

THE JOHNS HOPKINS BLOOMBERG SCHOOL OF PUBLIC HEALTH

OFFICE OF THE DEAN

Date Effective: May 9, 1983
Date Revised: April 6, 1993
Date Revised: March 31, 1998
Date Revised: January 21, 2006
Date Revised: October 26, 2006
Last Revision: June 30, 2018

POLICY AND PROCEDURE MEMORANDUM STUDENTS – 1

SUBJECT: Academic Ethics Code

TABLE OF CONTENTS

POLICY ..... 1
PROCEDURES ..... 2
ACADEMIC ETHICS CODE ..... 2
PREAMBLE ..... 2
ARTICLE ONE. VIOLATIONS OF ACADEMIC INTEGRITY ..... 3
ARTICLE TWO. DEFINITIONS ..... 3
ARTICLE THREE. RESPONSIBILITIES OF STUDENTS AND FACULTY ..... 5
ARTICLE FOUR. THE ACADEMIC ETHICS BOARD ..... 5
ARTICLE FIVE. PROCEDURES FOR HANDLING SUSPECTED ACADEMIC MISCONDUCT ..... 6
ARTICLE SIX. HEARING PANELS ..... 7
ARTICLE SEVEN. PENALTIES ..... 8
ARTICLE EIGHT. RECORDS ..... 9
ARTICLE NINE. BYLAWS AND AMENDMENTS ..... 10
HEARING PANEL PROCEDURES ..... 10
Selection of Hearing Panel and Presiding Official ..... 10
Rights and Responsibilities of Individuals Before a Hearing ..... 10
Joinder of Charges ..... 11
Individuals Present at Hearing ..... 11
Hearing Procedure ..... 12
Recesses of the Panel ..... 13
ACADEMIC ETHICS BOARD BYLAWS ..... 13

POLICY

The faculty and students of the Bloomberg School of Public Health (the "School") have joint responsibility for maintaining academic integrity in the academic conduct and endeavors of the School.

An ethical code is based upon the support of both faculty and students who are charged with the responsibility to live honorably and to take action when necessary to safeguard the academic integrity of this University. Students enrolled in the School assume an obligation to conduct themselves in a manner appropriate to the Johns Hopkins University's mission as an institution of higher education. A student is obligated to refrain from academic misconduct, as defined below in the Academic Ethics Code. Allegations of academic misconduct will be addressed as set forth in the Academic Ethics Code.

**55 PROCEDURES**

56

57 Students and faculty should become familiar with the Academic Ethics Code, copies of which are provided in  
58 student and faculty publications and materials, posted on the website of the School, and can be obtained from the  
59 Director of the Office of Academic Integrity.

60

61 Students who enroll in courses at the Bloomberg School of Public Health, but whose home Division is elsewhere  
62 within the Johns Hopkins University, will be governed by the applicable Ethics Code of their home Division. For  
63 example, Johns Hopkins undergraduate students enrolled at the Krieger School of Arts and Sciences, who engage in  
64 an alleged violation of academic ethics while completing a Bloomberg School of Public Health course or activity,  
65 will be governed by the appropriate Ethics Code at the Krieger School of Arts and Sciences. BSPH students may  
66 enroll in courses in one or more other University divisions or schools. BSPH students are subject to this policy not  
67 only when enrolled in BSPH schools, but also when enrolled in courses in other University divisions or schools.  
68 Academic misconduct in the context of those ‘outside’ courses will be subject to and resolved under this policy.

69

**70 Research Misconduct**

71

72 Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing  
73 research, or in reporting research results. For a complete definition, refer to The Johns Hopkins University  
74 Research Integrity Policy (“Policy”) available at  
75 [https://www.jhu.edu/assets/uploads/2017/08/university\\_research\\_integrity\\_policy.pdf](https://www.jhu.edu/assets/uploads/2017/08/university_research_integrity_policy.pdf). The Policy applies to all  
76 University faculty, trainees, students, and staff engaged in the proposing, performing, reviewing, or reporting of  
77 research, regardless of funding source. Allegations of research misconduct regarding a student should be referred  
78 to the Research Integrity Officer for assessment under that Policy, but may also be directed to the department chair  
79 or Dean of the responsible unit where the alleged research misconduct occurred.

80

**81 Non-Academic Misconduct**

82

83 All issues of non-academic student misconduct will be subject to the University-wide Student Conduct Code. For  
84 more on this policy, please refer to <http://studentaffairs.jhu.edu/policies/student-code/>.

85

**86 ACADEMIC ETHICS CODE**

87

**88 PREAMBLE**

89

90 It is the joint responsibility of faculty and students of the Johns Hopkins Bloomberg School of Public Health to  
91 maintain the academic integrity of the School. An ethical code helps ensure high standards of conduct and integrity  
92 prevail in the School community.

93

94 An ethical code is based upon the support of the academic community, students, and faculty alike, who are charged  
95 with two kinds of responsibility: Each member must live honorably and must also take action when necessary to  
96 report known or suspected academic misconduct.

