The Integrity Standards Committee

Students, faculty and administrators from the Palumbo-Donahue School of Business 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 nominated by members of the Palumbo-Donahue School of Business student organizations or self-nominated and selected by a faculty committee, the graduate student representative is a full-time student nominated by the graduate school administration and elected by email by the graduate student body, the business faculty representative is elected by the Palumbo-Donahue School of Business faculty, and the business school administrator is appointed by the Dean of the Palumbo-Donahue School of Business.

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 the Committee.

The Integrity Standards Committee's duties consist of:

1. Facilitate a wide distribution of the Code of Ethical Behavior to all segments of the Duquesne business school communities,
2. Revise the Code periodically or as the need arises,
3. Investigate alleged claims of violations of the Code,
4. Provide a forum before which claims of alleged violations of the Code can be heard,
5. Ensure that the confidentiality of the witnesses appearing before the Committee with alleged claims of ethical behavior violations is maintained if possible, and
6. Decide if the Code has been violated by a majority vote by the Committee.

Ethics Advocates

In addition to the members of the Integrity Standards Committee, a number of faculty members are to be appointed by the Dean of the Palumbo-Donahue School of Business to serve as Ethics Advocates. Those who are Ethics Advocates serve the Palumbo-Donahue School of Business 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:

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

The Beard Center for Leadership in Ethics

The Beard Center for Leadership in Ethics is dedicated to promoting ethical business conduct in today’s dynamic, global society. Through its distinguished ethics speaker series, ethics courses, and student organizations, the Beard Center provides an invaluable focus and public forum for students to study the tangled ethical questions as they prepare for their careers in business. Offered semiannually, the distinguished ethics speaker series brings together students, faculty and invited guests from the regional business community to explore a variety of ethical and community issues and encourages an in-depth reflection on problems of human values in contemporary society. Duquesne’s business ethics courses feature highly interactive classes with lively discussions, case analysis and problem-solving exercises; unique practicality, emphasizing decision-making tools and techniques for everyday practice; volunteer service in the community; and networking opportunities with professional colleagues from leading corporations in diverse industries.

Original draft: August 2003.

A.J. Palumbo School of Business Administration
John F. Donahue Graduate School of Business

The Code of Ethical Behavior

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Original draft: August 2003.
Based on the ethical principles of respect, accountability, personal responsibility and trust, a response to the question: “What is ethical?” is modeled for Palumbo-Donahue School of Business students. The principles must underlie and be evident in your behavior, as well as in your relationships with the business schools’ administration, faculty, staff and fellow students.

**CLARIFYING STUDENTS’ RESPONSIBILITIES**

**Plagiarism**

In many of the Palumbo-Donahue School of Business courses, you are assigned research projects or similar assignments requiring the investigation of past works or thoughts. This research develops your analytical skills and 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 Palumbo-Donahue School of Business courses, your learning is assessed through examinations, with the type of questions ranging from multiple choice to essays. 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.

In the spirit of trust and accountability, students signing an attendance sheet for class or an event should sign only their own name or their own initials and should not leave the class or the event until its conclusion.

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 Palumbo-Donahue School of Business community and their actions.

**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 immediate and transparent to the Code to continue to be a viable factor in maintaining an ethical environment at the Palumbo-Donahue School of Business.

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 a “zero” on the assignment or examination, as imposed by the faculty member involved in the incident.

For a second offense while at Duquesne University or more severe first 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 and the Associate Dean should communicate with the University’s Office of Judicial Affairs, who maintains all University records of ethical violations.

**ENFORCING THE CODE**

**1. When violations of ethical behavior occur**

Researchers have suggested that punishment of wrongdoing and awareness of sanctions against wrongdoers are significant positive influences when promoting ethical behavior in a community. To that 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.

**2. 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 inform his/her 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.

**3. 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, you have an obligation to report the incident to the appropriate faculty member or to an Ethics Advocate (described below).
CLARIFYING STUDENTS’ RESPONSIBILITIES

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 an examination, or deliberately denies another student an equal opportunity to perform at her/his best ability on an examination or other academic work.

