

## **John Massey School of Business MBA Honor Code**

Students who enroll in the John Massey School of Business MBA Program at Southeastern Oklahoma State University are expected to uphold the tenets of both the MBA Honor Code and the University's Student Conduct Code (<http://www.se.edu/dept/student-life/student-handbook/>).

Prior to beginning classes, students will sign a statement agreeing to conform to and uphold the Honor Code. Students are responsible for understanding the provisions of the code. In the spirit of the code, a student's word is a declaration of good faith, acceptable as truth in all academic matters. Therefore, cheating and attempted cheating, plagiarism, lying, stealing of academic work, unauthorized collaboration, and use of extra-ordinary academic resources constitute Honor Code violations. To maintain an academic community according to these standards, students and faculty must enforce and uphold the Honor code.

The provisions of the Honor Code must be incorporated into the syllabus of every MBA course taught at the John Massey School of Business. Further, professors should address issues raised by students regarding what constitutes a violation of the Honor Code in their classes. Course syllabi and/or specific assignments should provide an explanation of the extent to which collaboration or group participation is permissible.

### **Non-Exhaustive List of Honor Code Violations**

1. *Cheating* –encompasses, but is not limited to the following:
  - a) Aiding or receiving unauthorized assistance of any kind on exams, homework, or projects, including the use of unauthorized aids, copying from another student's work, soliciting and/or receiving unauthorized aid either orally or in writing, giving unauthorized aid to another student, or similar actions contrary to the principles of academic honesty.
  - b) Unauthorized use of texts or papers prepared by commercial or noncommercial agents and submitted by a student as his/her own.
  - c) Unauthorized discussion of any part of an examination with another student who will later be taking the examination, or with anyone else when such discussion is likely to endanger the security of the examination questions.
  - d) Unauthorized submission of work prepared for another course.
  - e) Unauthorized use of previous examinations, homework, or projects.
  - f) Attempted cheating.
  
2. *Plagiarism* –encompasses, but is not limited to the following:
  - a) Incorporating into one's own work the work of another without properly indicating the source.
  - b) Using patterns of thought, arrangement of material, or sequencing of ideas from another without properly indicating that source.

- c) Paraphrasing, changing wording, or a phrase from another's work without indicating the root source.

NOTE: The above definitions are applicable to periodicals, textbooks, and other published sources as well as articles posted on computer networks including the Internet.

- 3. *Lying* -- encompasses, but is not limited to:
  - a) Willful and knowing telling of a material untruth, and any form of material deceit or fraud in an oral or written statement, relating to academic work.
- 4. *Use of extra-ordinary academic sources* –encompass, but are not limited to:
  - a) Essay-aggregation websites. Students may not use papers published on such sites and may not distribute their own papers through such sites or any other media.
  - b) Any communication with other individuals for the purpose of eliciting responses to specific exam or assignment questions is prohibited. This applies for all channels of contact including, but not limited to, in-person, telephone, and electronic media.
- 5. *Facilitating academic dishonesty* – encompasses, but is not limited to:
  - a) Helping or attempting to help another individual commit an act of academic dishonesty.

### **Sanctions**

The Graduate Committee of the faculty of the John Massey School of Business will evaluate each reported violation of the Honor Code. If the student is found to have violated the code, the committee may recommend one or more of the following sanctions:

- 1. Oral reprimand: An oral reprimand will be given by the chair of the committee. No entry is made in the student's scholastic record.
- 2. Written reprimand: A written censure is placed in the student's academic file, but is not made part of the student's scholastic transcript records.
- 3. Withdrawal from a course: The student will be withdrawn from the course.
- 4. Nonacademic probation: The student will forfeit any scholarships or graduate assistantships.
- 5. Failing grade: Recommendation to the professor for a grade of F for the work involved *or* for the entire course. The student's permanent record reflects the academic evaluation made by the professor.
- 6. Suspension: suspension from the John Massey School of Business MBA program for a period of no longer than two years.
- 7. Expulsion: A student's scholastic record would read, "Nonacademic expulsion as of (date)."

8. Recommendation to the Oklahoma Regents for Higher Education that an awarded degree be withdrawn.

### **Appeal**

Should a student request an appeal to the ruling of the Graduate Committee, a written request for an appeal must be presented to the Chair of the Southeastern Oklahoma State University Graduate Council within ten (10) working days after the date of the ruling. The basis for an appeal may include new evidence, procedural irregularities, or other sufficient grounds that may have substantial bearing on the outcome of the appeal. *Only one appeal per case will be reviewed.*

**John Massey School of Business**  
**Southeastern Oklahoma State University**  
**MBA Program**

I fully understand, and promise to abide by, the rules governing Honor Code at the Southeastern Oklahoma State University John Massey School of Business MBA Program. I recognize that failure to comply with this Honor Code will result in an investigation and may result in sanctions outlined in the code. I hereby promise to uphold the ideals of academic integrity in both rule and spirit.

Print name: \_\_\_\_\_

Sign name: \_\_\_\_\_

Date: \_\_\_\_\_