



Integrity matters.

Olin Business School Code of Conduct

GRADUATE PROGRAMS

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I. PHILOSOPHY, CULTURE & VALUES

A. PHILOSOPHY

The Olin Business School is a community of individuals with diverse backgrounds and interests who share certain fundamental goals. Primary among these goals is the creation and maintenance of an atmosphere conducive to learning and personal growth for everyone in the community.

Becoming a member of the Olin community is a privilege that brings certain responsibilities and expectations. The success of Olin in attaining its goals and in maintaining its reputation of academic excellence depends on the willingness of its members, both collectively and individually, to meet their responsibilities. It is imperative that all individuals associated with Olin conduct themselves with the utmost integrity in all aspects of their lives, both on and off campus.

B. ORGANIZATIONAL CULTURE

Olin's objective for all its constituents—faculty, students and administration, as well as our alumni and our corporate and community friends—is to provide an environment in which every individual associated with the school can grow, develop, and be a contributing and productive member of our society. The effectiveness of the learning process depends on the individual and collective desires of all members of the community to foster the process. Every person in the community plays a vital role in establishing an atmosphere conducive to these goals. In order to accomplish Olin's objectives, there are certain values that must be understood and shared by all members of the community. The standards of behavior that reflect these values are set forth in the Washington University Student Conduct Code. The Olin community affirms and supports these standards. It is especially important that each member of the Olin community be committed to:

1. Learning and Personal Growth for All

This concept means that a grade and a degree are outcomes of the learning process rather than objectives. To this end, Olin does not distribute class-rank information, nor does it provide a student's grades to any organization without the student's consent. At the same time, we recognize that other communities look to Olin to provide accurate evaluations of student performance in the learning process. This expectation creates an obligation to ensure that this certification is valid. However, focusing our individual and collective energies only on the certification process detracts from the quality of the learning experience and ultimately lowers the value of a degree from Olin.

2. Academic Excellence

Olin is committed to providing an educational experience of the highest possible quality. It desires to provide a setting that inspires all members of the community to reach beyond

their present limits. This environment must allow individuals to question, experiment and create. It must stimulate, and it must demand intelligence and imagination. In short, it must challenge members of the community—faculty, students and administration—to think and to grow.

Providing and maintaining such an environment demands state-of-the-art teaching and, thus, bringing research into the classroom. Therefore, faculty research is an integral part of the educational environment at Olin.

3. Academic Freedom

The ability of each faculty member to freely develop courses and to establish criteria for evaluating students within the bounds set by the faculty as a whole is fundamental to ensuring state-of-the-art education and benefits our academic community and constituency. As members of this community, we are responsible for ensuring that this freedom is not corrupted.

4. Promoting the Teaching/Learning Process for Others in the Community

Because the right of free speech is fundamental to the democratic process, we firmly support the rights of all members of the Olin community to express their views. All members of the community also share a concurrent obligation to maintain in Olin an atmosphere conducive to scholarly pursuits and to respect the rights of all individuals to participate in the teaching/learning process.

5. Recognizing and Valuing Differences among Individuals and Learning from the Diversity That Is Found in the Community

The Olin Business School defines diversity as an intentional practice of inclusion and acceptance aimed at recognizing, understanding and celebrating the differences among all members of our community. We believe our differences are used to unify and enrich the Olin community and encourage open and ongoing dialogue. These differences, which include all aspects of identity, add richness to the Olin experience and reflect the importance of respect for all people.

This definition augments Washington University in St. Louis's understanding of diversity and complements its efforts to promote an environment of inclusion and acceptance.

Olin welcomes all aspects of identity into our community, including but not limited to race, ethnicity, gender, sexual orientation, socioeconomic status, age, ability, religious beliefs, political beliefs, physical appearance, sex, nationality and veteran status.

6. Respecting Our Physical Environment

Olin is fortunate to have superb physical facilities that support the educational process. We will do our utmost to maintain the condition of these facilities and will not tolerate littering or other actions that deface or damage them.

