

# Code of Conduct

Effective June 2007



**JOHNS HOPKINS**  
UNIVERSITY

Zanvyl Krieger School of Arts and Sciences  
Advanced Academic Programs



# Table of Contents

<b>I. University Standards of Conduct</b> .....	<b>3</b>
<b>A. Disruption of the Academic Mission of the University</b> .....	<b>4</b>
<b>B. Misuse of University Equipment or Facilities</b> .....	<b>4</b>
<b>C. Endangerment of Health or Safety and Criminal Misconduct</b> .....	<b>4</b>
<b>D. University Anti-Discrimination and Anti-Harassment Policies</b> .....	<b>4</b>
<b>E. Other University Policies</b> .....	<b>4</b>
<b>F. Sanctions and Complaint Resolution</b> .....	<b>4</b>
<b>II. Academic and Ethical Code of Conduct in     Advanced Academic Programs</b> .....	<b>5</b>
<b>A. Definition</b> .....	<b>5</b>
<b>B. Procedures for Resolution</b> .....	<b>5</b>
1. Reporting Academic Misconduct .....	<b>5</b>
2. Inquiry .....	<b>5</b>
3. Hearing – AAP Ethics Committee .....	<b>5</b>
4. Procedures .....	<b>6</b>
5. Final Appeal – Dean of Zanvyl Kreiger School of Arts and Sciences .....	<b>6</b>
6. Penalties .....	<b>6</b>
7. Student Experience .....	<b>6</b>
8. Administrative Issues .....	<b>6</b>
<b>C. Examples of Academic Misconduct</b> .....	<b>7</b>

## I. University Standards of Conduct

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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 Zanvyl Kreiger School of Arts and Sciences at Johns Hopkins University is committed to providing a quality education to all graduate students. As members of the Hopkins Community, graduate students are expected to conduct themselves responsibly and ethically in accordance with University policies and procedures. A high standard of conduct ensures the rights of all students and contributes greatly to both individual academic success and to the welfare of the academic community.

The following procedures apply to all students of the Zanvyl Krieger School of Arts and Sciences Advanced Academic Programs (AAP) The goal of these procedures is two-fold: 1) to ensure the highest level of professional conduct by graduate students, and 2) to provide a fair, deliberative, and efficient process for resolving allegations of misconduct by graduate students in AAP

**The standard of conduct includes, but is not limited to:**

1. Academic and professional honesty and integrity;
2. Respect for other members of the academic community and avoiding conduct that would interfere with the educational mission of the University or acts that would endanger the health, welfare, or safety of other persons;
3. Compliance with all procedures, policies, ethical standards and rules of AAP, the Zanvyl Kreiger School of Arts and Sciences, and the University.

The Student Code of Conduct concerns behavior on University grounds or during University sponsored activities, and courses conducted off University grounds including travel seminars and field trips. The Code of Conduct also applies to all University education centers and includes both on-ground and online courses and activities.

Specific forms of student misconduct can include, but are not limited to:

#### **A. Disruption of the Academic Mission of the University**

- » Ethical Misconduct including academic dishonesty. Please refer to the AAP Academic and Ethical Code of Conduct – Academic Ethics.
- » Interference with University teaching, research, and other academic activities. This includes behavior both in and out of the classroom which impinges on the academic mission of the University.
- » Issuing false statements to University officials.
- » Use of physical or verbal threats against, or intimidation of, University representatives, students, or of any other person in pursuance of all aspects of University life.
- » Stalking or the harassment of any member of the University community.

#### **B. Misuse of University Equipment or Facilities**

- » Destruction or theft of University property
- » Vandalism of University property
- » Inappropriate or unauthorized use of University buildings, property, or other resources including misuse of facilities, equipment, j-cards, and records

#### **C. Endangerment of Health or Safety and Criminal Misconduct**

- » Taking or threatening to take action that causes, or can reasonably be expected to cause, physical harm whether intentional or as a result of reckless conduct or gross negligence
- » Use, storage, or possession of dangerous weapons or devices including, but not limited to, firearms and fireworks unless authorized by an appropriate University representative or permitted by University policy
- » Intentionally or recklessly interfering with normal school or university activities or emergency services
- » Failure to comply with University or civil authority policies, directives, and instructions
- » Refusal to comply with any lawful order to leave the University campuses

