

Academic Honor Code
Graduate Business Programs
College of Business
California State University Long Beach

1. **Applicability.** This code applies to all student-related academic aspects of the College of Business at CSULB (COB). It covers all student academic activities related to the COB's graduate degree programs, whether these activities take place on or off campus. This code does not cover disputes about grades or complaints about courses or instructors, which are dealt with at http://web.csulb.edu/divisions/aa/grad_undergrad/senate/policy/academic/numerical/GradeAppealProcedures.html.
2. **Examples of Academic Misconduct.** The following list of categories of academic misconduct and the examples for each category are intended to be illustrative, but not all-inclusive.
 - **Cheating** is any action or attempted action that may result in creating an unfair or improper advantage over other students in an academic setting, including courses and projects, regardless of motive. Examples of this form of dishonesty include (a) receiving assistance, giving assistance, or otherwise collaborating on an assignment or examination when such interaction is not permitted; (b) seeking, receiving, or sharing information about an assignment or examination prior to its distribution or dissemination to all students in the course; (c) having another person prepare an assignment or take an examination on the student's behalf; (d) using assignment- or examination-related work written by others, such as prior assignments, examinations, term papers, or case-study teaching notes, whether or not purchased; (e) during an examination, viewing another student's answers or using an unauthorized source of information (including the Web); (f) modifying an assignment or examination after it has been returned and then submitting it for re-grading without instructor's consent; (g) turning in another student's assignment or exam as one's own; and (h) falsifying data (quantitative and/or qualitative) for class assignments and/or projects. It is also improper to re-use work that was prepared for one course in another course without first getting permission from the second course's instructor to do so.
 - **Plagiarism** is the usage and/or misrepresentation of another person's ideas, writing, or analytical work as one's own. It includes not only text, exhibits, and appendices but also nontextual materials such as drawings, photographs, diagrams, graphs, tables, spreadsheets, and computer programs. Plagiarism is not limited to hard-copy materials, but also includes Web content or content recorded on any form of media. The most obvious form of plagiarism is the verbatim presentation of another person's work without both quotation marks and a proper citation. Less-obvious forms of plagiarism include using definitions of words or historical information with no citation indicating the source, paraphrasing another's writing without proper citation, or presenting another person's ideas or work as one's own rather than including a proper citation. Each of these constitutes stealing another person's ideas or work. Of course, many assignments involve research to find relevant information needed to help fulfill the requirements of the assignment.

Plagiarism can be avoided by providing enough information about the source of the work, whether a hard-copy document or information found on the Web, to enable the reader to locate the original source and see the cited material in the context in which it was written.

The CSULB's plagiarism website can be found at:

<http://catalog.csulb.edu/content.php?catoid=5&navoid=369#cheating-and-plagiarism>

- **Falsification of information** includes the fabrication of information or data and the falsification of research results, whether in writing or orally. This can occur in either course-related or project-related work, including in-class comments. In addition to the obvious case of outright fabrication, other examples include (a) improper revision of data; (b) selective reporting of information that supports a particular idea or premise in a deceptive way; and (c) the deceptive omission of information or data that would tend to refute such an idea or premise. Forging a signature on an academic document of any sort is also a violation of this clause.
- **Abuse of confidentiality** is the disclosure of ideas, information, or data that were shared with the student with the expectation or understanding that they would be kept confidential. Such abuse can take place whether or not a formal confidentiality agreement was signed.
- **Aiding or abetting misconduct** is assisting in any way an individual's violation of any provision of this code. This includes ignoring, condoning, or not reporting inappropriate conduct.
- **Attempted academic misconduct** may be treated as seriously as if the act of misconduct had actually been committed.

Please refer to the following link to read The Dean's Message about Academic Integrity:

<http://www.csulb.edu/college-of-business/office-of-the-dean/academic-integrity>

3. Academic Action:

The Graduate Business Programs in the College of Business at CSULB follows the above Academic Integrity Honor Code. We expect all of our students to adhere to the highest standards of academic excellence, integrity and to the norms of a serious intellectual community.

As graduate business students and professionals, we understand and accept the significance of integrity as stated in this document. As graduate students we are expected to be familiar with and abide by the Academic Honor Code, which outlines the University's expectations for students' academic work (see above). This document informs students about their rights and responsibilities as members of the Graduate Business Programs in the COB at CSULB. In addition, the Graduate Business Programs and the COB expects all students to be familiar with and accept the Academic Honor Code.

By signing this document, I agree to abide by the rules set out by the University, the College of Business and the Graduate Business Programs.

Signature: _____

Student ID#: _____

Date: _____

Effective Date of this Honor Code is: _____