II. PROFESSIONAL CONDUCT EXPECTATIONS & STANDARDS

A. OVERVIEW

This code intends to encourage and clarify appropriate classroom, interpersonal and extracurricular etiquette by individuals and expectations by their peers, the faculty and the institution. It intends also to help describe the overall environment of excellence and professionalism that all members of the Olin community seek to establish and to enhance continually. It is the responsibility of each member of the Olin community to uphold the spirit, as well as the principles, of the Code of Professional Conduct.

B. EXPECTATIONS

In keeping with these shared expectations, we expect Olin graduate students to conduct themselves at all times in a professional manner.

Professional behavior includes, but is not limited to, the following:

1. In the Classroom

- a. Attendance: We expect students to attend each class session. Students who must miss a session for any reason should make every effort to notify the instructor prior to the class meeting. Students should never register for courses scheduled in conflict with one another.
- b. Punctuality: We expect students to arrive and take seats prior to the start of each class session. They should display their name cards in all classes at all times.
- c. Behavior: We will conduct classroom interactions in a spirited manner, but always while displaying professional courtesy and personal respect.
- d. Preparation: We expect students to complete the readings, case preparations and other assignments prior to each class session and to prepare to participate actively in class discussions.
- e. Assessment: We expect students to complete course and instructor evaluations at end of term and, if requested, at midterm. We expect students to complete individual, peer and/or team assessments if required. Course evaluations are an essential part of the process of continuous improvement in Olin programs. Effective feedback is factual, relevant, and expressed in a constructive and professional manner.
- f. Principles of integrity are applicable regardless of the learning modality. The academic integrity expectations and standards outlined in *Integrity Matters* apply to all students in

any online program or during any course delivered remotely. Online interaction makes it easy to share too much, perhaps inadvertently, so the following interactions should be specially considered during online learning:

Communications with faculty and other online students in any forum must be professional and respectful.

The integrity and authenticity of student work are taken seriously. A variety of technologies may be used to detect academic integrity violations. Copying the work of others, allowing others to knowingly copy a student's work and/or misusing online content could result in an academic integrity violation.

Collaboration with other students on academic work is prohibited unless required or permitted by the instructor. Even if working together is permitted, it is not OK to share an entire assignment or problem solution that could be copied, unless expressly required or permitted by the instructor.

2. Distractions

- a. Exiting and Entering: We expect students to remain in the classroom for the duration of the class session unless an urgent need arises or the professor has agreed to a different arrangement prior to that class session.
- b. Laptop, PDA and Other Electronic Device Usage: We expect students to not use laptops, PDAs and other electronic devices in classrooms unless with the instructor's consent and for activities directly related to the class session. Do not access email or the internet during class, as they can be distracting for peers and faculty.
- c. Cellular Phone and Pager Usage: We expect students to keep their mobile phones and pagers turned off or have them set on silent/vibrate during class. Do not answer phones or pagers while class is in session.
- d. Other Distractions: We expect students to avoid any other distractions identified by individual instructors, such as eating in the classroom.

3. Outside the Classroom

- a. Representing the University: We expect students to conduct themselves responsibly and professionally when dealing with all members of the Olin and Washington University communities, as well as in the career search process and at club activities, networking events, career fairs, job interviews and other functions where they are representing the Olin community.
- b. Facilities: We expect students to help maintain the appearance and the functionality of the building, classrooms and other facilities.

4. In the Career Search Process

- a. We expect students to conduct themselves responsibly and professionally in the career-search process and at networking events, career fairs, job interviews and similar functions where they are representing the Olin community. Students who register for career-related events, such as interviews and information sessions, are expected to attend. No-shows at career-related events are considered unprofessional, and two or more may be addressed as a code violation.
- b. Ethical behavior in the career search process is an expectation. Students must represent themselves honestly in all job search materials, with accurate information. Job search materials include, but are not limited to, the resume, cover letter, job application and social media profiles. Students must also accept offers in good faith; an accepted offer is binding and assumes that you are no longer job searching.