97

98 The School has the responsibility to provide students with access to this Code. Electronic access on the School’s  
99 website or paper copies available in the School’s Office of Student Affairs are acceptable means of providing the  
100 code. Students have the responsibility to read the Academic Ethics Code, become familiar with its provisions, and  
101 complete any required academic ethics training in the time frame specified by the School. Thus, all students will be  
102 presumed to have knowledge of the provisions of this code as a consequence of enrollment in the Bloomberg  
103 School of Public Health. Lack of familiarity with the provisions of this code will not serve as a defense to any  
104 academic misconduct as defined by the code.

105

106

**107 ARTICLE ONE. VIOLATIONS OF ACADEMIC INTEGRITY**

108

109 A student is obligated to refrain from academic misconduct, as defined in this Code.

110

111 Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for  
112 oneself or an unfair academic advantage or disadvantage for any other member or members of the academic  
113 community. This includes a wide variety of behaviors such as altering academic documents or transcripts, gaining  
114 access to materials before they are meant to be available, and helping another individual to gain an unfair academic  
115 advantage. Nonexclusive examples of academic misconduct are listed below.

116

117 Violations of academic integrity include, but are not limited to: cheating, plagiarism, altering academic documents  
118 or transcripts, gaining access to materials before they are meant to be available, and helping another individual to  
119 gain an unfair academic advantage. Nonexclusive examples of academic misconduct are listed below.

120

**121 ARTICLE TWO. DEFINITIONS**

122

**123 Section One.**

124 Cheating is broadly defined as using or attempting to use someone else's work or ideas in a context where you are  
125 expected to provide your own. Absent instruction by the faculty member in charge of the course to the contrary,  
126 examples of cheating include but are not limited to:

127

- 128 • Fraud, deceit, or dishonesty in an academic assignment, test or examination.
- 129 • Use or consultation of unauthorized or inappropriate materials (e.g., notes, books, etc.) on assignments,  
130 tests, or examinations.
- 131 • Unauthorized discussion of a test or exam during its administration.
- 132 • Copying content on an assignment, test or examination from another individual.
- 133 • Obtaining a test or examination or the answers to a test or examination before administration of the test or  
134 examination.
- 135 • Studying from an old test or examination whose circulation is prohibited by the faculty member.
- 136 • Use or consultation of unauthorized electronic devices or software (e.g., calculators, cellular phones,  
137 computers, tablets, etc.) in connection with assignments or during tests or examinations.
- 138 • Use of paper writing services or paper databases.
- 139 • Unauthorized collaboration with another individual on assignments, tests or examinations.
- 140 • Submission of an assignment, test or examination for a regrade after modifying the original content  
141 submitted.
- 142 • Permitting another individual to contribute to or complete an assignment, or to contribute to or take a test or  
143 examination on the student's behalf.
- 144 • Unauthorized submission of the same or substantially similar work, assignment, test or exam to fulfill the  
145 requirements of more than one course or different requirements within the same course.
- 146 • Tampering with, disabling, or damaging equipment for testing or evaluation.
- 147 • Furnishing false information to any agent of the university for inclusion in the academic record.
- 148 • Violation of the rights and welfare of animal or human subjects in research.

149

**150 Section Two.**

151 Plagiarism is broadly defined as taking for one's own use the words, ideas, concepts or data of another without  
152 proper attribution. Plagiarism includes both direct use or paraphrasing of the words, thoughts, or concepts of  
153 another without proper attribution. Proper attribution includes: (1) use of quotation marks or single-spacing and  
154 indentation for words or phrases directly taken from another source, accompanied by proper reference to that source  
155 and (2) proper reference to any source from which ideas, concepts, or data are taken even if the exact words are not  
156 reproduced.

157

158 Examples of plagiarism include, but are not limited to:

159

- Use of material produced by another person without acknowledging its source and proper attribution.

- 160 • Use of another person’s ideas or words without proper attribution.
- 161 • Submission of the same or substantially similar work of another person (e.g., an author, a classmate, etc.).
- 162 • Use of the results of another individual's work (e.g., another individual's paper, exam, homework, computer
- 163 code, lab report, etc.) while representing it as your own.
- 164 • Use of paraphrased passages taken from published or unpublished sources without proper attribution.
- 165 • Wholesale copying of passages from works of others into homework, essays, term papers, dissertation or
- 166 other assignment without proper attribution.
- 167 • Paraphrasing of another person’s characteristic or original phraseology, metaphor, or other literary device
- 168 without proper attribution.
- 169

### 170 **Section Three.**

171 Other forms of academic misconduct include, without limitation: forgery/falsification/lying, facilitating academic  
 172 dishonesty, unfair competition, and failing to follow applicable polices, procedures, or rules. Examples of these  
 173 forms of academic misconduct include, without limitation:

174  
 175 *Forgery/Falsification/Lying.* The following are nonexclusive examples of forgery, falsification and lying:

- 176
- 177 • Falsification or fabrication of data/information for an assignment, on a test or exam, or in an experiment.
- 178 • Citation of nonexistent sources or creation of false information in an assignment.
- 179 • Attributing to a source ideas or information that is not included in the source.
- 180 • Forgery of university or other official documents (e.g., letters, transcripts, etc.).
- 181 • Impersonating a faculty or staff member.
- 182 • Request for special consideration from faculty members or university officials based upon false information
- 183 or deception.
- 184 • Fabrication of a reason (e.g., medical emergency, etc.) for needing an extension on or for missing an
- 185 assignment, test or examination.
- 186 • Claiming falsely to have completed and/or turned in an assignment, test, or examination.
- 187 • Falsely reporting an academic ethics violation by another student.
- 188 • Failing to identify oneself honestly in the context of an academic obligation.
- 189 • Providing false or misleading information to an instructor or any other university official.
- 190

