

## Code of Ethical Behavior

As students enrolled in courses offered by the A.J. Palumbo School of Business Administration and the John F. Donahue Graduate School of Business at Duquesne University (hereafter, the Duquesne business schools), you are expected to adhere to the ethical principles and behavior described in this Code, in addition to behavior required in the University’s Standards of Academic Integrity.

Underlying the Code of Ethical Behavior is the expectation that as members of the Duquesne business schools, which include administrators, staff, faculty and students, we should behave in an ethical manner. Guiding this expectation are the following core principles: respect for others, individual accountability, personal responsibility for conducting oneself with integrity, and creating and maintaining trust in all of our business school relationships. Through its curricula and in extracurricular activities, the Duquesne business schools strive to model ethical leadership since ethical decision making and behavior are recognized as successful business strategies and desirable employee characteristics.

Please read the attached Code and sign this cover page attesting to your agreement with the Duquesne business school’s core principles and commitment to ethical behavior.

*I have read and understand the Code of Ethical Behavior and agree to comply with Duquesne business school’s expectations of its members to act in accordance with the core principles and ethical behaviors described in the Code.*

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PRINT your name

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Sign your name

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Today’s date

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Student number

## Guidelines

Based on the ethical principles of respect, accountability, personal responsibility and trust, a response to the question: “What is ethical?” is modeled for the Duquesne business school community. The principles must underlie and be evident in your behavior, as well as in your relationships with the business schools’ administration, faculty and staff.

### Clarifying Students’ Responsibilities

*Plagiarism* In many of the Duquesne business school courses, you are assigned research projects or similar assignments requiring the investigation of past works or thoughts. This research develops your analytical skills and/or expands your critical thinking on a subject or current business issue. When engaged in these learning exercises, the possibility of plagiarism may arise.

Plagiarism is defined as the failure to acknowledge the sources from where you borrow ideas, examples, words, and the progressions of thought. For example:

- Your failure to report in a paper the discovery and use of ideas from another source constitutes plagiarism.
- Your direct copying of material from an original source without acknowledging the source also is plagiarism.
- While you may not use another person’s exact words or phrases in your paper, for example, when you take the general pattern of ideas or opinions from an original source, you must acknowledge the original source.
- Instances of plagiarism also include paraphrasing another’s work; that is, taking the basic ideas and re-phrasing them when presented in your work.

**Any form of plagiarism results in the failure to meet the expectations of ethical behavior since it dishonestly presents another’s work as your own, for which you intend to receive credit or be evaluated.**

*Cheating on Examinations* In many Duquesne business school courses, your learning is assessed through examinations, with the type of questions ranging from multiple choice to essays. When engaged in these learning assessment activities, the possibility of cheating may arise.

Cheating includes but is not limited to:

- When you use, or attempt to use, unauthorized assistance, material, or study aids during an examination or other academic work.
- Cheating also occurs when you prevent, or attempt to prevent, another student from using authorized assistance, material, or study aids during an examination or other academic work.

**Cheating on examinations results in the failure to meet the expectations of ethical behavior since it enables you to unfairly gain an advantage over another student during, or in the evaluation of, an examination, or deliberately denies another student an equal opportunity to perform at her/his best ability on an examination or other academic work.**

*Other unethical behavior* Other instances of unethical behavior may arise during your membership in the Duquesne business school community. For example, when engaged in an authorized group assignment, you take credit for work completed by another group member or fail to contribute your fair share to the group process or project. These actions disrespect others and/or fail to assume personal responsibility, such as accepting a lower grade than your group members since you failed to contribute equally to the group's efforts.

No Code of Ethical Behavior could cover all possible instances of unethical actions. When in doubt, refer back to the core principles of respect, accountability, personal responsibility and trust that govern all members of the community and their actions.

In addition, the Integrity Standards Committee and Ethical Advocates (described next) are available to serve the members of the Duquesne business community and help ensure that an ethical environment is maintained in the business schools.

## **Enforcing the Code**

### When violations of ethical behavior occur

Researchers have found that punishment of wrongdoing and awareness of sanctions against wrongdoers are significant positive influences when promoting ethical behavior in a community. To this end, violations of this Code are subject to sanctions imposed by the faculty member governing the student(s) or the Integrity Standards Committee (described later). In addition, any Duquesne business student may appeal a decision or action taken by a faculty member regarding violations of the Code to the Integrity Standards Committee.

