculty as a voting member.

Hearing Procedures

- The Chair directs the Ethics Committee process and is the primary contact person for students, faculty, and Committee members. The Chair will notify the student in writing at least ten days before a meeting with the hearing date, time, and location. Students are required to attend the hearing as scheduled. In the event a student does not attend the hearing as scheduled, the student will not be allowed to enroll in any future classes until the matter is resolved.
- The Presenter and the student may provide Committee members with appropriate documents and other materials before any hearing. The documents should be submitted to the Chair at least five days before any hearing.
- At the hearing, the Presenter outlines the case against the student and may recommend a penalty.

The student is then allowed to present a response. Members of the committee, the presenter, and the student may ask questions of the student and the Presenter. The student may not have legal counsel present. At the hearing the presenter and the student response may be recorded.

- After the case is presented, the student leaves and the Committee discusses the case in closed Executive Session. By majority vote, the Committee decides whether a violation has occurred and the penalty or penalties to impose. Previous cases may be reviewed and can influence the penalty. A claim of accidental, or inadvertent, misconduct is not grounds for dismissing the case.
- The Committee outlines its findings and decisions in a "Summary Report" signed by the Chair. Copies are sent to the student and added to the student's official file. The Chair submits the Summary Report to the Associate Dean who sends the student a letter and implements the penalty. If the Ethics Committee determines that the student did not commit academic misconduct, the "Summary Report" will indicate this finding and the committee will request that the faculty member involved in the incident reassess the student's academic performance. If the student does not agree with the grade assigned, the grade appeal goes to the responsible Program Committee.
- As final recourse, the student can appeal an adverse decision of the Committee to the Dean of the Zanyvl Krieger School of Arts & Sciences, or his/her designee, whose decision is final. Only the specific incident (s) covered in the Ethics Committee hearing and the findings related to those incidents form the basis for a further appeal. All appeals must be filed in writing within 10 days of the student's receipt of the "Summary Report." The final appeal to the Dean should be submitted to the Ethics Committee Chair who will forward all case materials to the Dean. The implementation of any penalty should be delayed until after the appeal to the dean. If the student does not file a written appeal with the Dean's office within 10 days, all penalties will be imposed.

Possible Penalties

Any second or later offense, or serious first offense, can be settled by any penalty or penalties determined by the Ethics Committee, including:

- Expulsion from the program and the university.
- Notation on Transcript of academic misconduct. The notation can be permanent or for a specified period of time.
- A forced withdrawal from a course resulting in a WD on the transcript.
- Lowered course grade, including failure, in the course.

STUDENT EXPERIENCE DURING THE ETHICS PROCESS

- Timeliness and fairness are emphasized during the investigation, hearing, and appeal process.
- Every effort will be made to keep the student's name confidential.
- During the hearing and appeals process, the student
 - Continues to go to class and completes assignments
 - Forfeits the right to drop the class or switch to audit and cannot avoid the charge
 - Cannot be expelled from the class or forced to withdraw from the course
- The Chair will provide advice about how to deal with accusations, including preparation for an Ethics Committee hearing.