

CBA Honor Code / Student Rights and Responsibilities

College of Business Administration Honor Code

As an academic community the College of Business Administration at the University of Illinois at Chicago is committed to providing an environment in which teaching, learning, research, and scholarship can flourish and in which all endeavors are guided by academic and professional integrity. All members of the college community – students, faculty, staff, and administrators – share the responsibility of ensuring that high standards of integrity are upheld so that such an environment exists.

In pursuit of these high ideals and standards of academic life, as a student I hereby commit myself to respect and uphold the University of Illinois at Chicago College of Business Administration Honor Code during my entire matriculation at UIC. I agree to maintain the highest moral and ethical standards in all academic and business endeavors and to conduct myself honorably as a responsible member of the college academic community. This includes the following:

- Not to seek unfair advantage over other students, including, but not limited to giving or receiving unauthorized aid during completion of academic requirements;
- To represent fact and self truthfully at all times;
- To respect the property and personal rights of all members of the academic community.

Honor Code Violations and Enforcement

Violations of the Honor Code are just causes for discipline under the University of Illinois at Chicago Student Disciplinary Procedure, and all allegations of Honor Code violations shall be handled pursuant to that Procedure.

Academic Integrity

"As an academic community, the University of Illinois at Chicago is committed to providing an environment in which research, learning, and scholarship can flourish and in which all endeavors are guided by academic and professional integrity. All members of the campus community -- students, staff, faculty, and administrators -- share the responsibility of insuring that these standards are upheld so that such an environment exists. All allegations of academic misconduct by students shall be handled pursuant to the 'Student Disciplinary Procedures' of the University of Illinois at Chicago."

Academic dishonesty includes, but is not limited to:

- *Cheating.* Either intentionally attempting to use unauthorized materials, information, people, or study aids in any academic exercise or extending to or receiving any kind of unauthorized assistance on any examination or assignment to or from another person.
- *Fabrication.* Knowing or unauthorized falsification, reproduction, lack of attribution, or invention of any information or citation in any academic exercise.

- *Academic dishonesty/plagiarism.* Intentionally or knowingly representing the words or ideas or another as one's own in any academic exercise.
- *Bribes, favors, threats.* Bribing or attempting to bribe, promising favors to or making threats against, any person, with the intention of affecting a record of a grade or evaluation of academic performance. Any conspiracy with another person who then takes or attempts to take action on behalf of or at the direction of the student.
- *Examination by proxy.* Taking or attempting to take an exam for someone else other than the student is a violation by both the student enrolled in the course and the proxy or substitute.
- *Grade tampering.* Any unauthorized attempt to change, actual change of, or alteration of grades or any tampering with grades.
- *Non-original works.* Submission or attempt to submit any written work authored, in whole or part, by someone other than the student.

** Excerpt taken from the "Guidelines Regarding Academic Integrity," by the Office of the Vice Chancellor for Student Affairs. The entire publication is available to all students on request, from the Dean of Student Affairs, Division of Student Affairs. That office is located in Suite 3030, Student Services Building. Please call (312) 996-4857 for more information.*

Student Privacy

The Family Educational Rights and Privacy Act (FERPA) prohibits access by non-university personnel to information about individual students without the student's written authorization, except that which is considered public information. The University of Illinois at Chicago hereby designates the following as public or "directory information". Such information may be disclosed by the University, for any purpose, at its discretion.

1. Student name(s).
2. Student address(es), electronic address (E-mail), and telephone number(s).
3. Class/Level (graduate, undergraduate, professional, nondegree; freshman, sophomore, junior, senior).
4. College and major field of study/concentration/minor.
5. Previous institutions attended.
6. Date and place of birth.
7. Participation in officially recognized activities and sports.
8. Weight and height if the student is an athletic team member.
9. Dates of admission/attendance.
10. Attendance site (campus, location).
11. Expected graduation date.
12. Degrees conferred, with dates.
13. Current term, hours enrolled and enrollment status (full-time, part-time, not enrolled, withdrawn with date of withdrawal).

14. Awards, honors and achievements (including distinguished academic performance), with dates.
15. Eligibility for membership in honoraries.
16. Picture

TO EXAMINE THEIR RECORDS, the student must submit a written request to the appropriate record-keeping office. The appropriate office will comply with the request within a reasonable amount of time, not to exceed 45 days after receipt of the request.

TO PREVENT RELEASE OF DIRECTORY INFORMATION, the student must submit a request form to the Office of Registration and Records no later than the tenth day of the semester (fifth day of the summer session). Such requests for nondisclosure will be honored so long as the student is continuously enrolled or unless he/she soon revokes the request in writing. *-Reprinted from the UIC Catalog*

UIC Ombudsperson

UIC is a large, complex organization with many policies and procedures. As a result, you may encounter misunderstandings and may require assistance. The UIC Ombudsperson works independently and acts as a neutral, objective and confidential mediator.

An Ombudsperson is an advocate for fairness who investigates student complaints, reports and findings, and helps to achieve equitable settlements. The Ombudsperson analyzes both sides of a situation impartially to ensure that students receive fair and equitable treatment from all offices within the university.

Contact the Ombudsperson Team:

- General Information: (312) 996-8145
- Location: SSB on 2nd Floor East in Room 2080

Student Responsibilities

It is important to realize that you as a student play an important role in the pursuit of your educational and career goals. You can maximize your prospects for future success by utilizing the various resources at UIC to provide you with the necessary tools to make informed educational decisions.

You should:

- Prepare for and keep appointments with academic advisors and professors
- Work closely with your advisor to plan your academic program of study so that you will take the required courses in their proper sequence to meet the requirements of your major
- Know basic university and college requirements
- Establish and follow your academic plan
- Utilize university resources
- Read the catalog, CBA publications, and your e-mail

- Review your academic progress every semester
- Attend and participate in all classes
- Get involved in campus and community events
- Take responsibility and ownership for your academic and career decisions