**When a faculty member discovers an alleged student violation of the Code**, the faculty member should meet with the student(s) to discuss the allegation. The faculty member should also notify her/his department chair and the appropriate Associate Dean. After the alleged violator has been heard, the faculty member may impose the sanction for the ethical violation upon the student, in accordance with the penalties described later in the Code. If the violator is a repeat offender, the Associate Dean may determine if a more severe penalty should be imposed, as discussed later.

**If you observe a violation of the Code**, you have a responsibility to bring the incident to the attention of the student who violated the Code. You should advise the student to admit the wrongdoing to the appropriate faculty member immediately. If the student does not do so, then you have an obligation to report the incident to the appropriate faculty member or to an Ethics Advocate (described below).

*The Integrity Standards Committee* Students, faculty and administrators from the Duquesne business schools are represented on the Integrity Standards Committee. The committee consists of 5 members, with 2 undergraduate business students, 1 graduate business student, 1 business faculty member and 1 business school administrator.

The undergraduate student representatives are selected by the student members of the Dean's Student Advisory Council, the graduate student representative is selected by the student members of the Graduate Students' Advisory Board, the business faculty representative is selected by the Duquesne business school faculty, and the business school administrator is selected by the Dean of the Duquesne business schools.

Each member of the Integrity Standards Committee shall serve a one-year term, with continuous service by an individual permitted if duly selected by his or her membership group.

All members of the Integrity Standards Committee have an equal voice and vote in committee decisions. A faculty member, other than the faculty representative to the Committee, will serve as an *ex officio* member of the Committee and chair of the Committee.

The Integrity Standards Committee's duties consist of:

- [1] Facilitating a wide distribution of the Code of Ethical Behavior to all segments of the Duquesne business school communities,
- [2] Revising the Code periodically or as the need arises,
- [3] Investigating alleged claims of violations of the Code,
- [4] Providing a forum before which claims of alleged violations of the Code can be heard,
- [5] Ensuring that the confidentiality of the witnesses appearing before the Committee with alleged claims of ethical behavior violations is maintained if possible, and
- [6] Deciding if the Code has been violated by a majority vote by the Committee.

*Sanctions for ethical violations*      The importance of creating and enforcing sanctions against violators of the Code of Ethical Behavior cannot be overemphasized. If the Code is violated, enforcement must be fair and timely for the Code to continue to be a viable factor in maintaining an ethical environment at the Duquesne business schools.

In determining if a violation of the Code has occurred, those assessing a student's actions should consider:

- [1] The premeditation of the student in committing the alleged act,
- [2] The apparent truthfulness of the student when questioned by the faculty member or the Committee in regards to the alleged violation, and
- [3] The severity of the alleged violation.

In addition to the severity of the offense, the frequency of the student violating the Code affects the sanctions imposed. For example for a first offense, the sanction or penalty might be an "F" on the assignment or examination, as imposed by the faculty member involved in the incident.

For a second or more severe offense, the violation of the Code might warrant a stricter penalty, for example an "F" for the course. If so, the faculty member and faculty member's department chair should agree on the sanction. The student has the right to appeal this decision to the School Standing Committee. This committee reports to the Dean, who has the final decision.

If the offense is so severe or the student has violated the Code so often, the appropriate sanction could be expulsion from the university. If so, the following actions must be taken. In accordance with the University academic integrity policy, if the recommended offense is greater than failure of a course, the matter is turned over to the University Academic Integrity Committee. This committee conducts a hearing and makes a recommendation to the Provost. The Provost will implement the Committee's recommendation, unless the faculty member or student involved in this situation appeals the recommended action. After hearing any appeal, the Provost must ratify, modify or suspend the recommended sanction.

To determine if there are repeated Code violations by the student, the faculty member should inform the appropriate Associate Dean, who should maintain records of all ethical violations by students in his or her program.

*Ethics Advocates*      In addition to the members of the Integrity Standards Committee, a number of faculty members and students are to be appointed by the Dean of the Duquesne business schools to serve as Ethics Advocates. Those who are Ethics Advocates serve the Duquesne business school community as confidential resources. Students, faculty, staff or administrators who have ethical issues they wish to discuss may do so with an Ethics Advocate knowing that their confidentiality will be protected to the greatest extent possible.

Ethics Advocates are charged with the following responsibilities:

- Providing confidential counsel to individuals who believe they have witnessed an alleged ethical violation, and
- Discussing possible ethical violations with members of the Integrity Standards Committee as they deem warranted.