

Students' Ethical Responsibilities, Standards of Conduct and Disciplinary Action

Regulations

The Kennedy School has a commitment and obligation to produce graduates who are ethical professionals. To this end, all students are expected to abide by the regulations described below. These regulations address the expectations that the school has concerning both the academic and social behavior of its students. Some of the regulations cited below are drawn from those adopted by the Faculty of Arts and Sciences.

"No communication is permitted between students during an examination and no student is permitted to keep any books or papers with him/her during an examination except with the express permission of the instructor."¹

"All work submitted to meet course requirements is expected to be the student's own work, "...except as otherwise authorized. Normally in the preparation of course or term papers submitted to meet course requirements unless otherwise authorized a student "should be careful to distinguish between ideas which are his/her own and those which have been derived from other sources. Information and opinions drawn from whatever source are to be attributed specifically to their respective sources and all students should learn the proper forms of citation. Quotations must be properly placed within quotation marks and fully cited. All paraphrased material must also be fully cited. In all cases where ideas or material presented are derived from a student's reading and research, the source must be indicated. A student who submits work either not his/her own or without clear attribution to original source, for whatever reason, will ordinarily be required by the Administrative Board to withdraw from the School."²

As stated above, it is expected that all work submitted must be researched and written by the student whose name appears on the document, unless otherwise authorized. Explicitly, this means:

It is acceptable for a student to ask others to read written assignments and provide responses. Students should seek feedback and responses from faculty, CA/TAs and/or from KSG Communication Program preceptors.

Acceptable forms of feedback/response are (1) **Tutoring or actual instruction**: This should come from faculty, CA/TAs and/or preceptors. While such instruction may give students direction for improving their writing and, using examples from the work itself, specifics for revisions, students should not expect that this instruction will provide extensive editing or the correction of errors. (2) **Feedback from classmates**: This should take the form of asking for general responses to the ideas expressed and/or the clarity of presentation. Classmates may make suggestions about how to improve the assignment, generally, and should refrain from making specific revisions or corrections.

It is not acceptable for students to ask someone, either paid or unpaid, to (a) rewrite an assignment; (b) extensively edit or correct a written assignment to improve either the contents or the presentation; (c) to translate any part of a written assignment.

A student who submits the same paper in substance in more than one course without *prior written* permission of the instructors involved may be subject to disciplinary action.

¹ *Handbook for Students in Harvard and Radcliffe Colleges*, 1978-79, Faculty of Arts and Sciences, Official Register of Harvard University. Volume LXXV., p. 34.

² *Ibid.*, p. 34-35.

These regulations are designed to ensure that students' work is what it claims to be. Misrepresenting responsibility for work will subject a student to administrative penalties that can be very serious and may extend to expulsion.

The Committee on Rights and Responsibilities (CRR) also appointed by the Dean, is composed of faculty, staff and students. It hears charges forwarded by the DRB involving violations of school rules and behavioral norms other than cases of academic misconduct.

Students do not usually appear in person before the AD Board or the CRR, although a student who has been required to withdraw for disciplinary reasons (i.e., any reason other than academic deficiency) may request reconsideration in person. A student may submit written materials to the DRB, AD Board or CRR. New information in any situation is grounds for reconsideration.

The AD Board or the CRR may take the following actions:

- A. Charge dismissed.
- B. Admonition: A formal reprimand which does not become part of the student's official record.
- C. Admonition: A formal reprimand which does become part of the student's official record
- D. Probation: Notification to a student that s/he is in serious danger of being required to withdraw from the school. No student on probation may be recommended for a degree. A student on probation may be required to withdraw by vote of the AD Board or CRR at any time, and except in very unusual cases, will be required to withdraw if s/he fails to observe strictly any school regulations. Probationary status will be noted permanently on the transcript. The duration and terms of probation are set by the AD Board or by the CRR.
- E. Requirement to Withdraw: Normally effective immediately upon vote of the AD Board or the CRR. The student's transcript will show a permanent notation that the student was required to withdraw. Students who have been required to withdraw may apply for readmission under terms stipulated by the AD Board or the CRR.
- F. Expulsion: Action recommended by the AD Board or the CRR to the full faculty of the school. The student's transcript will show a permanent notation if this action is taken by the faculty. A student who has been expelled may not be readmitted.

Occasionally candidates for admission will make inaccurate statements or submit false material in connection with their application. In most cases, these misrepresentations are discovered during the admission process and the application is rejected. If a misrepresentation is discovered after a candidate is admitted, the offer of admission usually will be withdrawn. If a misrepresentation is discovered after a student has registered, the offer of admission usually will be revoked and the student will be required to leave the school. If the discovery occurs after a degree has been awarded, the degree will usually be rescinded. The determination that an application is inaccurate or contains misrepresentations rests solely with the Admissions Office and the Office of the Associate Dean for Degree Programs, and will be resolved outside of the student disciplinary process.

If an act of academic dishonesty is discovered after a student has received a degree, the case would be referred to the DRB.