

**Neeley School of Business**  
**Student Honor Code**  
**Neeley Master of Business Administration, Master of Science, and Graduate**  
**Certificate Programs**

**I. Purpose**

Graduate students of the Neeley School of Business established this code for the primary purpose of protecting the academic integrity, honor, and pride of the Master of Business Administration and Master of Science degree programs. It applies equally to students pursuing Graduate Certificates within the Neeley School of Business.

It has also been established to:

- a) empower the student body to take an active role in strengthening the integrity and reputation of the TCU graduate business programs
- b) provide an avenue in which to turn when an incident of academic dishonesty occurs
- c) uphold due process and protect students' rights

This Honor Code serves as an extension of the TCU Student Handbook.

**II. Responsibility**

It is the responsibility of all Neeley School of Business graduate students and faculty to read, understand, and uphold the Honor Code. Each student is responsible to themselves, their peers, the faculty, and the administration regarding adherence to this code.

**It is the responsibility of each and every student to uphold the Honor Code and encourage an ethical environment.**

***A witness to a Student Honor Code violation who does not report the act to the applicable professor is considered in violation of the Code and will be held accountable.***

In addition, faculty members are expected to report all violations, regardless of whether they are imposing sanctions, to the Director of Graduate Academic Programs and the Senior Associate Dean of Graduate Programs. This is necessary to ensure that situations in which students commit violations in multiple classes, whether during the same semester or across different semesters, are appropriately addressed.

**III. Faculty Cooperation**

All faculty should promote academic integrity among students and require all students to sign that they have upheld the Honor Code on all assignments and exams. Faculty are strongly encouraged to include individual and team work guidelines (Table 1) in his or her syllabus to designate approved aid.

**Table 1: Individual and Team Work Guidelines Form Example**

If there are questions as to what is allowed on any assignment or academic exercise, the student should seek clarification from the faculty member for the course in question. Faculty may relay their assignment details to the students through the syllabus, in a separate document, or as part of class. Because the TCU graduate business programs promote and encourage team work, it is important to designate the collaborative expectations of these assignments, so that students can best manage team and individual assignments.

The table below is an example of a format that can be used to relay this information and the types of guidelines that will be communicated to the student by the faculty for each assignment. The student should read the syllabus in its entirety.

**EXAMPLE: Individual and Team Work Instructions for Syllabus**

|               | Assignment Type |               |      |      |      |      |      | Collaborative Nature |      |      | Communication Permitted |                  |      |      |      | Resources Allowed |                             |      |      |      | Citations |          | Grade Type     |            |      |      |      |
|---------------|-----------------|---------------|------|------|------|------|------|----------------------|------|------|-------------------------|------------------|------|------|------|-------------------|-----------------------------|------|------|------|-----------|----------|----------------|------------|------|------|------|
|               | Homework        | Case Analysis | .... | .... | .... | .... | .... | Individual           | Team | .... | None                    | Within Your Team | .... | .... | .... | None              | Book & Class materials ONLY | .... | .... | .... | ....      | Required | Not Applicable | Individual | Team | .... | .... |
| Assignment #1 |                 |               |      |      |      |      |      |                      |      |      |                         |                  |      |      |      |                   |                             |      |      |      |           |          |                |            |      |      |      |
| Assignment #2 |                 |               |      |      |      |      |      |                      |      |      |                         |                  |      |      |      |                   |                             |      |      |      |           |          |                |            |      |      |      |
| Assignment #3 |                 |               |      |      |      |      |      |                      |      |      |                         |                  |      |      |      |                   |                             |      |      |      |           |          |                |            |      |      |      |
| Assignment #4 |                 |               |      |      |      |      |      |                      |      |      |                         |                  |      |      |      |                   |                             |      |      |      |           |          |                |            |      |      |      |
| Assignment #5 |                 |               |      |      |      |      |      |                      |      |      |                         |                  |      |      |      |                   |                             |      |      |      |           |          |                |            |      |      |      |

\* Each team is either the program assigned team, or one that is designated by the faculty for an assignment.

