

## Masters Level Code of Academic Integrity

This section describes Simon's Academic Integrity policy, the procedures for evaluating alleged violations, the determination of sanctions, and the appeals process. These processes are consistent with the policies related to Academic Misconduct in the *Regulations and University Policies Concerning Graduate Study*.

As an educational institution, the Simon Business School has a significant commitment to maintain its credibility in the marketplace. Because a graduate degree is an intangible asset, both faculty and students have strong incentives to assure potential employers and prospective students of the quality of the Simon degree. Further, honest behavior enhances the quality and fairness of the educational experience for all of those earning that degree. Therefore, it is both an individual and a collective responsibility of the members of the Simon community to participate actively in maintaining the highest standards of honesty and integrity by promoting adherence to the Code of Academic Integrity.

*Every Simon student is expected to be completely honest in all academic matters. Simon students will not in any way misrepresent their academic work or attempt to advance their academic position through fraudulent or unauthorized means. No Simon student will be involved knowingly, or unknowingly yet passively within a team, with another student's violation of this standard of honest behavior.*

A violation of the Simon School Code of Academic Integrity includes, but is not limited to, the following: cheating, plagiarism, altering work for the purpose of a changed grade, lying to instructors or school administrators, or knowingly permitting dishonest behavior such as plagiarism or copying from another's work. Collaboration or assistance on academic work to be graded is not permitted unless explicitly authorized by the course instructor.

There are many different forms of academic dishonesty. The following is not meant to be exhaustive. Rather, it provides examples of the most common kinds of unacceptable academic conduct by students. Ignorance of the policy does not excuse actions that violate its requirements.

Specifically, a student is in violation of the Simon Code of Academic Integrity if he or she, without explicit instructor approval, and whether in an individual capacity or as part of an instructor-authorized team:

- Uses any part of another team's work on an assignment.
- Provides any part of one team's work on an assignment to a member of another team.
- Receives any part of another team's work on an assignment.
- Asks another student for access, or attempts to induce another student to provide access to work done by another team. (Such incidents must be reported by any student asked to grant access; not doing so is a violation itself.)
- Fails to exercise proper precautions to prevent work done by one team from passing into the hands of another team.
- Uses work or concepts contributed by other individuals or sources without proper attribution or citation.

- Uses unauthorized information or materials, including graded work and answer keys from previous courses.
- Fails to adhere to exam procedures and requirements during quizzes, midterms and final exams.
- Students may not audio or video record class lectures or other classroom or laboratory activities without the instructor's permission. The sharing of course materials on an individual level for educational purposes (e.g., working with groups or with a tutor) is permitted, provided that it has not been prohibited by the instructor. Students may not publish, distribute, or sell—electronically or otherwise—any course materials that the instructor has developed in any course of instruction in the University (e.g., presentation slides, lecture aids, video or audio recordings of lectures, and exams) without the explicit permission of the instructor. The sharing or distribution of course materials for purposes of giving or gaining unfair advantage in a course is prohibited. Students must further respect the requirements of copyright protection for materials that are made available for instructional purposes. Students may not provide or share Zoom Links or classroom materials to students not enrolled in the appropriate courses.
- Finally, under certain circumstances, failure to report a suspected violation may also constitute a violation in and of itself.

A proven violation of the Code can lead to a failing grade on an assignment or project, reduction in a course final grade, course failure, suspension and/or dismissal from the program. Additional sanctions will include ineligibility to serve in student leadership positions, and may impact scholarship, and/or participation in international exchange programs.

Maintaining academic integrity is a joint responsibility of students, faculty, and staff. Failure to report direct knowledge or evidence of a suspected violation injures the entire Simon community. Negative consequences of known but unreported violations include lower class morale, lower school reputation, and lower degree value. Thus, all members of the Simon community have an obligation to one another to report Code violations.

Procedures for dealing with allegations of these violations are detailed in the academic handbook.

For additional official policies that apply to the University of Rochester and all of its graduate schools, including the Simon Business School, please refer to the **University of Rochester Graduate Bulletin** and **Regulations and University Policies Concerning Graduate Studies**.

**Ignorance of these standards is not considered a valid excuse or defense.**