191 *Facilitating Academic Dishonesty.* The following are nonexclusive examples of facilitating academic dishonesty:

- 192
- 193 • Intentionally or knowingly aiding another student to commit an academic ethics violation.
- 194 • Allowing another student to copy from one's own assignment, test, or examination.
- 195 • Making available copies of course materials whose circulation is prohibited (e.g., old assignments, texts or
- 196 examinations, etc.).
- 197 • Completing an assignment or taking a test or examination for another student.
- 198 • Sharing paper mill/answer bank websites or information with other students.
- 199

200 *Unfair Competition.* The following are nonexclusive examples of unfair competition:

- 201
- 202 • Intentionally damaging the academic efforts of another student.
- 203 • Stealing another student's academic materials (e.g., books, notes, assignments, etc.).
- 204 • Denying university resources needed by another student (e.g., hiding library materials, stealing lab
- 205 equipment, etc.).
- 206

207 *Failing to Follow Applicable Policies, Procedures, Rules*

- 208
- 209 • Failing to follow applicable JHU, divisional/school, program, course, and/or faculty policies, procedures,
- 210 rules regarding academic ethics.
- 211
- 212

213 **ARTICLE THREE. RESPONSIBILITIES OF STUDENTS AND FACULTY**

214

215 **Section One.**

216 All members of the academic community are responsible for the academic integrity of the University. Students and  
217 faculty alike must work together to minimize the possibility of violations of academic integrity.

218

219 **Section Two.**

220 The faculty is responsible for the conduct of examinations, for announcing the ground rules for all work in a course  
221 at the beginning of the quarter in which the course is offered, and for the security of examination papers and  
222 teaching laboratories. Proctoring is at the discretion of the instructor.

223

224 **Section Three.**

225 A student with knowledge or suspicion of any academic misconduct governed by this Academic Ethics Code is  
226 strongly encouraged to promptly report such violation, including the identity of the alleged violator(s), to the  
227 appropriate faculty member or to the Director of the Office of Academic Integrity. A student may not make a  
228 formal charge directly to the Academic Ethics Board. Formal charges to the Academic Ethics Board must be  
229 brought by the appropriate faculty member or by one of the deans responsible for student affairs.

230

231 **ARTICLE FOUR. THE ACADEMIC ETHICS BOARD**

232

233 **Section One.**

234 The Academic Ethics Board (the “Board”) consists of six students selected by the Student Assembly, four faculty  
235 members appointed by the Dean, the Director of the School's Office of Academic Integrity, and, under  
236 extraordinary circumstances, ad hoc members appointed by the Dean in accordance with Article Six, Section Three.  
237 The terms of service of members of the Board shall be determined by the Dean. The Dean may replace members of  
238 the Board that were appointed by him/her at his/her discretion. Reasonable efforts should be made to select  
239 students and faculty from diverse disciplines, departments, and, in the case of students, academic programs. At least  
240 one member of the Board shall be a full professor.

241

242 **Section Two.**

243 The Board shall elect a chairman from among its members, and shall select other officers and staff as provided in  
244 its Bylaws.

245

246 **Section Three.**

247 The Board, acting through the Director of the Office of Academic Integrity, is responsible for the maintenance of  
248 the academic integrity in the Bloomberg School of Public Health for all matters concerning adherence to the ethics  
249 code, including, but not limited to: (1) receiving reports of suspected violations, (2) consulting with members of the  
250 University community on ways to reduce possible violations, (3) appointing hearing panels, (4) maintaining  
251 confidential records, (5) orienting new students to the philosophy and terms of the ethics code, and (6) informing  
252 faculty and students of its activities.

253

254 **Section Four.**

255 The Board shall find and use effective means to inform faculty and students of its activities on an annual basis.

256

257 **Section Five.**

258 The Board, acting through the Director of the Office of Academic Integrity, shall submit to the office of one of the  
259 deans responsible for student affairs a written annual report, which shall not identify by name the individuals  
260 involved in its proceedings. The Committee shall disseminate this report to the Dean, faculty, and the Student  
261 Assembly.

262

263 **ARTICLE FIVE. PROCEDURES FOR HANDLING SUSPECTED ACADEMIC MISCONDUCT**

264

265 **Section One.**

266 When evidence is found of suspected academic misconduct, the faculty member in charge of the course or activity  
267 may review the facts of the case with the student and attempt to resolve the case directly with the student to their  
268 mutual satisfaction. Proposed resolutions shall include only those sanctions specifically enumerated in Article  
269 Seven, Section One parts (a) - (j). Prior to a proposed resolution, the faculty member in charge of the course or  
270 activity has the responsibility to consult with the Director of the Office of Academic Integrity to determine if the  
271 student was part of an earlier resolution with a member of the faculty, or if the student was previously the subject of  
272 an academic misconduct hearing by a panel of the Academic Ethics Board. If it is determined that the student was  
273 part of a previous direct resolution with a faculty member or academic misconduct hearing and the present  
274 allegation is unrelated to the earlier allegation, the faculty member must forward the case directly to the Academic  
275 Ethics Board. A second or subsequent allegation against a student may not be resolved directly between the faculty  
276 member and the student and must be forwarded directly to the Academic Ethics Board.

