

Tippie College of Business Honor Code

Undergraduate Honor Code

All non-academic violations are referred directly to the Office of Student Life on the UI campus and the Academic Director of the CIMBA Undergraduate Campus for students participating in CIMBA.

All students who take Tippie classes, regardless of their home college, are expected to abide by the Tippie Honor Code. Those students can be sanctioned by faculty according to Undergraduate Judicial Board Procedures, and they can appeal according to these procedures. Decisions at each step in the process will be communicated to the appropriate Dean of the student's home college. A student's home college may impose additional sanctions.

Tippie students who take classes outside of the Tippie College are also expected to follow the code. A Tippie student who engages in academic misconduct as defined by our code in another college, whether at Iowa or elsewhere, is subject to a college sanction including but not limited to writing a letter of apology, completing a seminar, or serving a suspension during which the student may not enroll in any classes at the University of Iowa. For severe or repeated incidents of misconduct, a student may be expelled from the University permanently.

College sanctions are decided by the Associate Dean and can be appealed using the process outlined in the Undergraduate Judicial Board Procedures. Because the decision is rendered by the Associate Dean (rather than a faculty member), the final decision for an appeal should go to the supervisor of the Associate Dean for a final decision. Further appeals follow the same process outlined in this document.

I. Academically dishonest behaviors include, but are not limited to, the following:

1. *Cheating* includes:

- A. Unauthorized use of notes, computers, calculators, translators, cellular telephones, texts, or other aids during a quiz or exam.
- B. Copying the work of others and/or allowing others to view your answers or copy your work during a quiz, exam, or on homework.
- C. Communicating with a classmate without authorization during a quiz or exam.
- D. Continuing to work on a quiz or exam after time is called.
- E. Allowing other parties to assist in the completion of your quiz, exam, homework, paper, or project when not permitted.
- F. Copying or using answer keys and solution manuals without the authorization of the course instructor.
- G. Using online resources that are prohibited by the faculty.

2. *Plagiarism* includes:

- A. When a student takes language, ideas, or other material without acknowledging their source with respect to all course assignments and materials. (Adapted from the Council of Writing Program Administrators definition of plagiarism).
- B. When any member of a group takes language, ideas, or other material without acknowledging their source for a group project or assignment. With respect to any plagiarism found in group submitted work, each individual group member may be held fully responsible and will at least be held partially responsible for the plagiarism.
- C. When a student makes multiple submissions of the same or nearly the same assignment in more than one course without prior approval from the instructor.

3. *Unauthorized Collaboration* includes:

- A. Working with other students, whether in person or online, on homework, projects, or other course assignments without authorization from the course instructor.

Instructors are expected to specify in writing on the assignment or the syllabus the amount of collaboration that is allowed. Students are expected to check with their course instructor if they have any questions about what constitutes authorized collaboration.

4. *Obtaining an Unfair Advantage* includes:

- A. Stealing, reproducing, circulating, using or otherwise gaining access to quiz, exam, or homework materials prior to the time authorized by an instructor.
- B. Retaining, possessing, using, or circulating previously given quiz, exam, or homework materials when those materials are to be returned to the instructor.
- C. Intentionally obstructing or interfering with another student's academic work or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

5. *Forgery* includes:

- A. Altering a score, grade, or schedule change on an academic record.
- B. Forging the signature of an instructor, advisor, dean, or another student.

6. *Facilitating Academic Dishonesty* includes:

- A. Helping or attempting to help another individual commit an act of academic dishonesty.

7. *Misrepresentation* includes:

- A. Providing false information on your resume including work history, academic performance, leadership activities, or membership in student organizations.

- B. Failure to provide information regarding academic performance or enrollments such as not providing transcripts from any college or university in which you have enrolled regardless of whether or not you completed coursework.
- C. Failure to provide full disclosure or providing false information about job interviews and other reasons for class absences when asking faculty for excused absences or for a make-up for a quiz, exam, or homework.

II. Honor Code violation reporting

- A. Faculty members: faculty are required to report incidents of academic misconduct by filing a violation report with the Associate Dean, Undergraduate Program and notifying the accused student. Sanctions imposed by the faculty member must include at a minimum, a penalty of a reduction in letter grade in the course, and at a maximum, a failing grade in the course.
- B. Students: a student who witnesses an Honor Code violation is expected to report the violation to the course instructor.