

THE HONOR CODE



Johnson
Cornell
SC Johnson College of Business

The Samuel Curtis Johnson Graduate School of Management's Honor Code has been developed to ensure the highest standards of ethics, academic integrity, and professionalism within the Johnson community.

INTRODUCTION

Why does Johnson need an honor code?

The mission of Johnson is to develop highly successful and ethical business leaders of the future. We expect all members of the Johnson community to abide by the highest standards of ethics, academic integrity, and:

- to act with integrity in every interaction;
- to be respectful, open-minded, and collaborative;
- to strive for excellence;
- to challenge and support each other academically and professionally; and,
- to actively engage in the community.

These values underlie our standards and expectations, and are the context for the remainder of this document.

CONDUCT, ACADEMIC INTEGRITY, AND PROFESSIONAL BEHAVIOR

The Honor Code, which applies to all Johnson students and to those taking Johnson classes and/or using Johnson facilities or services, takes as its foundation three university policies that govern student conduct at Cornell:

- Cornell University Campus Code of Conduct
- Cornell Code of Academic Integrity
- Cornell University Policy 6.4, including the Procedures for Resolution of Reports Against Students Under Cornell University Policy 6.4

However, because these Cornell conduct policies do not directly address professionalism—a crucial element of business—Johnson has established a Standard for Professional Behavior to guide students and clarify

appropriate behavior in specific situations. The Standard does not supersede Cornell University policies: In the case of a conflict, Cornell University policies take precedence.

All Johnson students are expected to conduct themselves professionally, responsibly, and ethically. All commitments made must be honored whether they are made to faculty, staff, recruiters, alumni, or other students. This includes agreements to attend a meeting or class, corporate briefing, interview, appointment with faculty or staff, networking phone call with an alumnus/a, or simply to respond by a certain date and time. A commitment may be as ordinary as returning an email. An extreme and serious example of a broken commitment would be the acceptance of an employment offer and later renegeing on this acceptance. The individual reputation of any student, as well as the reputation of Johnson, is at stake in every single interaction. If a commitment cannot be honored, timely notification is expected. Any and all violations of this code of conduct may be referred for disciplinary penalties.

GUIDELINES FOR EVERYDAY USE

The Honor Code is meant to educate all members of the community regarding Johnson expectations for behavior and conduct. Ideally, the punitive measures referred to in this document are never needed. Accordingly, education and communication are a critical element to ensuring success. This document is provided to each new student as s/he matriculate in the school. It is referenced in course syllabi and available in the College Registrar's Office for those students who are not matriculated, but are using school resources and/or are enrolled in Johnson courses. The Honor Code is also available online.



CORNELL UNIVERSITY POLICIES

Three important University policies govern student conduct at Cornell and apply to all Johnson students:

- 1) **The Cornell Campus Code of Conduct:** The Campus Code outlines a judicial structure and procedure for violations such as: harassing, abusing, or threatening others, damaging University property, etc. Complaints are registered with the University Judicial Administrator ("JA"), who receives and investigates complaints. There are a few possible methods to resolve complaints of Code violations, including the JA filing charges with the University Hearing Board, or resolving the matter pursuant to a Summary Decision Agreement. Penalties range from an oral warning, community service and/or a fine to probation, suspension, or dismissal from the University. The complete Campus Code of Conduct may be found at <https://www.dfa.cornell.edu/sites/default/files/policy/CCC.pdf>.
- 2) **Cornell University Policy 6.4, including the Procedures for the Resolution of Reports Against Students Under Cornell University Policy 6.4:** Cornell University is committed to providing a safe, inclusive, and respectful learning, living, and working environment for its students, faculty, and staff members. To this end, Cornell will not tolerate sexual and related misconduct. Where the accused is a student, the applicable procedures and specific prohibited student conduct are set out in detail in the "Procedures for the Resolution of Reports Against Students Under Cornell University Policy 6.4."