277

278 If both the faculty member and the student agree upon a proposed resolution in accordance with this code, no  
279 further action regarding the academic misconduct in question shall be undertaken beyond the agreed upon  
280 sanctions. If such an agreement is reached, the resolution shall be communicated to the Director of the Office of  
281 Academic Integrity. The student's advisor and the student's academic program director or department chair shall  
282 also be notified unless the faculty member chooses not to make this part of the proposed resolution. The faculty  
283 member and student may co-sign a memo or other document that the case was resolved to the mutual satisfaction of  
284 each party. This resolution will not be placed in the student's permanent academic record unless that was part of the  
285 resolution.

286

287 A student who engages in a direct resolution forfeits the right to withdraw from the course in question, switch from  
288 a graded course to the pass/fail option, or petition for a grade change.

289

290 The faculty member shall notify the Academic Ethics Board when:

291

- a. The faculty member cannot reach a resolution with the student;
- b. The alleged misconduct is a second or subsequent offense;
- c. The faculty member prefers to refer the case to the academic ethics board for resolution rather than attempt to resolve it directly with the student.

292

293

294

295

296 In addition to notifying the Board, the faculty member shall communicate the essential facts of the case in writing  
297 and all relevant documents to the Board. Reasonable efforts shall be made to make such statements within 30 days  
298 of the alleged academic misconduct, or within 30 days of reasonable knowledge.

299

300 **Section Two.**

301 Upon receipt by the Academic Ethics Board of a charge of alleged academic misconduct, the Director of the Office  
302 of Academic Integrity, acting on behalf of the Academic Ethics Board, shall provide prompt notice of the charge to  
303 the student by hand delivery, electronic communication, or by certified mail, return receipt requested. The notice  
304 shall contain:

305

- a. A description of the alleged violation(s) of academic integrity including insofar as possible the time, date,  
306 and place of the alleged act(s);
- b. Information about when and where the hearing that will take place and the names of the members of the  
307 hearing panel and a statement of the right of the student to request recusal of panel members due to  
308 conflict of interest or bias;
- c. A statement informing the student of the right to inspect in advance of the hearing any documentary  
309 evidence intended for use at the hearing as well as the chance to provide documentary evidence intended  
310 for use at the hearing;
- d. A copy of the academic ethics code and bylaws of the academic ethics board.

311

312

313

314

315

315 **Section Three.**

316 Upon receipt of a charge of a violation of academic integrity from a faculty member, the Academic Ethics Board,  
317 acting through the Director of Office of Academic Integrity, shall appoint a hearing panel, in accordance with

318 Section Six below, to consider the charge. The panel shall make a determination on whether academic misconduct  
319 occurred, in accordance with the procedures in Section Six below, and, if so, shall make a determination on  
320 appropriate sanctions in accordance with Article Seven.  
321

322 **Section Four.**

323 In the event of a violation of academic integrity in which it is inappropriate for any one faculty member to act as the  
324 person bringing the charge, a designee of the Dean or one of the deans responsible for student affairs shall act as the  
325 person bringing the charge.  
326

327 **Section Five.**

328 If the hearing panel finds that a student has engaged in academic misconduct, the student may appeal the decision  
329 of the hearing panel to the Dean of the Bloomberg School of Public Health, or to a designee of the Dean if the Dean  
330 was the faculty member making the initial charge of a violation of academic ethics, within 5 days of the decision of  
331 the hearing panel. Appeals are permitted only on one of the following grounds:

- 332 a. Procedural error that could have substantially affected the determination of responsibility;  
333 b. New information that was not available at the time of the hearing and that could reasonably have affected  
334 the determination of responsibility.  
335

336 The appeal must be in the form of a written statement setting forth the grounds for the appeal. All materials  
337 collected as part of the proceedings of the Academic Ethics Board hearing shall be provided to the Dean or  
338 designee to review in considering the appeal. A full written report of the disposition of each appeal shall be made  
339 by the Dean or designee within 14 days to the Academic Ethics Board. In the event that the Dean or designee does  
340 overrule the finding of the Hearing Panel, the Dean shall either ask the prior Hearing Panel to reconsider the matter  
341 or shall ask that a new Hearing Panel be convened and the alleged violation reexamined and a new hearing  
342 conducted. The Dean or designee shall not reverse a penalty imposed by the Academic Ethics Board, nor impose a  
343 different penalty.  
344

345 The Registrar shall be notified immediately of an appeal to the Dean or designee. Transcripts are not to be  
346 furnished until resolution of the matter.  
347

