

Academic Integrity Standards and Guidelines

Overview:

Students in the Kellogg School of Management Certificate Program for Undergraduates must adhere to Northwestern University's [standards of academic integrity](#) as described on the University's website and in its printed materials. Certificate Program students will be accorded the same due process and rights accorded to all Northwestern students. Suspected cases of academic integrity violations that occur in the Certificate Program will be investigated by the Certificate Program, and if the charges are substantiated, program-specific sanctions will be imposed. In addition, findings about substantiated charges will be shared with the student's school of record (the student's "home school") for possible additional sanction. If a student is found to have committed a violation of the academic integrity guidelines in a non-Certificate Program course, the Certificate Program will be notified by the student's home school dean.

Possible Certificate Program-Related Sanctions:

The sanctions for violating the academic integrity standards, whether the violation occurs in a Certificate Program or non-Certificate Program course, may include one or more of the following:

- reduced or failing grade for the assignment/test (this applies to Certificate Program courses only, and the grade is determined by the Certificate Program instructor)
- reduced or failing grade for the course (this applies to Certificate Program courses only, and the grade is determined by the Certificate Program instructor)
- letter of reprimand or warning
- exclusion from an internship arranged by the Certificate Program or summer research project
- withdrawal of Certificate Program career services support
- dismissal from the Certificate Program

Procedures:

The following procedures should be followed whenever a Kellogg School of Management instructor (or other individual) believes that a case of academic integrity violation may have occurred.

1. The incident will be reported to the designated Certificate Program administrative officer within one month of the date of the alleged incident or within one month of the date the reporting individual becomes aware of the alleged incident, whichever is later. Once a matter has been referred to the administrative officer, it may not be withdrawn without

his/her approval, nor may a faculty member resolve the case without the administrative officer's approval. No action will be taken on any case after the student has graduated from Northwestern University.

2. The Certificate Program administrative officer shall review the facts of the alleged incident, including statements of the reporting individual and supporting material. If the administrative officer determines that an academic integrity violation may have occurred, he/she shall notify the student by letter of the charge(s) made, including the date of the incident, course, instructor, and the nature of the alleged violation. The student will be asked to schedule an appointment with the Certificate Program administrative officer, at which time the charges and evidence will be presented. The student must call to schedule the appointment within seven working days of the letter. A copy of the Certificate Program academic integrity procedures will be included with the letter.

If timely notification is important, for example if the student is about to leave for vacation, verbal notification may be made, to be followed by written notification.

Prior to the meeting, the student has the right to review relevant original materials in the Certificate Program for Undergraduates program office, to obtain copies of such materials if desired, and to discuss the matter with a faculty adviser or other individual. Review of original materials must take place by appointment during normal working hours within seven days of the date of the administrative officer's letter. The administrative officer or his/her representative will be present when the student examines the file.

If the student does not call within seven working days to schedule a meeting, the administrative officer may make his/her determination (including findings regarding the alleged violation and possible program-related sanctions) on the basis of the evidence existing at that time. The administrative officer may grant reasonable requests for an extension of this deadline at his/her sole discretion.

3. During the meeting, the administrative officer will describe the charges made and detail the evidence supporting the charges. The student may present any relevant material or statements in his/her behalf.
4. After the meeting with the student, the administrative officer shall review all matters involved in the case and notify the student by letter of his/her finding regarding the occurrence of an academic integrity violation along with Certificate Program-related sanctions, if any, to be imposed. Unless the student appeals the decision (#5 below), his/her home school will receive a copy of this letter.
5. The student may appeal the administrative officer's academic integrity finding and/or sanction by filing a written notice of appeal to the Kellogg School of Management Certificate Program for Undergraduates Academic Standards Committee within ten days of the date of the administrative officer's findings letter. The appeal letter should describe

the grounds for the appeal and state whether the student wants to present the appeal in person before the Academic Standards Committee.

6. The Academic Standards Committee will review the appeal as soon as practical after it has been filed. As noted in #5 above, if the student has so requested, he/she may appear at a meeting of the Committee to present his/her case, and to hear and respond to any testimony provided by the administrative officer or other parties appearing before the Committee. At the Academic Standards Committee's sole discretion, the student may be allowed to present witnesses at the meeting. The student must inform the Committee of the names of the proposed witnesses and the nature of the evidence they are prepared to present at least seven working days before the appeal is to be heard. The Committee will inform the student if the witnesses will be allowed to present at the meeting.
7. The Academic Standards Committee may sustain or reverse the finding of a violation that was appealed, and may sustain or modify (but not increase) an appealed sanction. The Academic Standards Committee shall inform the student of its decision by letter. Unless the student appeals the Academic Standards Committee's decision (#8 below), his/her home school will receive a copy of this correspondence.
8. The student may appeal the Certificate Program Academic Standards Committee's decision to the Provost of the University within ten working days of the Academic Standards Committee's notification. The appeal must be in writing and include a detailed statement describing the grounds for appeal. Appeals to the Provost are limited to alleged errors in procedures, interpretation of regulations, or alleged manifest discrepancies between the evidence and the Certificate Program finding and/or sanction. The Provost will receive appeals only after a sanction has been specified for the alleged violation.

Unless the Provost determines that no violation occurred and reverses the Academic Standards Committee's decision on that basis, the results of the appeal, along with the appropriate correspondence and written information, will be shared with the student's home school.

General Considerations:

- A student may not change his or her registration in a course once an alleged violation of academic integrity in that course has been discovered regardless of whether the alleged violation has been referred to the Kellogg School of Management Certificate Program for Undergraduates administrative officer.
- At any stage of the proceedings described previously, the student may be accompanied by a fellow student, a faculty member, or another individual of the student's choosing, but not by an attorney. This person may not take part in the proceedings; the student must speak on his or her own behalf, except in cases where the Appeals Committee allows witnesses to present at the appeal meeting (#6 above).
- Sanctions specified by the administrative officer, as modified by the Kellogg School of Management Certificate Program for Undergraduates Academic Standards Committee or

the Provost (if an appeal has been filed), shall take effect after the period for appeal of a decision has expired if an appeal has not been filed, and after a decision has been reached by the Academic Standards Committee or the Provost if an appeal has been filed. If the appeal is not granted, the sanction may be applied retroactively to the date of the administrative officer's finding, and, if necessary, current registrations may be canceled.

- All materials relating to an allegation of an academic integrity violation will be kept in the Kellogg School of Management Certificate Program for Undergraduates program office until the student has graduated or for ten years after the incident, whichever is earlier.
- Electronic messages may be used to fulfill the requirements of these procedures wherever a letter is specified, and electronic versions of policy statements may be used to comply with required document transmittal.