The Kellogg Honor Code

All students enrolled in a course offered by the Kellogg Graduate School of Management agree to abide by the Kellogg Honor Code.

The Kellogg Honor Code governs student conduct pertaining to all academic, placement, and extracurricular activities associated with the Kellogg Graduate School of Management.

Each student agrees:

1. Not to seek an unfair advantage over other students, including but not limited to giving or receiving unauthorized aid during completion of academic requirements.
2. To truthfully represent fact and self at all times.
3. To respect the property and personal rights of all members of the Kellogg community.
4. To uphold the Kellogg Honor Code by reporting all material violations and by fully cooperating with any Honor Code proceedings.

The students of the Kellogg Graduate School of Management regard honesty and integrity as qualities essential to the practice and profession of management. The purpose of the Kellogg Honor Code is to promote these qualities so that each student can fully develop his or her individual potential. Upon admission, each student makes an agreement with his or her fellow students to abide by the Kellogg Honor Code. Students who violate the Kellogg Honor Code violate this agreement and must accept the sanction imposed by the Kellogg community.

The Kellogg Honor Code is administered by students and is based on the concept of self-government. The efficacy of such a student-administered honor code is dependent upon a high degree of dedication to the ideals of honesty, integrity and equal opportunity reflected by the code. The Kellogg Honor Code requires that each student act with integrity in all Kellogg activities and that each student hold his or her peers to the same standard. In agreeing to abide by the code, Kellogg students also agree to report suspected violations. By not tolerating lapses in honesty and integrity, the Kellogg community affirms the importance of these values.

The intent of the Kellogg Honor Code is to express the ethical standards of the Kellogg community. It does not attempt to be a list of rules and sanctions.

The Honor Code Procedures

- The Honor Code Chair

The Honor Code Chair, elected from among students subject to the Honor Code, is responsible for promoting the values of the Kellogg Honor code and for administering Honor Code proceedings. The Chair is responsible for ensuring that the Honor Code remains an important aspect of the Kellogg environment.

The election for Chair will take place at the same time as that for GMA representatives or when a new Chair is needed. The current Chair and the Associate Dean for Student Affairs will notify all Kellogg students eligible to run of the election and invite nominations, including self-nominations. Candidates for Chair may prepare a statement not longer than 300 words to be distributed to all students.
Additional campaigning is discouraged. The Chair may not run for another GMA office or hold another GMA office while serving as Chair.

If the Associate Dean for Student affairs determines that in a particular case the Chair is unable to perform his or her duties, the Associate Dean will excuse the Chair from the case and all responsibilities of the Chair will be assumed by another member of the Honor Code Committee selected by the Associate Dean.

**The Honor Code committee**

The Honor Code Committee is responsible for interpreting the Honor Code. This responsibility includes interpreting possible violations of the Honor Code and assessing the materiality of possible violations. Interpretations are the opinions of the Committee only and will not prejudice the investigation or the hearing of suspected violations of the Honor Code. Final determination of violations may be made only by a Hearing Panel.

The Honor Code Committee will include the Chair and two other students appointed jointly by the Chair and the Vice president for Student Affairs of GMA. Appointing one student from the first-year class and one student from the second-year class is recommended.

If the Associate Dean for Student Affairs determines that in a particular case a member of the honor code Committee is unable to perform his or her duties, the Associate Dean will excuse the member and his or her responsibilities will be assumed by another student appointed jointly by the Chair and the vice President for Student Affairs.

**Suspected Violations**

1. **Reporting Suspected Violations**

Reports of suspected violations of the Honor Code should be presented promptly to either a member of the Honor Code Committee or the Associate Dean for Student Affairs. As soon as possible, the recipient of the charge will notify the Chair, the Associate Dean for Student Affairs, the Vice President for Student Affairs and the Associate Dean for Academic Affairs.

2. **Notification**

The Chair will notify the charged person of the charge and inform him or her that an investigation is being undertaken. In addition, the Chair will provide him or her a copy of the Honor Code and answer questions about the investigation and hearing procedures.

3. **Investigation**

The Vice President for Student Affairs, under the supervision of the Chair and the Associate Dean for Student Affairs, will conduct an investigation of the suspected violation, which may include interviews with persons believed to have information relevant to the incident. The Vice President for Academic Affairs of the GMA may assist the Vice President for Student Affairs in the investigation.

Upon completion of the investigation, the Vice President for Student Affairs will report the investigation's findings to the Honor Code Committee and the Associate Dean for Student Affairs. The Committee will determine by majority vote whether a hearing is warranted. The Committee's decision will be based on the results of the investigation, the letter and spirit of the Honor Code, and the materiality of the suspected violation. The Associate Dean for Student Affairs will serve in an advisory capacity to the Committee. If the Committee determines there are not sufficient grounds to warrant a hearing, the Chair will so notify the charged person and the person who filed the charge. No further investigation will be made.
If the Associate Dean for Student Affairs determines that in a particular case the Vice President for Student Affairs or the Vice President for Academic Affairs is unable to perform his or her duties, the Associate Dean will excuse that person from the case and all responsibilities of the excused person will be assumed by another officer of GMA selected by the Associate Dean.

4. Admission of guilt
At the sole option of the charged person, he or she may admit guilt to the alleged Honor Code violation and waive his or her right to a hearing. In such an event, a Hearing Panel will be convened, as described below, to recommend a sanction.

5. Confidentiality
Charges and all subsequent steps pertaining thereto will be kept confidential by all parties involved. The charged person, however, may choose to waive his or her right to confidentiality at any time during the investigation or hearing.