348 **ARTICLE SIX. HEARING PANELS**

349 **Section One.**

350 When required under the procedures of Article Five, the Academic Ethics Board, acting through the Director of the  
351 Office of Academic Integrity, shall appoint a hearing panel of disinterested persons from among its members to  
352 consider a case. Members of the hearing panel may not be from the same Department as the student subject to the  
353 hearing. Hearing panel members shall disclose to the Director of the Office of Academic any factor which might  
354 reasonably make them unable to impartially decide either whether the student violated the Ethics Code or the  
355 appropriate penalty. Such members shall be excused from serving on the relevant hearing panel at the discretion of  
356 the Director of the Office of Academic Integrity.  
357  
358

359 **Section Two.**

360 A hearing panel shall consist of five persons and a nonvoting, presiding officer, all ordinarily chosen from the  
361 members of the Board, the ratio of faculty and students on the panel being the same as on the Academic Ethics  
362 Board (i.e., 3 students, 2 faculty, and non-voting student presiding officer). The Director of the Office of Academic  
363 Ethics shall not serve on a hearing panel but shall be available to resolve questions about procedure under this Code  
364 that arise during a hearing.  
365

366 **Section Three.**

367 Under extraordinary circumstances the Dean may appoint ad hoc members to the Hearing Panel from among full-  
368 time faculty or full-time students from the Bloomberg School of Public Health who are not members of the Board.  
369 Such a circumstance might occur if a panel could not be constituted in a timely manner from among the members  
370 of the Board, if the workload of the Board was unusually heavy, or if enough students and faculty were excused  
371 under Section One (above).

372 **Section Four.**

373 Hearings of the panel shall be open to the person bringing charges, the student, any witness called by either party  
374 during the course of that witness' testimony, the Director of the Office of Academic Integrity, and not more than  
375 one representative of the student affiliated with the Bloomberg School of Public Health (faculty, staff, and students  
376 of the School). Attorneys representing the student are not permitted at the hearing. Hearings shall be closed to  
377 spectators and the press. In the case of related academic misconduct allegations against multiple students, the  
378 Director of the Office of Academic Integrity shall make a determination of the optimal methods to conduct the  
379 hearing consistent with this Code and its bylaws.

380  
381 **Section Five.**

382 The accused shall be presumed not to have engaged in academic misconduct until found to have done so.  
383

384 **Section Six.**

385 The decision of the hearing panel on whether academic misconduct occurred shall be based upon a preponderance  
386 of the evidence standard and shall be communicated promptly in writing to the Dean of the Bloomberg School of  
387 Public Health, the student, and the faculty member bringing the charge(s). A finding that academic misconduct  
388 occurred shall also be communicated to the student's advisor and to the student's department chair or academic  
389 program head.

390  
391 A "preponderance of the evidence" standard is an evidentiary standard that means "more likely than not." This  
392 standard is met if the proposition is more likely to be true than not true.

393  
394 **Section Seven.**

395 The vote of at least four of the five voting panel members is required for a finding that academic misconduct  
396 occurred.  
397

398 **Section Eight.**

399 Hearings shall be conducted in accordance with this PPM, including the Hearing Panel Procedures below.  
400

401 **Section Nine.**

402 If the student fails to appear for a hearing after having been duly provided with notice or withdraws from a hearing  
403 before its conclusion without the permission of the hearing panel, and if the hearing panel determines that such  
404 action is not excused (e.g., because of an unanticipated illness or other unexpected factor that prevents the student  
405 from attending), immediate suspension of the accused from the University may be imposed. Such a suspension  
406 shall continue until the hearing can be concluded with the student present.  
407

408 **ARTICLE SEVEN. PENALTIES**

409  
410 **Section One.**

411 This section lists some of the sanctions that may be imposed upon students for violations of this Academic Ethics  
412 Code. The School reserves the right, in its discretion, to impose more stringent or different sanctions depending on  
413 the facts and circumstances of a particular case. Possible sanctions against students include, without limitation, one  
414 or more of the following:

415  
416 An accused student found to engaged in academic misconduct may have, at the discretion of the Ethics Board, the  
417 following comment placed upon the academic transcript: ACADEMIC ETHICS CODE VIOLATION, DATE OF  
418 ETHICS BOARD MEETING.

- 419 a. Retake of the academic evaluation involved.
- 420 b. Score of zero in the academic evaluation involved.
- 421 c. Failure in the course.
- 422 d. Failure in the course with a notation on the transcript that the grade was for a violation of academic  
423 integrity.
- 424 e. Failure in the course with suspension from the University for at least one term as specified in the academic  
425 calendar.



- 426 f. Suspension from the University for at least one term as specified in the academic calendar with a notation  
427 on the transcript that the cause was a violation of academic integrity.
- 428 g. Failure in the course with suspension from the University for at least one term as specified in the academic  
429 calendar and notation on the transcript that the grade was for a violation of academic integrity.
- 430 h. Exclusion from a dissertation or thesis of all data collected under conditions that constitute a violation of  
431 the rights and welfare of animal or human subjects.
- 432 i. Suspension from the University for at least one term as specified in the academic calendar.
- 433 j. Expulsion from the University with a notation on the transcript that the cause was a violation of academic  
434 integrity.
- 435

436 If a finding has been made that misconduct occurred, before any sanction is imposed, the hearing panel shall  
437 determine by review of its confidential records by the Director of the Office of Academic Integrity whether the  
438 student has been found to have engaged in any prior violations of the academic ethics code.