C. ADDRESSING CODE VIOLATIONS

Any complaint involving alleged professional misconduct by an Olin graduate student should be brought first to the Graduate Programs academic integrity officers (AIOs). In cases potentially affecting the academic standing of a student, the AIO will follow the procedures outlined below in reviewing the alleged misconduct.

D. UNIVERSITYWIDE STANDARDS FOR PROFESSIONAL CONDUCT:

Washington University's Office of Student Conduct and Community Standards (OSCCS) publishes the University Student Conduct Code, which specifies additional expectations and requirements for professional conduct. All members of the Olin community should be familiar with and conduct themselves in accord with these standards. The Student Conduct Code is available at this web address:

<https://wustl.edu/about/compliance-policies/academic-policies/university-student-judicial-code/>

OLIN BUSINESS SCHOOL

III. ACADEMIC INTEGRITY EXPECTATIONS & STANDARDS

A. PRINCIPLES

Effective learning, teaching and research all depend upon the ability of members of the academic community to trust one another and to trust the integrity of the work that is submitted in classes for academic credit or conducted in the wider arena of scholarly research. When such an atmosphere of mutual trust exists, the free exchange of ideas is fostered, and all members of the community are able to work to achieve their highest potential. In all academic work, it is important that the ideas and contributions of others be appropriately acknowledged and that work that is presented as original is in fact original.

Faculty, students and administrative staff share a responsibility to ensure the honesty and fairness of the intellectual environment in the Olin Business School.

B. APPLICATION

These guidelines and procedures apply to graduate students who enroll in courses within the Olin Business School. They also apply to dual-and joint-degree students whose primary status is as a graduate student. Students are expected to adhere to the highest standards of behavior, and the vast majority of students in the Olin Business School do so. Each year, however, a few students behave dishonestly. The following material describes the most common types of dishonest behavior.

C. PLAGIARISM

It is dishonest and a violation of student academic integrity if you plagiarize. You commit plagiarism by taking someone else's ideas, words or other types of work product and presenting them as your own. You can avoid plagiarism by using proper methods of documentation and acknowledgement.

1. Enclose every quotation in quotation marks, and acknowledge its source.
2. Cite the source of every summary, paraphrase, abstraction or adaptation of material originally prepared by another person, and any factual data that is not considered common knowledge. Include the name of the author, title of the work, publication information and page reference.
3. Acknowledge material obtained from lectures, interviews or other oral communication by citing the source (name of the speaker, the occasion, the place and the date).
4. Cite material from the internet just as if it were from more traditionally published sources. Follow the citation style or requirements of your instructor.

D. CHEATING ON EXAMINATIONS

1. You must not receive or provide any unauthorized assistance on an examination. During an examination, you may use only materials authorized by the faculty.
2. Any use of a cell phone or tablet is expressly prohibited and will be considered a violation of Olin's academic integrity policy.

E. COPYING THE WORK OF OTHERS OR COLLABORATING ON ASSIGNMENTS WITHOUT INSTRUCTOR'S PERMISSION.

1. Unless the instructor explicitly states otherwise, it is dishonest to collaborate with others when completing graded assignments or tests, performing laboratory experiments, writing and/or documenting computer programs, writing papers or reports, and completing problem sets.

2. Never use, copy or paraphrase the results of another person's work and represent them as your own, regardless of the circumstances.
3. When you submit work with your name on it, you are in effect stating the work is yours and only yours, unless you acknowledge in an endorsement all the help of persons who have contributed to the completion of the assignment.
4. If the instructor allows group work, you must be sure you understand the degree of acceptable collaboration.
5. It is never appropriate to simply copy another's work or to permit another student to copy your work.
6. If you have any questions regarding the instructor's definition of allowable behavior, it is your responsibility to ask for clarification prior to engaging in the collaboration.

F. ACCOUNTABILITY FOR INTEGRITY IN GROUP (TEAM) ASSIGNMENTS

Faculty may assign work to groups when it will benefit from multiple perspectives and depths of expertise, such as case analyses, research projects or other assignments. When completing group assignments, you and the members of your group are expected to collaborate in ways that allow members to share perspectives and learn from the expertise of others and that are effective in maintaining the academic integrity of the work.