Disruptive behavior

In many Palumbo-Donahue School of Business courses, student learning is dependent upon a positive classroom environment. Disruptive behavior, as defined by Duquesne University as “repeated, continuous, and/or multiple student behaviors that hamper the ability of instructors to teach and students to learn,” impedes student learning. Disruptive behavior includes but is not limited to:

- Making loud and distracting noises.
- Failing to respect the rights of other students to express their viewpoints.
- Talking when the instructor or others are speaking.
- Constant questions or interruptions of the instructor’s presentations.
- Excessive inattentiveness (sleeping or reading the paper in class).
- Entering the class late or leaving early.
- Use of papers or cell phones in the classroom.

Instructors should make sure that students know and understand their standards and expectations. A general word of caution directed to the class rather than a disruptive student may be an effective deterrent of disruptive behavior. Disruptive behavior should be dealt with immediately since ignoring the behavior will likely cause it to increase.

If necessary to deal with a student’s behavior during class, the instructor should calmly but firmly inform the student that the behavior is disruptive and ask that it be stopped. If the behavior continues, warn the student (perhaps in private) that such behavior may be reported to the Office of Judicial Affairs. If the behavior continues, the student should be asked to leave the classroom and the instructor should report the incident to the Office of Judicial Affairs. If the student refuses to leave the classroom, the instructor may contact campus police. The department chair should be informed of this type of unethical situation. (Information in this section is from Duquesne University’s Handling Disruptive Behavior in the Classroom: A Faculty Resource.)

Sanctions for ethical violations

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A.J. Palumbo School of Business Administration

John F. Donahue
Graduate School of Business

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Original draft August 2003.
INCIDENCES OF UNETHICAL BEHAVIOR AND THEIR CONSEQUENCES IN THE SCHOOLS OF BUSINESS, DUQUESNE UNIVERSITY

Plagiarism:

• An undergraduate senior turned in three badly overdue papers. The submitted papers looked vaguely familiar to the instructor. An investigation by the instructor showed conclusively that the author of the papers was another student in the class. The student who submitted another student’s work received an F for the assignments and failed to graduate as expected.

• A junior business student submitted a paper worth 15 percent of the grade of which 70 percent of the paper’s content was cut and pasted from a number of websites. The student was given no credit for the work and this, in part, led to the student’s failure of the course.

• Two groups of students submitted identical work documents, including the same typographical errors, for a lab report. Each student received a zero on the assignment.

• A graduate student self-plagiarized work when submitting a paper that had been written and submitted for a grade in another, previous graduate course. The student received a zero for the assignment.

Cheating:

• A student in an accounting class copied 11 of a possible 20 answers on an exam from the student sitting next to him, even though that student had a different version of the exam. The student received a zero on the exam. Almost two months later, this same student handed in a project that was copied from another student. The student was informed that the penalty for a second cheating offense was failure of the course. The student called the instructor to appeal the penalty. After a heated discussion, the student hung up on the instructor. The instructor was outraged by the student’s behavior and felt that it was in clear violation of the Code of Ethical Behavior, so the instructor contacted the Dean of the Palumbo-Donahue School of Business. It was uncovered that the student already was under University academic probation. The student was then permanently dismissed from the University for poor academic performance.

• Three undergraduate sophomore business students, who were friends and sat next to each other in class, submitted individual homework assignments that included the same, obvious mathematical error. All three students received a score of zero for the assignment.

• A business student was granted permission to take a make-up exam due to a sudden illness. When the make-up exam was graded by the instructor, it was discovered that it contained a number of answers that were incorrect on the make-up exam, but these same answers would have been correct had the student taken the exam as originally scheduled. The student received a grade of zero for the exam.

• A junior business student did not show up to take a scheduled exam and, according to the instructor’s policy, can only take a make-up if the student provides a legitimate excuse. Without a legitimate excuse, the student would receive a zero on the exam. On the day of the exam, the instructor received an email from the student asking to be excused from the exam because “my sister got into a terrible car accident” early that same afternoon. Although the student did not contact the instructor prior to the exam, the instructor was willing to overlook this and excuse the student from the exam given the circumstances. However, the instructor was suspicious of the student’s excuse. The instructor called the student’s father at work to verify that the student’s story. The father indicated that the story was not true. The instructor informed the student that the student’s actions was a form of cheating – “cheating may include forms of deception intended to affect inappropriately grades or other outcomes.” Consistent with the Code, the instructor informed the student that he would receive a zero on the exam and no make-up exam would be provided.