- » The possession or consumption of alcohol by individuals under the legal drinking age in Maryland and the District of Columbia (21 years of age), or the provision of alcohol to minors
- » The distribution or sale of alcohol to individuals under the age of 21
- » Sexual misconduct including sexual abuse, assault, and rape
- » Violations of criminal law that occur on University premises or in connection with University functions
- » Assault, battery, or otherwise causing physical harm or the reasonable apprehension of such harm; conduct that endangers the health or safety of any student or employee of the University, or of visitors on the campus
- » Violations of any other university-wide policies or campus regulations governing student conduct, including orders issued pursuant to a declared state of emergency

#### **D. University Anti-Discrimination and Anti-Harassment Policies**

Please note that the University policies on discrimination and harassment, including sexual harassment, are available at <http://www.jhuuaa.org/index.html>. Allegations of misconduct within these policies are subject to investigation and resolution by the Office of Equal Opportunity and Affirmative Action Programs.

- » Discrimination on the basis of race, religion, color, age, sexual orientation, sex, disability, veteran status, marital status or national origin
- » Sexual harassment of another person

#### **E. Other University Policies**

Students are required to comply with all University policies. For a list of many University Policies and Statements please go to: [http://www.jhu.edu/news\\_info/policy/](http://www.jhu.edu/news_info/policy/)

#### **F. Sanctions and Complaint Resolution**

Sanctions may include but are not limited to:

1. Warning Probation – The student is warned in writing that the behavior exhibited is inappropriate and will not be tolerated. Any further misconduct on the part of the student can result in stiffer sanctions and penalties. The student may also be required to pay restitution for any damages caused by the behavior.
2. Suspension – A student will be unable to take classes for a specified period of time.
3. Dismissal from the University

Additional sanctions or requirements for continued association with the University and Advanced Academic Programs may be applied.

Students charged with misconduct under the AAP Code of Conduct will be notified in writing of the nature of the alleged violation. Students will be provided with a reasonable opportunity to present evidence or witness statements and other information in defense of the charges on said charges by the Office of the Associate Dean or her designate(s).

For Academic and Ethical misconduct, the policies and procedures in the AAP Code of Conduct for Academic Misconduct apply.

## II. Academic and Ethical Code of Conduct in Advanced Academic Programs

### A. Definition

See section II:C for examples.

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.

These procedures do not apply to research fraud, including the intentional falsification or fabrication of data or results, misconduct in the application of research procedures so as to bias results, or other deceptive research practices which are all addressed under the School of Arts and Sciences Procedures for Dealing with Issues of Research Misconduct.

### B. Allegations of Academic Misconduct- Procedures for Resolution

#### 1. Reporting academic misconduct

Allegations of academic misconduct are investigated and resolved in a standard procedure. Generally, instructors initiate an investigation, either by detecting cheating themselves or by receiving reports from students or university staff members. Students or staff members who witness a violation should report it to the instructor (if related to a course) or to the program's Associate Program Chair (if not related to a specific course.). There will be no retaliation or recriminations for allegations made in good faith.

#### Inquiry, Investigation, and Hearing

The inquiry is a confidential, preliminary collection of information and initial fact-finding to determine if a penalty likely occurred which warrants further investigation. An investigation is an assessment of the information followed by a dismissal of the allegations, if no incidence of misconduct is found, or the imposition of a penalty. The preliminary inquiry shall be considered informal and shall be conducted in a manner that protects the confidentiality of the student, instructor, and program to the fullest

extent possible. The Hearing is a formal gathering where all parties are brought together. The Hearing Panel shall afford all parties involved in an accusation of academic dishonesty a full opportunity to be heard and to offer evidence.

#### 2. Inquiry

The first step after an allegation of graduate student misconduct is made is the inquiry. The purpose of the inquiry is to ascertain the validity and exact nature of the misconduct.

##### Inquiry at the Course Level

- » 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 serious violation has occurred, he or she must notify the Program Administration (usually the Associate Program Chair). The Associate Chair will determine if this is the student's first offense or if other violations or other factors are involved which will affect the next step. The Associate Dean of Advanced Academic Programs and the Chair of the Ethics Committee are available for consultation.
- » In most cases, the instructor and the student may reach a settlement directly. The instructor is required to involve the Associate Program Chair from the onset – helping with the investigation, discussions with the student, and the imposition of penalty.
- » The penalty for academic misconduct should reflect the seriousness of the offense. If the penalty goes beyond a minor note, letter, or failing grade on that assignment, the matter goes directly to the Program administration in which the infraction occurs. Once a penalty has been determined and instituted, the Associate Dean of AAP and the Ethics Committee Chair should be advised of the outcome.
- » If a student accepts 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 Administration who

forwards a copy to the student's official file and to the Ethics Committee Chair.