If your name is on an assignment, you have attested to the integrity of the work; individuals will be held accountable for a group's academic integrity violation. In cases where you had no knowledge of the misconduct of another member of your group, the AIO will take into consideration factors such as the level of contribution and involvement by the individual student in the group project in determining the appropriate sanction. Lack of effort by the student within the team does not excuse culpability, but adhering to best practices for collaboration could be a mitigating factor in relation to individual sanctions.

G. FABRICATING OR FALSIFYING DATA OR RECORDS

It is dishonest to fabricate or falsify data in laboratory experiments, field studies, research papers, reports or in any other circumstances; to fabricate source material in a bibliography or "works cited" list; or to provide false information on a resume or other document in connection with academic efforts. It is also dishonest to take data developed by someone else and present it as your own.

H. ENGAGING IN OTHER FORMS OF DECEIT, DISHONESTY OR INAPPROPRIATE CONDUCT

1. Do not submit the same work, or essentially the same work, for more than one course without explicitly obtaining permission from all instructors. A student must disclose when a paper or project builds on work completed earlier in their academic career.

2. Do not consult backfiles, test banks or instructor resources that may be found, including online resources.
3. Do not violate specific testing rules and conditions as set forth by the instructor or their exam proctors. Examples of such a violation include, but are not limited to, having access to graphing calculators, formula sheets or cell phones not properly stored when such items are strictly prohibited.
4. Do not request an academic benefit based on false information or deception. This includes requesting an extension of time, a better grade or a recommendation from an instructor.
5. Do not make any changes (including adding material or erasing material) on any test paper, problem set or class assignment that you submit for a regrade.
6. Do not willfully damage the efforts or work of other students. Do not steal, deface or damage academic facilities or materials.
7. Do not collaborate with other students planning or engaging in any form of academic misconduct.
8. Do not submit any academic work under someone else's name other than your own. This includes, but is not limited to, sitting for another person's exam; both parties will be held responsible.
9. Do not submit any spreadsheet or other electronic deliverable of which you are not the original author.
10. Do not engage in any other form of academic misconduct not covered here (because no list is necessarily exhaustive). If you are ever in doubt, please ask either the professor or the teaching assistant for guidance.

I. RESPONSIBILITIES OF MEMBERS OF THE OLIN COMMUNITY

Maintaining standards for academic integrity and professional conduct is a responsibility that falls upon all members of the Olin community, including students, faculty, administrators and staff members. Members of the Olin community who become aware of possible instances of academic or professional misconduct will report them to the academic integrity officer (AIO) so that the incident may be handled in a consistent, fair manner. Further, should misconduct be substantiated, the AIO will record the violation in the student's academic file. If you observe other students violating Olin's standards for academic integrity or professional conduct, you are strongly urged to report the misconduct to the instructor and/or seek advice from the AIO for the undergraduate or graduate programs as appropriate.

IV. PROFESSIONAL CONDUCT & ACADEMIC INTEGRITY PROCEDURES

A. THE ACADEMIC INTEGRITY OFFICER (AIO)

1. The Graduate Programs academic integrity officer (AIO) serves as the chief academic integrity and professional conduct officer for Olin graduate programs. The AIO may appoint a deputy AIO. If the Graduate Programs AIO is not available or must recuse himself or herself from a case, the deputy AIO or the AIO from the Undergraduate Programs will serve as the AIO for the case. For purposes of this document, the AIO or deputy AIO will simply be referred to as AIO in subsequent sections.
2. Concerns, whether formal or informal, about academic integrity or professional conduct should be brought first to the AIO. If there is suspicion of academic or professional misconduct, a student, faculty member, administrator or staff member may consult with the AIO for advice as to whether a formal complaint should be filed. The AIO may call in the person(s) about whom concerns have been expressed for an informal discussion of the situation.
3. The AIO also will be the first person within Olin with whom formal disciplinary charges can be filed.