Hearing Procedures

1. Notification and Preparation
Within two days of deciding to hold a hearing, the Chair will provide written notification by registered mail to the local address of the charged person. The notification will include the date of the notice; the name of the charged person; the name of the charging person; a description of the suspected violation; the date, time, and place of the hearing; the names of persons appearing as witnesses; and the telephone number of the Chair.

The charged person will be encouraged to obtain an advisor to assist him or her in preparing for the hearing. The Chair and the Associate Dean for Student Affairs will be available to discuss hearing procedures, but may not serve as an advisor to the charged person.

All information to be presented in the hearing will be made available to the charged person by the Vice President for Student Affairs at least one week prior to the hearing. The charged person will be allowed to conduct his or her own investigation of the circumstances surrounding the reported violation. The charged person will be allowed to interview any persons believed to have information relevant to the incident. Any interviews involving persons expected to provide evidence against the charged person during the hearing must be conducted in the presence of at least one member of the Honor Code Committee. The Chair will not convene the hearing until the charged person has had a reasonable amount of time to complete his or her investigation.

2. Hearing Panel
For each hearing, the Chair and the Associate Dean for Student Affairs will create a Hearing Panel. The purpose of the Panel is to provide the Dean of the Kellogg School with a determination as to the veracity of the charge and a recommended sanction, if any. The panel will include the Chair, eight student members and two faculty members. One of the student members will be chosen by the Chair to be the secretary of the Panel. The secretary will take minutes of the Panel's meetings and prepare the Panel's decision.

3. Appointing Panel Members
The office of the Associate Dean for Student Affairs will prepare a random listing of all students enrolled in the program in which the charged person is enrolled. The first eight students will be selected
in the order that their names appear on the list. Students will serve for only one hearing. All students have a duty to serve on a Panel when selected, but the Chair and the Associate Dean for Student Affairs will excuse a student if he or she has cause for not serving.

The Associate Dean for Academic Affairs will appoint the faculty members for each hearing.

The names of the Panel's members shall be provided to the charged person, who may challenge for cause. Challenges must be made in writing and delivered promptly to the Chair. Those challenged may be removed by decision of the Chair and the Associate Dean for Student Affairs. Challenged Panel members will be replaced. The charged person has a right to challenge replacements for cause.

4. The Hearing

The hearing will be held in a place and time that will protect the confidentiality of the matter and be convenient to all parties involved. The hearing will not be held in Leverone Hall/Andersen Complex or the McManus Living/Learning Center. The hearing will be closed.

The Chair will direct the hearing. The hearing will not be conducted according to strict rules of evidence or the procedures used in a court of law. The Vice President of Student Affairs will present to the Panel the findings of the investigation and may ask persons to give testimony in the case.

The charged person will be given the opportunity to respond to the charges with information, physical evidence, the testimony of witnesses, and questions of the witnesses called by the Vice President for Student Affairs.

Charged persons are not permitted a spokesperson at the hearing, but an advisor will be permitted to attend the hearing.

Panel members may question evidence and testimony presented by both the Vice President for Student Affairs and the charged person.

5. Decisions

At the conclusion of the hearing, the Panel members and the Associate Dean for Student Affairs will meet privately to discuss the hearing. Thereafter, the eight student Panel members will convene in private and vote to determine whether the charged person is or is not guilty of violating the Honor Code. If the student is found guilty, the Panel will also recommend a sanction. The Chair, the faculty Panel members and the Associate Dean for Student Affairs will not vote.

For a decision of guilty to be rendered, at least five of the voting Panel members must conclude that the material presented during the hearing supports such a decision beyond a reasonable doubt.

The sanction must be agreed to by a majority of the Panel members. Sanctions may include, but are not limited to, the following: loss of rights and privileges for a specified period; required service; reduced or failing grade; probation; suspension for a definite or indefinite period; and expulsion. Any sanction involving a reduced or failing grade will be advisory to the faculty.

6. Recommendation and Report

Within two calendar days of the Panel's decision, the Chair and secretary will provide the charged person written notice of the panel's decision and recommended sanction. The Panel's decision will also
recommend to the Associate Dean for Student Affairs whether a record of the charges and sanction should be made a part of the student's permanent file.

At the same time, a copy of the Panel's decision and explanation thereof will be given to the Dean of the Kellogg School, along with a file containing the documents and physical evidence needed to evaluate the case. The decision of the Panel is a recommendation to the Dean.

7. Appeals

Within five business days of receiving the Panel's decision, the charged person may appeal the decision or sanction (or both) to the Dean of the Kellogg School. All appeals must be in writing and include the following information:

a) the date the appeal is filed
b) the name, address, and telephone number of the person making the appeal
c) the basis for the appeal

8. Dean's Decision

The Dean of the Kellogg School may accept the recommendation of the Panel in whole or in part or fashion a decision he or she feels is more appropriate. The Dean may also instruct the Panel to reconsider the original evidence or hear additional evidence in the case.

The Dean will notify the charged party of his or her decision in writing within ten business days following the last day to appeal.

The charged person may appeal the Dean's decision to the University as prescribed by University policies.

9. Records and Probation

Minutes of meetings of the Panel and all documents associated with the investigation and hearing deemed relevant by the Associate Dean for Student Affairs will be maintained by the Office of the Associate Dean for Student Affairs. If the charge is not upheld, no record of any kind will be kept in the person's file or appear on the person's transcript. If the charge is upheld, no record of the Honor Code violation will be placed on the transcript of the charged person, but the Associate Dean for Student Affairs may retain such records in the person's permanent file.

The Chair will be responsible for submitting a public statement to the Kellogg community about the proceedings. This statement will not reveal the identities of the parties involved, including the members of the Hearing Panel.