



ETHICS PROCEDURES

REPORTING

ACADEMIC MISCONDUCT

Allegations of academic misconduct are investigated and resolved in a standard procedure. Generally, professors initiate investigations, either by detecting cheating themselves or by receiving reports from teaching assistants, students, and/or university staff members.

Students who witness violations should report to professors but may consult beforehand with the associate dean of students or the chairman of the Ethics Board.

The dean of students may refer information from any source to the Ethics Board for investigation and resolution.

Both students and instructors should follow these procedures:

1. In the case of a suspected academic ethics violation, a professor should meet with the student or students involved in the incident to discuss the accusation.
2. If the professor believes a student is guilty after this meeting, he or she must notify the associate dean of students (410-516-8208).
3. The dean will determine if this is the student's first offense, a fact that will affect the resolution of the case.
4. If a student has a prior offense, the Ethics Board must resolve the case in a hearing (*see next section*).
5. If the student has no prior offenses:
 - The professor and student may reach a settlement directly. The professor can propose a sanction no more severe than failure in the course in which the incident occurred. (More severe sanctions may be appropriate but must be referred to the Ethics Board.) The course cannot be repeated to replace a failing grade given as sanction.
 - If a student accepts this settlement, the resolution must be recorded in writing, with the signatures of both the professor and the student. A copy of this document must be sent to the associate dean of students.
 - A settlement reporting form for professors can be found on the Ethics Board Web site: <http://ethics.jhu.edu>.
 - When a professor and student cannot reach a settlement, due to disagreements over a student's guilt or over potential

punishments, the case must be resolved in an Ethics Board hearing. Either the student or professor may request an Ethics Board hearing in this situation.

Students and professors must notify the associate dean of students of the need for a hearing. A hearing request form can be found on the Ethics Board Web site.

ETHICS BOARD HEARINGS

After receiving a request, the associate dean of students initiates an Ethics Board hearing with the chairman of the board.

The board's Web site has full details of the procedure for hearings in the constitution, which is the official source of all ethics policies. Here is a summary:

1. The hearing panel consists of two faculty members and three undergraduate student members of the Ethics Board.
2. The board appoints a hearing assistant for the accused student and for the initiating instructor. The assistants, selected from members of the Ethics Board, meet with their respective parties to prepare evidence, testimony, and questions for the hearing. Assistants will attend and may participate in the hearing.
3. All evidence for the hearing must be placed on file in the Office of the Dean of Students. Students and professors can submit evidence directly to the associate

dean of students or indirectly through their assistants or the chairman.

4. The Ethics Board hearing is an orderly discussion, not a legal proceeding. Legal representation is not permitted. The hearing proceeds in this manner:

- The party initiating the complaint will present an account of the events and produces evidence leading to the charge of academic misconduct.
- Witnesses will be called to testify. Hearing panel members, initiating parties, the accused students, and their respective assistants may ask questions.
- The accused student may refute the charges and may call witnesses.
- The initiating party and the accused student will be allowed to make a closing statement.
- At the conclusion of the hearing, all parties will withdraw, and the deliberations of the hearing board will be held in private.
- The accused student and the initiating party will be informed in writing of the decision of the hearing board as promptly as possible.

5. Any student found not guilty is exonerated of all charges.

6. Students found guilty face the following potential sanctions, among others:

- Failure on an assignment
- Lowering of a grade or failure in a course
- Notation on a student's transcript of an ethics violation
- Suspension or expulsion from the university.

Sanctions depend on the mitigating circumstances of each case.

7. In the case of students with prior offenses, the minimum sanction a hearing panel may impose is failure in a course with a notation on a student's transcript, which states that the grade resulted from a violation of academic ethics.

8. After the hearing, the associate dean of students implements the Ethics Board's decision.

9. Students may appeal decisions by the Ethics Board to the dean or associate dean of their school (Arts and Sciences, Engineering, or SPSBE) within 10 business days.

STUDENT EXPERIENCE

Being accused of an ethics violation is a stressful and uncomfortable process. Students can help themselves by being completely honest in their discussions with professors, deans, and Ethics Board members.

Repeated lying will be uncovered by the Ethics Board and will result in more severe punishments. The Ethics Board and the community hope that students will learn from their mistakes, a process that can only begin by admitting them.

Students should take advantage of the available resources:

- The associate dean of student affairs will provide advice about how to deal with accusations, including direct settlement with professors and preparation for an Ethics Board hearing.
- The Counseling Center can help with personal difficulties relating to the accusations.
- The Ethics Board chairman provides a confidential source of advice from another student's point of view. He or she is the primary contact person for accused students.

In advance of an Ethics Board hearing, a student receives written notification of the hearing date, time, and location from the chairman of the board. Students are required to attend the hearing as scheduled. Failure to do so results in immediate suspension from the university.

FACULTY RESPONSIBILITY

Faculty members should enforce violations of academic ethics equally and consistently. All suspicions of academic misconduct, no matter how minor, must be investigated.

As outlined in the procedures above, instructors must contact the associate dean of student affairs (410-516-8208) to discuss any potential accusations of academic misconduct. This is necessary to determine if an accused student has previous violations of ethics. In addition, instructors must submit all direct settlements and hearing requests to the associate dean of students.

If an Ethics Board hearing is necessary, it will be scheduled to fit the instructor's schedule.

Instructors are expected to compile evidence and to present their account of a case during an Ethics Board hearing. Hearing assistants are assigned to support this process and to remove the professor from an adversarial role during the hearing. Discussions and meetings with assistants in advance of the hearing will make the process easier on faculty members.

Faculty members are encouraged to contact the associate dean of student affairs or the chairman of the board to discuss concerns and questions about the hearing.