B. THE ACADEMIC INTEGRITY COMMITTEE (AIC)

The Olin Academic Integrity Committee (AIC) is composed of Olin faculty members, with academic integrity officers and their designates serving as ex-officio members. The role of the AIC is to address matters of policy and procedure regarding academic integrity and professional conduct within the Olin community. In fulfilling this role, the AIC:

1. Brings significant matters of policy or procedure regarding academic integrity and professional conduct to the faculty for their consideration.
2. Supports the work of the AIOs in promoting academic integrity and professional conduct through the ongoing improvement of policies and practices.
3. Makes available a faculty advisor to students who are respondents to complaints of academic or professional misconduct.
4. Consults with AIOs when cases of academic or professional misconduct involve significant precedents.
5. Hears cases of academic or professional misconduct when so requested by AIOs.

6. Hears cases of academic or professional misconduct on appeal should there be compelling evidence of unfairness in the process or when the severity or leniency of the sanctions is extraordinary when compared to similar cases of misconduct.

C. ALLEGATIONS OF PROFESSIONAL OR ACADEMIC MISCONDUCT

1. Formal proceedings concerning an alleged violation of academic integrity or professional conduct are initiated with a written complaint. The complaint is a brief written statement describing the conduct alleged to be in violation of the code.
2. Any member of the university community, including any student, may lodge a written complaint alleging possible academic or professional misconduct. In addition, while conducting their administrative responsibilities, the AIO may become aware of potential violations of academic integrity or professional conduct. They may then initiate a written complaint without a third party making formal allegations of misconduct.
3. The AIO may advise the charging party on the merits of the complaint and on the strength of the evidence. However, only the charging party can decide to withdraw the complaint. In certain cases, even if the charging party decides to withdraw the charges, the AIO may decide to proceed with pressing the charges in order to preserve standards of academic integrity and professional conduct within Olin.
4. If, after consultation with the AIO, the charging party desires to pursue the complaint, the AIO will arrange to meet with the student against whom the complaint has been made. This meeting should be held in person if possible and may be completed using a video call if necessary. Students will have three business days after receiving their allegation letter to schedule an appointment with the AIO. Meetings should be held within 15 business days of scheduling. During the meeting, the AIO will present the evidence on which the complaint is based.
5. After the complaint and the accompanying evidence have been presented to the student(s), the AIO will ask the student(s) to plead in violation or not in violation to the charges that have been brought. The student may request to delay their response to the charges by three business days. If no response is obtained within that time period, it will be considered as pleading not in violation. If the student(s) pleads in violation, the AIO will impose a penalty for the offense to which the plea has been entered, consistent with the guidelines.
6. If a student pleads in violation to charges presented by the AIO, the AIO will communicate the penalty to the student during the 10 business days after completion of meetings between the AIO and all students included in the charge that is under investigation. Notification may occur earlier if there is a significant delay of any of the related student investigation meetings. Any student being charged, as well as the charging party, will have the right to appeal the penalty to the AIC within 10 business days after being notified by the AIO.

7. The case outcomes will be one of the following: either the student is not found in violation of academic integrity or professional conduct, or the student is found in violation, and a penalty is imposed. The AIO will communicate the decision to the student during the 10 business days after completion of meetings between the AIO and all students included in the charge that is under investigation. Notification may occur earlier if there is a significant delay of any of the related student investigation meetings. The complainant and the respondent have the right to appeal the decision to the AIC within 10 business days after being notified by the AIO.
8. When a student has been found to have engaged in academic or professional misconduct, either by admitting the misconduct to the AIO or by the determination of the AIO, a letter briefly describing the nature and outcome of the misconduct will be placed in their permanent academic file.

D. HEARINGS CONDUCTED BY THE ACADEMIC INTEGRITY COMMITTEE

When the nature of the alleged academic or professional misconduct involves a precedent, or when the likely sanctions are severe, the AIO, at their sole discretion, may request that the Academic Integrity Committee (AIC) convene a panel to hear the case.

