

Code of Academic and Professional Conduct



**School of Education
Boston University**

Table of Contents

Standards of Academic and Professional Conduct	4
Authorization	5
Definition of Plagiarism and Policy on Editing	5
Definition of Plagiarism.....	5
Policy on Editing.....	5
Procedures for Review of Alleged Student Academic and Professional Misconduct	6
Initial investigation	7
Initiation of steps and charges.....	7
Preliminary AIC actions.....	7
AIC deliberation and decision	8
Post-decisional actions.....	9
Procedures for Hearings.....	9
Request for a hearing	9
Notification of hearing	9
Hearing procedures	9
Additional procedures.....	10
Appeals	10
Illustrations of Sanctions.....	10
No Sanction.....	10
Reprimand.....	10
Disciplinary Probation	10
Disciplinary Probation with Required Monitoring of Performance by an Advisor	11
Delay of Graduation.....	11
Removal from a Professional Program	11
Suspension	11
Expulsion	12
Appendix: Illustrations of Academic and Professional Misconduct.....	12
Statement of Understanding.....	13

BOSTON UNIVERSITY
SCHOOL OF EDUCATION
OFFICE OF THE DEAN
BOSTON, MASSACHUSETTS 02215

This code has been approved by the SED Faculty Assembly
May 8, 2002

Standards of Academic and Professional Conduct

The School of Education (SED) guards its integrity and reputation scrupulously, and these qualities are based in great part upon the conduct and achievement of its students who aspire to be members of a profession worthy of the public trust. A profession demands a higher standard of conduct than that expected of society in general. School of Education students must be above reproach in all their actions whether in the classroom or in a field setting.

While you are a student here, it is the School's responsibility to make you aware of the policies and procedures governing conduct. The School of Education is bound by the traditions of academic integrity in institutions of higher education in the United States, which may extend beyond legal statutes, particularly in matters related to misrepresentation of the ownership of work, confidentiality in the field, and inappropriate efforts to influence a grade.

This document was prepared by the School of Education's Academic Instruction Committee (AIC) and approved by the SED Faculty Assembly. All persons who are members of the School of Education community – including students, faculty and staff – are expected to be familiar with the contents of this document. All students will be held to the standards described herein.

It is the policy of the School of Education that all students receive copies of this document, the School of Education Code of Academic and Professional Conduct, upon entry into their first SED course and are obliged to read the policies, procedures, sanctions, and definitions described herein. All students are required to sign a form indicating receipt of this Code and return the signed form to the course instructor. The School keeps a record of each student's signature on file.

If you have questions about this document while you are a student at the School of Education, please seek clarification from the course instructor or your advisor.

Authorization

It is the responsibility of all students and faculty to read the Boston University Code of Student Responsibilities, as approved by the Board of Trustees of Boston University, May 12, 1983. A section of the Code states that:

The resolution of matters involving academic conduct and standards is determined by the appropriate school... of the University through procedures established by the Dean and faculty...subject to review and final determination by the Provost. (p.2) Pursuant to this authorization, the Academic Instruction Committee of the School of Education has jurisdiction over such issues and the implementation of these procedures, including the determination of sanctions. Findings and sanctions of the AIC may be appealed to the Dean. Appeals denied by the Dean may be appealed to the Provost.

Definition of Plagiarism and Policy on Editing

1. Definition of Plagiarism

Plagiarism: Any attempt to represent the work of another person as one's own. This includes copying or substantially restating the work of another person or persons on any examination, assigned paper, or any other oral or written work without citing the appropriate source including books, journal articles, magazine or newspaper stories, published or unpublished papers, reports, advertising or public relations materials, and translating a source directly from another language to English without citation. It also includes collaborating with someone else in an academic endeavor without acknowledging his or her contribution, using audio or video footage that comes from another source (including work done by another student) without the permission and acknowledgment of that source, citing authorities that do not exist, citing interviews that never took place, lifting material verbatim without using quotation marks and/or citing the source.'

Consistent with changes in technology, this list now also includes materials referenced electronically.

2. Policy on Editing

It is the policy of the School of Education that the content and organization of all drafts of written work submitted for courses or dissertations be exclusively the result of the student's own efforts.

1. Boston University College of Communication (n.d.). Academic Affairs Committee Student Academic Conduct Code, pp. 2-3.

Under no circumstances is it permissible for a friend, colleague, or professional editor to make revisions of a substantial nature to the text. It is permissible and even desirable to ask friends, colleagues, or professional editors to read drafts of papers and to react to them. All such assistance must be acknowledged by name and affiliation in the revision(s) and in the final product.

Assistance from those having formal responsibility for the student's instruction is to be distinguished from suggestions and help from friends, peers or professional editors. Faculty often will make suggestions for substantial changes in the content and organization of a student's paper. However, the student remains solely responsible to integrate such changes in the revision of the paper or dissertation.