- » If the student does not accept the terms of the settlement, he/she can appeal the infraction and the penalty to the Program Administration who will conduct an inquiry. The Associate Dean and the Chair of the Ethics Committee should be advised that an appeal has moved to the program level.

##### Inquiry and Investigation at the Program level

- » The Program administration reviews the materials, determines whether a violation occurred, and either supports the instructor's recommendation or 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 ten days to either sign the "Summary Report," allow the penalty to be imposed without a signature by taking no action within one month, or appeal the program decision to the Ethics Committee of AAP. A copy of the summary report will be sent to the Associate Dean and to the Chair of the Ethics Committee. A copy of the document will be placed in the student's official file. The Program administration will notify the student of the outcome of the inquiry.
- » All appeals to the Ethics Committee must be filed in writing within 10 days of the student's receipt of the "Summary Report." The implementation of any penalty should be delayed until after the appeal to the Ethics Committee. The appeal should go to the Chair of the Ethics Committee.

#### 3. Hearing – AAP Ethics Committee

The Hearing is a more formal process than the Inquiry and serves to bring all concerned parties together.

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

- » Committee Chair (non-voting member)
- » Presenter: Associate Chair and/or faculty member from the student's program and/or from the program or course where suspected offense 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.

#### 4. Procedures

The Ethics Committee Chair (ECC) 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 fails to attend the hearing as scheduled, the hearing will proceed without the student. The student will not be allowed to enroll in any future classes until the matter is resolved. The ECC may request that the Associate Dean of AAP withhold any course grade, course registration, university transcript, or degree pending resolution of an ethics case.

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 the hearing. In advance of the hearing, the student will have the opportunity to view all documents relating to the charges of misconduct that will be submitted to the Ethics Committee.

- » 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, the APC, and the instructor leave and the Committee members discuss 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.

- » At the conclusion of the hearing all packets of materials presented at the hearing will be collected by the ECC.
- » The Committee outlines its findings and decisions in a "Summary Report" signed by the EEC. Copies are sent to the student and added to the student's official file. The EEC sends the student a letter outlining the decision of the Committee. A copy of the letter is also sent to the Associate Dean who 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 program 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 program's administration.

#### 5. Final Appeal

Dean, Zanvyl Kreiger School of Arts and Sciences  
As final recourse, the student may appeal an adverse decision of the Committee to the Dean of the Zanvyl Krieger School of Arts & Sciences, or his/her designee, whose decision is final. An appeal to the Dean can only be on procedural grounds and based only on the specific incident(s) delineated during the Ethics Committee hearing. The Dean will decide whether to hear the appeal; the Dean will only hear appeals on the grounds of clear factual error or significant procedural irregularity.

- » All appeals must be filed in writing within 10 days of the student's receipt of the "Ethics Committee Report." The implementation of any penalty should be delayed until after any appeal to the Dean. The students should send the appeal letter to the Chair of the Ethics Committee who will forward it and all relevant materials to the Dean or Dean's designate. If the student does not file a written appeal within 10 days, all penalties will be imposed.

#### 6. Penalties

A proven offense can be settled by any penalty or penalties determined by the Program and Ethics Committee, including but not limited to:

- » 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 status changed to Provisional Status in the Program
- » Suspension from the program for a prescribed length of time

#### 7. Student experience

- » 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 and cannot avoid the charge
- » Cannot be expelled from the class or forced to withdraw from the course
- » The Ethics Committee Chair will provide advice about how to deal with accusations, including preparation for an Ethics Committee hearing.

#### 8. Administrative Issues

All materials and information related to an inquiry and/or hearing shall be kept confidential to the maximum extent possible. Therefore, as few individuals as feasible shall be involved in resolving issues of graduate student misconduct. In addition, all records of the allegations, evidence, and proceedings shall be maintained in confidential files. Persons serving on Hearing panels must be mindful of their obligations to maintain confidentiality before, during and after a hearing.

The Associate Dean of the Advanced Academic Programs and the Chair of the Ethics Committee of the Advanced Academic Programs shall have the responsibility for proposing updates to this policy and the procedures outlined here. Any changes proposed to this document shall be approved by the AAP Council of Chairs and the Associate Program Chairs.

### C. Examples of 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 regrade 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

# JOHNS HOPKINS UNIVERSITY

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