Cornell prohibits students from engaging in dating violence, domestic violence, sexual assault, sexual and gender-based harassment, stalking, aiding prohibited conduct, retaliation, and violating an interim measure. The University Title IX Coordinator and a team of deputy coordinators address all Title IX reports, including formal complaints of conduct prohibited under the Procedures. A trained investigator investigates formal complaints. Findings of responsibility and determinations regarding sanctions and remedies are made through a hearing process conducted by a three-member Hearing Panel and a non-voting Hearing Chair. Sanctions may include measures similar in kind to interim measures; appropriate educational steps; restriction on, or loss of, specified privileges at the University for a specified period of time; oral warnings; written reprimands; probations, suspension, or dismissal.

Information on filing a report with the Title IX Office, available resources, complete copies of Policy 6.4 and the Procedures, and the name and contact information for the University Title IX Coordinator and the deputy coordinators, and more, may all be found at <https://titleix.cornell.edu/>.

- 3) **The Code of Academic Integrity:** Students at Johnson are responsible for adhering to the Cornell Code of Academic Integrity. The Code sets forth the following underlying principles:

Absolute integrity is expected of every Cornell student in all academic undertakings. Integrity entails a firm adherence to a set of values, and the values most essential to an academic community are grounded on the concept of honesty with respect to the intellectual efforts of oneself and others. Academic integrity is expected not only in formal coursework situations, but in all University relationships and interactions connected to the educational process, including the use of University resources.

A Cornell student's submission of work for academic credit indicates that the work is the student's own. All outside assistance should be acknowledged, and the student's academic position truthfully reported at all times. In addition, Cornell students have a right to expect academic integrity from each of their peers.

This Code outlines examples of violations, describes the procedure for addressing violations, and identifies penalties for violations. Examples of violations include: misrepresenting the work of others as one's own, or using, obtaining, or providing unauthorized assistance on examinations or other deliverables. The complete Code of Academic Integrity may be found at <http://cuinfo.cornell.edu/aic.cfm>.

Any activity that has the effect or intent of interfering with the fair evaluation of a student's performance is prohibited. Students are responsible for adhering both to the principles and to the spirit of Cornell.

Anyone who suspects a violation of academic integrity should report the issue to the appropriate faculty member, a member of the student services staff, or to the program associate dean. As detailed in the Code of Academic Integrity, if the faculty member determines there was a violation, the faculty member may impose a grade penalty (including failure in the course). If a grade penalty is inadequate, the faculty member may also take an academic integrity allegation directly to the Hearing Board. The student may appeal a faculty member's finding of a violation and/or penalty to the Hearing Board. The Hearing Board may also convene a hearing for students found guilty of more than one violation of the Code. Students who are found guilty of multiple violations of the Code may be considered for expulsion. Hearing Board decisions may be appealed to the Johnson dean.

Because students in a graduate school of management at times face academic integrity issues unique to the style of teaching and learning that is prevalent in this environment, section 3a details certain activities that could result in academic integrity violations for Johnson students. Cases of academic integrity are handled at the school level (in this case, at Johnson).

3a) **Academic Integrity at Johnson:** Examples of activities that could result in academic integrity violations at Johnson include, but are not limited to:

- **Individual assignments:** All assignments are to be completed individually unless specifically described by the instructor as a team assignment. Therefore, you may not discuss answers or specific approaches to solving an individually-assigned case or problem with anyone, including your teammates, unless the instructor has specifically authorized such aid. You may discuss general approaches to problems and cases with faculty, teaching assistants, and classmates, but you may not discuss specific approaches or answers with others unless the assignment is specified as a team assignment.
- **Team assignments:** You should not put your name on a team assignment if you did not contribute proportionately to the assignment. Your team may not discuss answers or specific approaches to solving a team-assigned case or assignment with anyone outside the team, unless the instructor has specifically authorized such aid. You and your team are also prohibited from consulting the Internet or other outside resources unless the instructor has specifically authorized the use of said resources.
- **Help from others and/or outside resources:** You may not seek or use case or problem-specific help from any person who has previously studied the case or problem (including second-year students or students at other schools, and solutions/guides from any professor). You are also prohibited from using online or other outside resources on any assignment unless specifically instructed to do so by the instructor.
- **Plagiarism:** Representing another's work as one's own is plagiarism and a violation of the Honor Code. If materials are taken from published sources, the student must clearly and completely cite the source of such materials. Students who are unsure of how to cite sources should reach out to the Management Library staff for assistance.
- **Self-Plagiarism:** Work submitted by a student and used by a faculty member in the determination of a grade in a course may not be submitted by that student in a second course, unless such submission is approved in advance by the faculty member in the second course. If a student is submitting all or part of the same work simultaneously for the determination of a grade in two or more different courses, all faculty members in the courses involved must approve such submissions.
- **Aiding and abetting:** Aiding or abetting another student with activities that violate the Code is also in violation of the code (for example, if you give another student or team unauthorized help on an assignment or exam, you are also in violation).
- **Examinations:** Professors will specify the time allocated for an examination prior to its commencement. During an examination, when the professor or proctor announces "pencils down," students are no longer permitted to enter information on the examination. Exceptions to the time allocation due to students' late arrivals may be determined by the professor only.

We are a community of scholars and practitioners that highly values collaboration and discourse, but also insists on integrity and honesty in every interaction. Your adherence to these rules will help us to maintain our collegial, vibrant, academic community. If you are unsure whether an action is a violation of the Code of Academic Integrity, ask your instructor.

4) **Johnson Standard for Professional Behavior:** This Standard supplements the Cornell policies detailed above by providing specific guidance on professional behavior. In brief, members of the Johnson community are expected to abide by school values and maintain the highest standards of ethical and professional conduct. This conduct is expected in Sage Hall, the Breazzano Family Center for Business Education, the Cornell Tech campus, elsewhere on the Cornell Ithaca campus, and at any location where Johnson students are convened for official coursework or functions, including recruiting or social events. While it is impossible to list all possible violations of the Standard for Professional Behavior, examples of what would be typically considered unprofessional behavior are outlined below.

Johnson community members that know of students violating the standard for professional behavior should first raise the subject with the offender unless the situation is too serious and/or emotionally or physically threatening to permit such a conversation. In such instances, complainants are urged to seek out the appropriate senior administrator: for non-career related offenses, the executive director of student services, and for career-related offenses, the executive director of the Career Management Center.

Repeat and/or egregious violations may be addressed by the Johnson Hearing Board. The Hearing Board will follow the process outlined by the Cornell University Code of Academic Integrity. As the Code states, "... integrity is expected not only in formal coursework situations, but in all University relationships and interactions connected to the educational process, including the use of University resources."

In addition, conduct in violation of the Standard for Professional Behavior may also be subject to investigation and adjudication under the Cornell University Code of Conduct or the Procedures for Resolution of Reports Against Students Under Cornell University Policy 6.4.

Career:

- Missing interviews without appropriate notice
- Misrepresentation of background (e.g., credentials and work experience on resume)
- Reneging on job offers
- Signing up for, but not attending, corporate events
- Arriving late or unprepared for corporate events, corporate office hours, or interviews
- Inappropriate behavior during corporate events (e.g. being drunk and/or boisterous, treating other attendees with blatant lack of respect, wearing inappropriate attire, or attending an event for any reason other than a legitimate interest in the host corporation)

Email and General Communications:

- Event promotions (printed or electronic) that violate University alcohol policies by promoting excessive drinking, drinking games, etc.
- Harassment, defamation, libel and/or foul language when using Johnson communications channels (email, webpages) (e.g., attacking individuals publicly)
- Inappropriate/harsh communications to corporate contacts
- Deliberately ignoring requests from Johnson corporate contacts (e.g., communications that require a response)
- Anonymous or misrepresented authorship (other than for systems that are designed to be anonymous) of documents that are intentionally critical of others (e.g., anonymous newsletters that insult, harass, or poke fun at individual students or other members of the Johnson community)
- Repeated dissemination of unsolicited communications
- Distributing or otherwise sharing information deemed confidential (e.g., sharing other students' grades, discussing the performance of others)
- Any message deemed defamatory to a race, ethnicity, gender, religion, nation, or sexual orientation
- Repeated failure to abide by communication protocols designed for mass communications using Johnson communications channels (email, website)