Procedures for Review of Alleged Student Academic and Professional Misconduct

Students charged with academic and/or professional misconduct are entitled to full procedural fairness in any disciplinary hearing that may be conducted as set forth in these procedures. In this section, procedures for notification, fact-finding, disciplinary action, and the appeal process are presented. These procedures shall guide all students and SED faculty, staff, administration, applicable committees, and the AIC in all cases of alleged student academic or professional misconduct, as distinguished from judgments of academic and professional competency, which fall under the purview of a student's instructor or supervisor.

If a particular case requires some deviation from these procedures, the chairman of the AIC – after consultation with the faculty or administrators involved, and with the consent of the Dean and the AIC – shall inform the student, faculty or staff involved, and shall then proceed with the modified process.

Any SED faculty member or administrator who becomes aware of possible student misconduct by a student who is or has been enrolled in an SED course or program should report the matter to the student's instructor or appropriate administrator as promptly as possible. When the identity of the instructor is not known, or if the act of perceived misconduct does not involve an instructor, the allegation(s) should be reported promptly to the AIC chairman, who shall inform the appropriate parties.

Members of the SED administrative/support staff are obligated to inform the appropriate Chairman or Associate Dean when they become aware of possible student misconduct. The Chairman/Associate Dean shall undertake an investigation of the alleged act(s) of misconduct. The associated timelines specified in the following description of procedures are meant to be approximate and, in the sole discretion of the AIC, may be extended or waived.

1. Initial investigation

When an SED faculty member or administrator becomes aware of possible academic or professional misconduct on the part of any student enrolled in SED or registered in an SED course, the faculty member or administrator should investigate the circumstances by reviewing relevant records and by meeting with the student and others who might contribute to the findings. If, after these meetings, there is no basis for the allegation(s), in the judgment of the faculty member or administrator, the case will be closed. The faculty member or administrator shall document the details of the meeting(s) in writing, retain a copy, and provide a copy of this record to the student.

2. Initiation of steps and charges

If, based on a meeting with the student and others as described in Step 1, the faculty member or administrator finds evidence of academic and/or professional misconduct, intentional or otherwise, the within 10 working days¹ the faculty member or administrator shall carry out the following actions:

- a. Prepare a written statement of the allegations, retaining a file copy;
- b. Mail one copy to the student, return receipt requested;
- c. Send a second copy to the chairman of the AIC;
- d. Notify the student's academic advisor;
- e. When deemed appropriate, assign a "Missing Grade" for the course until the AIC has rendered a decision and any appeal has been resolved.

3. Preliminary AIC actions

a. Within 10 working days of receipt of the statement of allegation(s) from the faculty member or administrator, the AIC chairman shall send the student a letter (return receipt requested) informing the student of:

- (1) The nature of the charge(s); and,
- (2) The student's right to reply.

b. The student shall be informed that:

- (1) He or she has 15 working days from receipt of the letter to provide the AIC a written reply to the allegation(s); and that

² Official holidays or days during Boston University's intercessions shall not count as working days.

(2) His or her written reply will be used as evidence in the AIC's deliberations and decision.

c. The student must sign his or her reply, including any subsequent statements he or she submits.

4. AIC deliberation and decision

Within 10 working days after receipt of the student's reply, or 25 days after receiving the return receipt (Step 3), the AIC shall hold a meeting to deliberate on the case. Based on the evidence provided by the student, the faculty member or administrator, and any other relevant sources, the AIC shall render a decision as to the guilt or innocence of the student and as to any sanction imposed. These findings shall be recorded in writing and the AIC chairman shall mail them to the student (return receipt requested) within 15 working days of the AIC meeting at which the deliberations and decision took place. The AIC chairman shall also provide copies to the relevant member or administrator, to the student's advisor, and to the Office of Student Records within this period of time.

5. Post-decisional actions

If, in the judgment of the AIC, the sanctions constitute “serious disciplinary action,” the Dean shall notify the parents, subject to the Family Education Rights to Privacy Act of 1974. Serious disciplinary action is defined as an interruption in the student’s privilege to study at Boston University.

Procedures for Hearings

These procedures for hearings are adapted from the Boston University Code of Student Responsibilities.

1. Request for a hearing

- a.** After the AIC has rendered its decision, the student may request a formal hearing by the AIC.
- b.** The student must mail the request (certified, return-receipt requested) in writing to the chairman of AIC no later than 10 working days after having received the AIC’s decision.
- c.** The hearing shall be held within 15 working days of the AIC chairman’s receipt of the request.

2. Notification of hearing

- a.** A student who requests a hearing shall be notified in writing (return receipt requested) by the AIC chairman of the time and place of the hearing no fewer than 10 working days prior to the hearing.
- b.** The AIC chairman shall also provide the student with copies of the previous correspondence concerning the specific charge(s) in order to permit the student to prepare a reply. All documents submitted to the AIC for use in the deliberations shall be provided to the student.

3. Hearing procedures

- a.** The hearing is provided as an opportunity for the student to appear in person before the AIC and to present such evidence and/or testimony that may assist the AIC in clarifying, correcting, or reversing its initial decision.
- b.** The student may choose any person as an advisor. Although such advisor may be present, he nor she may not participate in the hearing.
- c.** The chairman of the AIC shall preside at the hearing and may make such rulings as are necessary for the orderly conduct of the hearing.
- d.** The hearing shall be closed to the public.