439

440 A hearing panel shall make every effort to select a penalty appropriate to the severity of the offense, and may take  
441 into consideration any appropriate factors, including without limitation any mitigating or aggravating circumstances  
442 (such as inappropriate contact by the student with members of the Ethics Board during a Hearing brought to its  
443 attention), sanctions previously imposed upon other students for similar violations, as well as any record of or  
444 absence of prior academic misconduct. At least three of the five voting members of a hearing panel must vote for a  
445 particular sanction for that sanction to be imposed, with the exception of expulsion from the University which  
446 requires all five out of five votes.

447

#### 448 **Section Two.**

449 A finding of guilt in the first academic ethics hearing for a student who has previously not engaged in a direct  
450 resolution of an academic ethics violation shall result in the penalties selected from among (a) thru (j) or other  
451 appropriate penalty as determined by the hearing panel.

452

453 A finding of guilt in the first academic ethics hearing held for a student who has previously engaged in an academic  
454 ethics violation shall result in the penalties selected from among (b) thru (j) or other appropriate penalty as  
455 determined by the hearing panel. A notation on the student's transcript that academic misconduct has occurred  
456 must be placed on the transcript for a student who had previously been found to have engaged in academic  
457 misconduct in an earlier hearing.

458

#### 459 **Section Three.**

460 A student found to have engaged in academic misconduct in a course forfeits the right to withdraw from the course  
461 or to change a graded course to pass/fail, or to petition for a grade change, and any withdrawal from that course or  
462 change effected prior to the finding of academic misconduct shall be voided.

463

### 464 **ARTICLE EIGHT. RECORDS**

#### 465 **Section One.**

466 The Academic Ethics Board shall maintain among its records a list of names of students found to be guilty of  
467 violations of academic integrity. It is this list that is consulted to determine whether an offense is a first offense or is  
468 a second or subsequent offense.

469

#### 470 **Section Two.**

471 The records of the Academic Ethics Board shall be held in a locked file in the Dean's Office.

472

#### 473 **Section Three.**

474 Access to the records of the Academic Ethics Board shall be limited to the Dean of the Bloomberg School of Public  
475 Health, to the deans responsible for student affairs, the Director of the Office of Academic Integrity, and to  
476 members of the Board.

477

478  
479

480 **Section Four.**

481 A case file concerning a student (including all relevant documents, recording(s) of the hearing, documentary  
482 evidence introduced at hearings, etc.) shall be retained in the Office of the Dean for seven years after the student's  
483 last enrollment as a student or after the student otherwise leaves the University and shall then be destroyed.

484  
485 **Section Five.**

486 The Director of the Office of Academic Integrity shall maintain a central file of direct settlements of allegations of  
487 academic ethics code violations. Records of direct settlements shall be retained for seven years after completion of  
488 the case and kept in a central location accessible only to the Director of the Office of Academic Integrity and the  
489 deans responsible for student affairs.

490  
491 **ARTICLE NINE. BYLAWS AND AMENDMENTS**

492  
493 **Section One.**

494 The Academic Ethics Board shall adopt Bylaws to govern its operation.

495  
496 **Section Two.**

497 Amendments to this Academic Ethics Code shall take effect when they are adopted in identical language by the  
498 General Counsel's Office of the University and the Advisory Board of the School.

499  
500  
501 ***HEARING PANEL PROCEDURES***

502  
503 **Selection of Hearing Panel and Presiding Official**

504  
505 A hearing panel shall be convened from among the members of the Academic Ethics Board by the Director of the  
506 Office of Academic Integrity. Members of the Academic Ethics Board shall be informed of the name of the student  
507 and the person bringing the charge(s), and must disqualify themselves if for any reason they believe their ability to  
508 consider the charges in an impartial fashion will be affected. One faculty alternate and one student alternate shall be  
509 chosen in the same way. Any student or faculty member having the same departmental affiliation as either the  
510 accused or the accuser(s) is ineligible from participating on the hearing panel.

511  
512 All members of the Academic Ethics Board, except the Director of the Office of Academic Integrity, are eligible to  
513 serve unless there is potential conflict of interest or bias with respect to the student or the person bringing the  
514 charge such as to call into question their ability to make an unbiased determination about the academic misconduct.  
515 The presiding official of the hearing panel shall be a student member who is agreed upon by consensus by the  
516 members of the hearing panel.

517  
518 The document "Procedural Conduct of an Academic Ethics Hearing" was developed as a guide for the presiding  
519 official, and to acquaint all parties involved as to the procedures that may be reasonably expected during a hearing.  
520 A copy may be obtained from the Director of the Office of Academic Integrity or one of the deans responsible for  
521 student affairs.

522  
523 **Rights and Responsibilities of Individuals Before a Hearing**

524  
525 **Section One.**

526 The student shall be notified in writing of a charge of a violation of academic integrity as provided in Article Five,  
527 Section Two of the Ethics Board Constitution. Written notice shall be provided to the student either by personal  
528 delivery, sent electronically, or sent to the student at the address appearing on University records. The names of  
529 hearing panel members, of the presiding official, and of the alternate members of the panel shall be included in the  
530 letter of notification. The student has the right to request that a member or members of the hearing panel be  
531 excused from service if the student believes the hearing panel member has a conflict of interest or bias that would  
532 prevent the panel member from impartially serving. The student shall state his or her reasons to the Director of the  
533 Office of Academic Integrity who shall make the final determination of the panel member's eligibility to serve.