General conduct:

- Interference with the learning process of others, such as, but not limited to:
 - Email, surfing the web, computer games, or eating in class
 - Use (texting, listening to voice mail, or talking) of mobile phones (e.g., during class, presentations) in inappropriate areas or times
 - Arriving late to/leaving early from class or events (e.g., arriving late or leaving early on a continuous basis, disrupting the class when entering/leaving)
 - Leaving class for reasons other than an emergency (leaving class to email, surf web, read, answer phone calls)
- Stealing intellectual property. As a graduate school of business education, Johnson places a tremendous value on intellectual property, defined as "any product of the human intellect that the law protects from unauthorized use by others" (Cornell Law School Legal Information Institute). As a future business leader, you should respect and protect intellectual property at Johnson and the University, as well as within the community of business scholars. This is the same behavior that will be expected of you in your future organizations. It is a theft of intellectual property to photocopy, scan, or otherwise unlawfully obtain course packets, course textbooks, solutions to assignments, etc., for this or any other Cornell class. It is also theft to distribute intellectual property without authorization (e.g. uploading assignments, answer keys, and/or exams to external websites, sharing exams or other materials with future students in the class). Stealing intellectual property or distributing intellectual property without authorization are considered violations of the Johnson Honor Code and of our community's ethical standards.

- Inappropriate behavior when a guest speaker is present (e.g., talking to others during the presentation, passing notes, using one's computer for activities not related to the speaker, coming and going from the room)
- Harassment of others at Johnson events (e.g., verbally abusing other students at parties)
- Use of alcohol at events where expressly prohibited (e.g., on school bus trips, at sporting events for school teams, at events such as Johnson Outdoor Experience)
- Hosting an unauthorized/unapproved event inside Sage Hall, the Breazzano Family Center for Business Education, or any Johnson-designated space in New York City
- Wearing inappropriate apparel to activities or functions that specifically state a dress code (e.g., for guest speakers, corporate functions)
- Invasion of privacy or theft or destruction of property that is not one's own (this includes looking through another student's mailbox or removing items from it)
- Not responding to company/recruiter/alumni invitation or outreach for information

Of Special Note: Recruiting Activities and Course Expectations

- One of your biggest challenges as an MBA student will be balancing your graduate education with the demands of your job search. The faculty, as your partner in this venture, is sensitive to the important—and sometimes unavoidable urgency—of the many recruiting opportunities you will explore. The following list of expectations has been developed in order to avoid inadvertent misunderstandings and to uphold Johnson's academic excellence:
- Based on the unique format and nature of the various course offerings, each faculty member will determine the most appropriate policies when it comes to his or her course (e.g. attendance, class participation, individual assignments, group projects, exams). Make sure you are familiar with these requirements when you must miss class for a recruiting activity, inform the professor ahead of time, and arrange to pick up the course material and deliver assignments punctually (though a classmate or, if it is permitted, electronically). Do not expect the professor to repeat the missed lecture on an individual basis. If you cannot attend the first class meeting early in the semester, be sure to notify the faculty member.
 - Group work is an important component of many courses, and you must balance your job search with your obligations to teammates. Because everyone should be doing their share overall, you will need to compensate for any diminished contributions due to recruiting activities.
 - You are obligated to take course exams as scheduled and should avoid interviewing during those times. In particular, faculty cannot be expected to construct separate tests for each absentee. If conflict is unavoidable, let the professor know as early as possible so he or she can determine what (if any) accommodations are feasible. Never assume that you may take an alternative exam without getting explicit approval from the faculty member well in advance.