4. Additional procedures

Additional procedures for hearings shall be consistent with those listed in the Boston University Code of Student Responsibilities, except that the AIC shall be responsible for conducting the hearing. In holding the hearing the AIC will follow its regular procedures.

5. Appeals

- a. The student may appeal any decision of the AIC regarding his or her misconduct to the Dean of the School of Education.
- b. The Dean's ruling on the appeal may be appealed to the Provost.
- c. The decision of the Provost shall be final.
- d. The student must sign any appeal.

Illustrations of Sanctions

The School of Education's Academic Instruction Committee has exclusive jurisdiction in all cases involving violation of this code. If the accused is found guilty, the following are examples of sanctions that may be imposed:

1. No sanction. For violations mitigated by special circumstances.
2. Reprimand. For violations of a minor nature.
 - a. A copy of the reprimand shall be placed in the student's file and made available for review by authorized University personnel. No reference to such a reprimand shall be recorded on the student's external record. Copies of reprimands shall be removed from the student's file upon graduation.
 - b. A copy of the reprimand shall not be made public when records or transcripts are sent out.
 - c. The reprimand places no restriction on the student's participation in academic or non-academic College or all-University activities.
 - d. Past reprimands may be considered in imposing sanctions for later offenses.
3. *Disciplinary Probation.* For violations deemed serious enough to warrant some abridgement of the student's rights and privileges. Disciplinary probation
 - a. Is given for a specified period of time.

b. Is recorded on the internal record for internal use only.

c. May prohibit the student from being an officer in any recognized all-University or College student organization and from participating in intercollegiate activities during the specified probation period.

4. Disciplinary Probation with Required Monitoring of Performance by an Advisor. For violations that reflect a lack of understanding and attention to what is required to avoid the misconduct in the future. Disciplinary probation with required monitoring of performance by an advisor

a. Is given for a specified period of time.

b. Is recorded on the internal record for internal use only.

c. May prohibit the student from being an officer in any recognized all-University or College student organization and from participating in intercollegiate activities during the specified probation period.

d. The monitoring continues for a minimum of two (2) academic semesters or until the student is graduated, and may involve the satisfactory completion of a paper on the subject or mandated conferences with the advisor.

5. Delay of Graduation. For more serious violations but not serious enough to warrant suspension, a delay is imposed in the granting of the degree or certificate from one (1) to three (3) semesters (not to include Summer Term), depending on the severity of the misconduct. The student may remain enrolled at Boston University.

6. Removal from a Professional Program. For violations involving conduct that is considered serious enough to withdraw the student from a program leading to a professional endorsement from the University. Such conduct may take place within a professional field assignment as well as at Boston University. Removal from a professional program does not, in itself, bar the student from graduation.

7. Suspension. For violations deemed serious enough to warrant separation of the student from the University community for a limited time, but not serious enough to warrant expulsion. Suspension is:

a. Given for a period of from one (1) to three (3) semesters; and

b. Recorded on the student's permanent record.

Note: For re-admission after suspension, the student must apply to the Dean of the School of Education, making a satisfactory statement concerning his or her activities in the interim and intended future conduct.

8. Expulsion. For extremely serious academic misconduct. Expulsion is recorded permanently on the student's academic records. Expulsion is permanent.

Appendix: Illustrations of Academic and Professional Misconduct³

1. Cheating on examinations.
2. Misrepresentation or falsification of data, which includes, but is not limited to:
 - a. Citing authorities that do not exist;
 - b. Citing interviews that never took place;
 - c. Submitting the same work in more than one course without consent of the instructors involved.
3. Theft of examinations.
4. Forgery, alteration, or knowing misuse of graded examinations, grade lists, grade change forms, official University records or documents, including but not limited to: transcripts, letters of recommendation, or other documents.
5. Conduct in a professional field assignment that violates the policies and regulations of the host school or agency.
6. Conduct in a professional field assignment that violates the School of Education's policies and regulations.
7. Conduct in violation of public law occurring outside the University that directly affects the academic and professional status of the student, after civil authorities have imposed sanctions.
8. Attempting improperly to influence the award of any credit, grade, or honor.
9. Plagiarism relating to any work done for credit or in partial satisfaction of any degree, course, thesis, or field assignment requirements.
10. Any conduct in subversion of academic and professional standards.

3. Adapted from the Academic Affairs Committee Student Academic Conduct Code, College of Communications, Boston University (n.d.).

STATEMENT OF UNDERSTANDING

By signing this document I hereby certify that I have received a copy of the guidelines and have an obligation to read the School of Education's policy on editing and on plagiarism and the Procedures for Review of Alleged Student Academic Misconduct. I understand that these rules apply to all of my academic and professional work at the School of Education and that serious consequences will follow upon violation of any of them. I also understand that a record of this document will be kept on file by the School of Education.

Date _____

B.U. ID# _____

Please Print Name _____

Signature _____