534 **Section Two.**

535 The person(s) bringing the charge and the student shall deposit with the Director of the Office of Academic  
536 Integrity any documentary evidence to be used at the hearing before the times given in Section Three of this  
537 Article.

538  
539 **Section Three.**

540 The student may select one person affiliated with the Bloomberg School of Public Health (faculty, staff, or student)  
541 to be his/her representative at the hearing (who may not be an attorney). The student may inspect all documentary  
542 evidence and, if practicable, will be furnished with copies of the evidence prior to the hearing. The person bringing  
543 the charge(s) may also inspect all documentary evidence provided by the student. If the Bloomberg School of  
544 Public Health is in session, inspection shall be permitted at least two days, excluding weekends and brief vacations,  
545 before the hearing. If the Bloomberg School of Public Health is not in session, inspection shall be permitted at least  
546 one week before the hearing.

547  
548 **Section Four.**

549 Security of the documentary evidence is to be maintained by the Director of the Office of Academic Integrity and  
550 may be inspected only in the presence of the Director of the Office of Academic Integrity. The evidence shall be  
551 deposited in the office of the Dean of the Bloomberg School of Public Health.

552  
553 **Section Five.**

554 The hearing panel members shall not be informed of details of the charge before the hearing is convened and shall  
555 scrupulously avoid discussing the pending hearing either with the parties concerned, possible witnesses, or any  
556 other persons. Panel members shall not discuss the merits of the charges with each other prior to entering into a  
557 determination of the charges.

558  
559 **Section Six.**

560 The student, the representative of the student, and the person(s) bringing the charge may discuss procedures with  
561 the presiding official or Director of the Office of Academic Integrity but may not approach members of the panel  
562 concerning any matter directly or indirectly related to the hearing, nor should any member of the hearing panel  
563 approach the student or the person(s) bringing the charge for any matter directly or indirectly related to the hearing.

564  
565 **Section Seven.**

566 The Dean shall designate a member of his or her staff in consultation with the presiding official to provide  
567 administrative support to the Hearing Panel and Board. This designee shall be free of conflict of interest or bias  
568 with respect to the case.

569  
570 **Joinder of Charges**

571  
572 Students charged with misconduct arising from a single incident or occurrence may have their hearings joined at the  
573 instance of the Director of the Office of Academic Integrity. Each student shall receive an individual finding on  
574 academic misconduct, even if multiple students are accused and are participants in a single hearing.

575  
576 Charges of academic misconduct against a single student arising from two or more incidents or occurrences may be  
577 heard at one hearing at the instance of the Director of the Office of Academic Integrity. When such a joinder of  
578 charges is made, the hearing panel shall make separate findings on academic misconduct as to each charge and  
579 make separate determinations of penalties for each charge. With respect to the determination of penalty under  
580 Article Seven, Section Two, the charge which occurs latest in time shall be considered the second or subsequent  
581 finding of guilt.

582  
583 **Individuals Present at Hearing**

584  
585 **Section One.**

586 The presiding official, who shall act as a recorder, the Director of the Office of Academic Integrity, and members  
587 of the hearing panel shall be in attendance throughout the hearing.

588 **Section Two.**

589 The student and the person bringing the charge(s) shall be present throughout the student's plea, statement, the  
590 presentation of evidence, and questioning.

591

592 The student may choose to have his or her representative (the representative is selected in accordance with Section  
593 Three above and may not be an attorney) present at the hearing throughout the student's plea, statement, the  
594 presentation of evidence, and questioning.

595

596 **Section Three.**

597 The student and person bringing the charge(s) may call witnesses for the purposes of providing evidence or  
598 corroboration of evidence. Witnesses shall be present at the hearing only for the purpose of giving testimony and  
599 answering questions and only during the duration of their testimony and answering of questions. After testifying,  
600 witnesses shall remain available and shall inform the presiding official of their whereabouts and how they may be  
601 reached. The responsibility for informing witnesses about the hearing rests with the student and/or the person  
602 bringing the charge(s). Witnesses must uphold the confidential nature of the hearing process.

603

604 **Hearing Procedure**

605

606 **Section One.**

607 *Record.* A full and complete record shall be made of the proceedings by a tape recording or other suitable device.  
608 The student shall be furnished a copy of the tape recording at his or her request for the purpose of preparing an  
609 appeal. No record of the panel deliberations shall be made. The hearing panel may, however, prepare a brief written  
610 report detailing the reasons for its findings on academic misconduct and for any sanctions imposed. Such reports,  
611 maintained by the Director of the Office of Academic Integrity, shall be used only to help establish uniformity of  
612 verdicts and penalties and shall be written so as not to divulge, directly or indirectly, the identity of individuals.

613

614 **Section Two.**

615 *Plea.* After calling the hearing to order and introducing the panel, the presiding official shall read the charge(s) and  
616 ask the student to state whether he or she did or did not engage in academic misconduct.