A hearing panel shall consist of a minimum of two faculty members from the AIC and two students who are recruited from the graduate student body. The committee chair shall be nonvoting, except in the case of a tie, in which case they may cast the deciding vote. Should the chair not be available to convene and conduct the hearing in a timely manner, they will appoint a designee from the faculty members of the committee. The chair or their designee facilitates the hearing.

1. The chair of the AIC shall be responsible for scheduling hearings at the earliest convenient time and for notifying the person(s) who are to appear before the committee. A copy of the complaint and of the guidelines and procedures for the conduct of the AIC will be provided in writing to the person(s) who are to appear, together with notification of the time and place of the hearing. A copy of these documents shall be provided to the dean of the Olin Business School.
2. In exceptional cases, the chair, upon the student's request, may postpone a hearing, but every effort should be made to arrange a prompt and thorough hearing of the matter. The student(s) accused must attend the hearing, except in cases in which a plea for violation of the academic code has been entered. In such a case, a student may advise the chair in writing of any mitigating circumstances that should be weighed by the committee in its consideration of disciplinary action. (Even when a plea indicating a violation has been entered, it is still advised that the student(s) appear in person before the committee.)
3. The formal hearing normally shall be held as a closed hearing. The hearing may include the committee, the person(s) making the complaint, the respondent(s) and

one nonspeaking advisor chosen by the respondent(s) and/or the person making the complaint. All observers must respect the confidentiality of the disciplinary process.

4. The AIC shall employ the following specific procedures in hearing a case:
 - a. Procedures shall be explained.
 - b. The complaint shall be read.
 - c. The complainant and the respondent shall have the opportunity to present statements summarizing their respective cases and the evidence to be presented.
 - d. The complainant shall present their evidence. The complainant may decide whether or not to testify during the hearing. The respondent and members of the AIC may question the complainant's witnesses.
 - e. The respondent shall have the opportunity to present evidence. The respondent may decide whether or not to testify during the hearing. The complainant and members of the AIC may question the respondent's witnesses.
 - f. The complainant and the respondent shall have the opportunity to present concluding remarks.
5. Immediately following the hearing, the AIC shall meet in closed session to consider all the evidence and testimony presented. The committee shall, by majority vote, determine whether the student(s) involved are in violation of all or part of the charges brought against them. In the event of a tie vote, the chair of the committee, normally nonvoting, shall cast the deciding vote.
6. If the AIC finding is "not in violation," the chair shall notify the student(s) within two business days, stating that all charges have been removed from their record. The chair also shall notify the dean of Olin concerning the committee's decision.
7. If the AIC finding is "in violation" for all or some of the charges brought against the student(s), the committee shall then decide by majority vote on appropriate sanctions, proposed by the chair in consultation with members of the committee.

E. SANCTIONS

If you are found to have engaged in academic or professional misconduct, or if you have admitted to the misconduct, the AIO or their designate may impose one or more of the following sanctions:

1. Issue a formal written reprimand.

2. Impose educational sanctions, such as completing a workshop on plagiarism or academic ethics.
3. Recommend to the instructor that you fail the assignment.
4. Recommend to the instructor that you fail the course.
5. Recommend to the instructor that you receive a course grade penalty less severe than failure of the course.
6. Impose a restriction not allowing you to retake the course.
7. Place you on “disciplinary probation” for a definite period of time or until defined conditions are met. The probation will be noted on your transcript and internal record while it is in force.
8. In cases serious enough to warrant suspension or expulsion from the university, refer the matter to the Student Conduct Board for consideration.

Withdrawing from the course will not prevent the AIO from imposing or recommending sanctions, including a failing grade in the course.

If the charges of academic misconduct are not proven, you may withdraw from the course in question without prejudice. Whether you complete the course or not, no record of the allegation will appear on your transcript or in your student file.

