

## **COLLEGE OF BUSINESS ADMINISTRATION CODE OF STUDENT ACADEMIC CONDUCT**

The College of Business Administration at the University of Toledo seeks to graduate students who are accomplished in scholastic achievement, inspired with a desire to contribute to the good of humankind, and committed to a way of life that will result in a maximum of personal and social growth.

College of Business Administration students have an obligation to maintain the

Faculty members are encouraged to enumerate matters of this kind in the course syllabus and to clarify them for their students.

**A. Examination offenses include, but are not limited to, the following:**

1. Utilizing unauthorized materials to enhance performance during an examination.
2. Utilizing unauthorized notes or materials obtained from electronic devices (e.g. cell phones, calculators or other computer devices) during an examination.
3. Utilizing unauthorized notes written on body parts or clothing during an examination.
4. Taking unauthorized materials into or out of the examination room.
5. Leaving the examination room without authorization before completing an examination.
6. Talking in the examination room without authorization.
7. Discussion of the examination outside the examination room during the course of the examination.
8. Attempting to observe the work of another student.
9. Taking an examination for another person, or permitting someone else to do so.
10. Collaborating improperly by discussion, joint research, or joint effort in any way expressly prohibited by the instructor.

**B. Written work offenses include, but are not limited to, the following, which are**

work in a laboratory or improper use of a computer may include those offenses listed above as examination offenses and written work offense and will also include all instructions and rules specified by either the course's instructor or the person in charge of the College of Business Administration computer facilities.

1. Students may use only those computer systems and computer accounts which have been University-authorized, and may not authorize others to use their accounts for any reason. All reasonable precautions must be taken to prevent use of assigned accounts by unauthorized users.
2. Computers and accounts may be used only for the purposes for which they were authorized and must not be used for any unlawful purpose, such purposes include but are not limited to the installation and use of fraudulently or illegally obtained software.
3. Files that belong to another account holder may not be accessed, copied or taken to other computer sites without prior authorization from the other account holder.
4. The computer network system must not be used irresponsibly and must not be used to needlessly affect the work of others, including the following: transmitting offensive, annoying, or harassing material; intentionally damaging the system; intentionally damaging information belonging to others; or intentionally misusing system resources.
5. You must not violate the acceptable use policies of the external networks accessible from the University and the Internet. Generally these policies forbid commercial use, non-educational use, and large amounts of unsolicited electronic mail.

Students are responsible for reporting any violation of the above rules by another individual, and are encouraged to report any information relating to a flaw in, or the bypass of, computer or network system security. Failure to comply with the above rules, or the unauthorized or illegitimate use of University computer facilities, shall constitute a violation of College of Business Administration policy and may subject the violator to disciplinary and/or legal action by the University.

- F. Misrepresentation offense. No student shall make any deliberate misstatement of a material fact relevant to academic matters, such as misrepresenting the inability to take an examination because of illness

#### **ACADEMIC MISCONDUCT SANCTION**

When incidents, as enumerated above, of academic misconduct occur, the instructor may choose to counsel the student or the following sanctions may be imposed:

1. The student may be assigned an F for the work in question.
2. The student may be assigned an F for the course. In this case the instructor should inform the Dean and the student of this action. The Dean will make certain that the student receives the F grade and is not permitted to withdraw from the course.
3. The student may be placed on probation or suspended for some definite period of time, dismissed or expelled by the Dean if either the seriousness of the offense or a record of repeated offenses warrants it. A notation that

such a sanction has been imposed will be made part of the student's permanent record. It