\*\* Note: The template above is an example. The template is fully customizable by class and professor.

#### **IV. Prominence of the Honor Code**

Graduate students shall be exposed to the Honor Code in at least the following ways:

- A. The Honor Code will be included in the registration packet students receive via email upon beginning their program.
- B. The Honor Code must remain easily accessible for all students and faculty, and is available via website
- C. Students must directly acknowledge an understanding and acceptance of the Honor Code. Faculty may use the following written pledge on assignments as they see fit:

*“I have acted in accordance with the Neeley Graduate Honor Code on this assignment.” – (Signature)*

For electronic submissions, the typed pledge along with typed name(s) shall confirm Honor Code acceptance. For group projects, the faculty member may accept either handwritten signatures or the typed format in a digital submission depending upon personal preference or assignment characteristics.

Graduate students are responsible for clearly understanding the Honor Code and verifying academic honesty.

#### **D. Honor Code Violations Concerning Graduating Students**

In the event of a violation during or near the final weeks leading up to a student’s expected graduation date, an attempt will be made to resolve it in a timely manner. If a judgment cannot be reached during a reasonable amount of time, the case will be referred to the Senior Associate Dean of Graduate Programs to render a decision.

V.

**Table 2: Infractions & Penalties That May Be Enforced**

Within the Neeley School of Business, the following are the most common violations of the Graduate Honor Code. As such, the majority of the violations are: cheating, plagiarism, lying and failing to report. However, other conduct may be deemed a violation of the Graduate Honor Code if such conduct had a detrimental effect on our honorable, ethical, and professional learning environment.

| Violation         | Description and Examples of Violation  | Penalties  |
|-------------------|--|--|
| Cheating          | <p>Willfully giving or receiving unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students by any means. <i>This includes, but is not limited to:</i></p> <p>Copying from another student’s test paper, report, essay, or computer files and listings. Using any person, material and/or devices not authorized by the faculty member as outlined in his or her syllabus or other guidance. Checking emails or sending emails during exams, passing on exam and/or assignment materials that have been marked “not to be shared” to others. Lying about alleged circumstances of cheating, including a student’s name on a group project when that student did not contribute significantly to the group work.</p> | <p><i>Possible recommended penalties for these infractions include:</i></p>  |
| Plagiarism        | <p>Presenting the words, work, opinions of another, a sequence of ideas, the arrangement of material, and/or the pattern of thought of another without suitable citation. <i>This includes, but is not limited to:</i></p> <p>The appropriation, theft, purchase, or obtaining by any means another’s work, and the unacknowledged submission or incorporation of that work as one’s own offered for credit. Use of internet sources without proper citation or credit. Turning in multiple submissions of the same paper to the same and/or different classes without the proper citations.</p>   | <p>A “no credit” or F on the assignment/exam.</p> <p>A grade or more drop in final course grade.</p> <p>The student being dropped from the course.</p> <p>Dismissal from the program and/or expulsion from the University.</p> |
| Lying             | <p>The willful and knowledgeable telling of an untruth, as well as any form of deceit, attempted deceit, or fraud in an oral or written statement relating to academic work, resumés, or applications for employment within, or outside of, the university. <i>This includes, but is not limited to:</i></p> <p>Lying to administration and faculty members, falsifying any university document by mutilation, addition, or deletion; and lying to counsels during an investigation or hearing.</p>  | <p><i>A Note on Penalties:</i></p> <p>Factors such as lack of intent or error in application may warrant reductions in penalties.</p>  |
| Failure to Report | <p>Any student having knowledge of an Honor Code violation without reporting it will be considered an accessory to the violation and subject to penalty if found guilty.</p> <p>Every student and faculty member shall cooperate in aiding the to prevent, identify, and report violations. All students, faculty, staff, and administrators requested to furnish information or evidence shall respond fully and truthfully to all inquiries.</p>   |  |