Examples of violations and their respective consequences include the following:

1. Typical sanctions for using outside information or other students on an assignment in violation of course policy would include, but may not be limited to, (a) receiving an F in the course; (b) being placed on academic integrity probation for a defined period of time; and/ or (c) having a record of the violation placed in the student’s permanent academic file.
2. In terms of group work, a student who does not know about the plagiarism or use of any other inappropriately sourced material by another member of their group may or may not be found in violation of academic integrity, depending on the circumstances. They can still expect to receive reduced or no credit on the assignment that lacks integrity.
3. A student found guilty of additional subsequent academic integrity violations will receive more severe sanctions, up to and including dismissal from the program.

F. PROCEDURES TO APPEAL

Washington University’s Code of Student Conduct specifies that appeals in graduate and

professional schools are made to the dean, and in the Olin Business School, the dean designates the Academic Integrity Committee (AIC) and its chair to hear and decide appeals on their behalf.

1. Either the respondent or the complainant may appeal a decision and/or sanction imposed by an AIO to the chair of the AIC by submitting their letter from the AIO and a written explanation of why (a) the process of reaching the decision was unfair and/or (b) the sanction was excessively lenient or severe. Indicate the relief you seek. The appeal must be delivered within 14 days following the date on the letter of findings, with a copy provided to the AIO.
 - a. An appeal based solely on your disagreement with the finding of misconduct by the AIO will not result in a review of your case. Your appeal needs to state the ways in which you believe the process by which the finding of misconduct was reached was unfair.
 - b. An appeal based on the severity (or leniency) of the sanctions imposed by the AIO will be evaluated by comparing those sanctions to similar cases at Olin.
 - c. A letter placed in your permanent file indicating that you engaged in academic or professional misconduct is not a sanction; it is a necessary administrative record. As such, it is not subject to appeal.
2. The chair of the AIC, at their discretion, may:
 - a. Affirm the findings and/or sanctions of the AIO without further review.
 - b. Consult with other members of the committee as well as other individuals in the university community who have expertise in matters of academic and professional misconduct regarding the merits of the appeal.
 - c. When there is compelling evidence of unfairness in the process, or when the severity or leniency of the sanctions is extraordinary when compared to similar cases of misconduct, the chair may:
 - i. Remand the case to the AIO with specific instructions to ensure a fair hearing. Upon remand, the AIO may modify the sanctions previously imposed.
 - ii. Convene a hearing panel of the AIC to hear the matter de novo. Should the AIC hold a hearing de novo, the hearing shall be conducted in accordance with the procedures set out above.
 - d. Sanctions will be stayed pending the disposition of any appeal. If a hold has been placed on a student’s records, it will remain until final disposition of the case.
 - e. The decision of the AIC, or its chair, shall be final in any appeal from the AIO, and no further appeal shall occur.

V. ADMINISTRATIVE RECORD-KEEPING RESPONSIBILITIES

A. RESPONSIBILITY OF THE AIO

It is the responsibility of the AIO to keep accurate, confidential records concerning academic integrity violations. When a student has been found to have violated standards of academic integrity and/or professional conduct, a letter summarizing the allegation, the outcome and the sanction shall be placed in the student's official file in the office at Olin Business School.

B. REPORTING TO THE UNIVERSITY DIRECTOR OF STUDENT CONDUCT & COMMUNITY STANDARDS

The AIO shall make a report of the outcome of every formal accusation of student academic misconduct to the director of student conduct & community standards, who shall maintain a record of each incident. When a student is formally accused of academic misconduct and a hearing is to be held by the AIO, the AIC or the Student Conduct Board, the person in charge of administering the hearing shall query the director of student conduct & community standards about the student(s) accused of misconduct. The director shall provide any information in their records concerning that student to the integrity office. Such information is to be used only in determining sanctions if the student is found to have acted dishonestly in the present case. Evidence of past misconduct may not be used to resolve the issue of whether a student has acted dishonestly in a subsequent case.

C. REPORTING TO THE OLIN COMMUNITY

The AIO will make periodic (at least annual) reports to the students and faculty within the school concerning accusations of academic misconduct and the outcomes, without disclosing specific information that would allow identification of the students involved.





**WashU Olin
Business School**