617

618 In the case of more than one charge heard by the panel at a single hearing, if the accused pleads guilty as to any of  
619 the charges, the presiding member shall excuse the accuser(s), accused, and the accused's representative. The  
620 hearing panel shall then proceed directly to the determination of guilt or innocence for each charge on which a  
621 guilty plea has been entered.

622

623 For each charge in which the accused enters a plea of innocence, the hearing panel shall proceed with the  
624 presentation of the evidence.

625

626 **Section Three.**

627 *Presentation of Evidence.*

- 628 a. If the student asserts that he or she did not engage in academic misconduct, the person bringing the  
629 charge(s) shall present testimony and evidence in support of the charges. After the testimony of each  
630 witness, the student, the representative of the accused, the members of the panel, and the presiding  
631 official may ask questions.
- 632 b. The student and the representative of the student may then present testimony and evidence in support of  
633 the student's innocence. After the testimony of each witness, the person bringing the charge(s), the panel,  
634 and the presiding official may ask questions. Any evidence or testimony relevant to the charge(s)  
635 specified in the notice may be admitted into evidence and heard and reviewed by the panel.
- 636 c. After the presentations of the student and the person bringing the charge(s), any person in attendance,  
637 other than witnesses, may recall witnesses for further questioning.
- 638 d. At the conclusion of all the evidence and testimony, the student and the person bringing the charge(s)  
639 shall each have the opportunity to make a closing statement.

- 540 e. Following the closing statements, all individuals except the presiding official and members of the panel  
541 are excused. The student and the person bringing the charge(s) shall remain available and shall inform the  
542 presiding official of their whereabouts and how they may be reached.  
543

544 **Section Four.**

545 *Findings.* Each member of the panel will be asked to give a preliminary opinion concerning whether academic  
546 misconduct occurred for each charge. The case will then be discussed by the panel until each member is ready to  
547 vote. In the course of the deliberations the panel may review the documentary evidence or listen to the recording of  
548 the hearing or to any parts of the hearing. A single secret ballot will be taken on each charge. At least four votes  
549 (out of five) are required for a finding that academic misconduct occurred. The presiding official will count the  
550 ballots, maintain an orderly discussion, but will not express an opinion on the merits of the case or vote. The  
551 Director of the Office of Academic Integrity may answer questions of procedure based on the Academic Ethics  
552 Code but will not express an opinion on the merits of the case or vote. Once a determination has been made, the  
553 student, the student's representative, and the person bringing the charge(s) will be asked to return and the finding  
554 will be announced.  
555

556 **Section Five.**

557 *Determination of Penalty.* If a determination is made that the student engaged in academic misconduct, he or she  
558 and the student's representative may present any mitigating circumstances to the panel. Corroborating witnesses of  
559 the mitigating circumstances may be called by the student.  
560

561 If the hearing panel deems it necessary, it may obtain additional testimony from the person bringing the charge(s)  
562 or the student. In the course of the deliberations the panel may review the documentary evidence or listen to the  
563 recording of the hearing or to any parts of the hearing. After the presiding official and the panel members have no  
564 further questions, the student and the student's representative will be excused; and the panel will discuss the  
565 possible sanctions until a secret ballot results in a majority vote for a penalty. The presiding official may not vote or  
566 express an opinion. The student will be recalled to the hearing and the sanction(s) will be announced.  
567

568 If the finding is that the student engaged in academic misconduct, the Director of the Office of Academic Integrity  
569 will communicate the finding and associated sanction to the student's advisor to the student's academic program  
570 head or department chair.  
571

572 **Recesses of the Panel**

573 The presiding official may recess the hearing when it is deemed necessary. During a recess of the hearing no  
574 discussion of the case by panel members will be permitted.  
575

576 ***ACADEMIC ETHICS BOARD BYLAWS***

- 577
- 578 1. The presiding official on each Hearing Panel shall prepare a synopsis of the case heard by the Panel. Such  
579 synopsis shall specify the nature of the charge, the course in which the alleged violation took place, the  
580 determination of the hearing panel and penalty imposed, and the outcome of any appeal. The identity of  
581 the student and the individual bringing the charge shall not be included in the summary.  
582
  - 583 2. A breach of confidentiality of a case shall cause the removal of an Academic Ethics Board member by a  
584 majority of the Academic Ethics Board.  
585
  - 586 3. The Ethics Code Hearing Panel Procedures and Bylaws may be amended by the approval of three of the  
587 four faculty members and four of the six student members at a meeting of the Ethics Board for which  
588 notice has been given at least one week prior to the meeting. The wording of the proposed amendment  
589 shall be included with the notice of the meeting.  
590
  - 591 4. The Academic Ethics Board shall elect officers as needed. Officers shall be elected by a vote of three of  
592 the four faculty members and four of the six student members. The term of each office shall expire at the  
593 end of each academic year.

594  
595  
596  
597  
598  
599  
700  
701

5. A member of the Board a Hearing Panel can be removed at any time by a majority vote of the Board.
6. The Director of the Office of Academic Integrity shall maintain a summary of previous Academic Ethics Board cases.
7. The Director of the Office of Academic Integrity shall, as needed, provide an annual orientation for the members of the Board to their duties and responsibilities, the Ethics Code, and the conduct of a hearing.