



## Division of Graduate Medical Sciences Boston University School of Medicine

### ACADEMIC STANDARDS AND DISCIPLINARY PROCEDURES OF THE DIVISION OF GRADUATE MEDICAL SCIENCES BOSTON UNIVERSITY SCHOOL OF MEDICINE COMMITTEE ON ACADEMIC STANDARDS

#### I. Rationale for Academic Discipline

In order to ensure that the academic competence of students be judged fairly, and to promote the integrity of graduate education, the Division of Graduate Medical Sciences of Boston University School of Medicine embraces two broad principles: (1) No honest student should be put to a disadvantage because of the dishonesty of another student; (2) Penalties should be commensurate with the violation.

In certain circumstances, students enrolled in dual degree programs may be required to adhere to the guidelines of both degree granting bodies (i.e., the School of Medicine, Graduate School of Management, School of Public Health, College of Engineering, etc.)

#### II. Definition of Academic Misconduct

Academic misconduct is a student's own conduct which intentionally misrepresents his or her own academic accomplishments, or which jeopardizes the fair judging of another student's academic work.

#### III. Violations

Any attempt to be dishonest or deceptive in the performance of academic work, in or out of the classroom or research laboratory, or any attempt to alter academic records or any collaboration with another student or students in an act of academic misconduct, constitutes an offense. Although not necessarily exhaustive, the following define such violations:

- A. Cheating on Examinations: Any attempt by a student to alter his or her performance or the performance of any other student on an examination in violation of that examination's stated or commonly understood ground rules.
- B. Plagiarism: Any attempt by a student to represent the work of another as his or her own. This includes copying answers of another student on an oral or written examination, or copying or substantially restating the work of another person or persons in any oral or written work without citing the appropriate source, or collaborating with someone else in an academic endeavor without acknowledging that person's contribution.
- C. Misrepresentation or falsification of data presented for surveys, experiments, etc.

- D. Theft of an examination: Stealing or otherwise discovering and/or making known to others the contents of an examination that has not yet been administered.
- E. Forgery, Alteration or Knowing Misuse of graded examination, grade lists, or official records or documents such as transcripts, letters of recommendation, etc., alterations of examinations or other work after submission.
- F. Theft or Destruction of Examinations after submission for the purpose of covering up possible poor performance.
- G. Research Misconduct which includes fabrication, falsification, misrepresentation of research data. Misconduct may also include proposing, conducting, or reporting scientific research in ways that seriously deviate from practices commonly accepted within the academic scientific community.
- H. Illegal or inappropriate use of computer systems or software. This includes unauthorized copying and/or use of hardware or software and improper or unauthorized entrance into files belonging to others.
- I. Malicious destruction of University property.
- K. Knowingly allowing another student to represent your work as his or her own.
- J. Failure to Comply with the Sanctions imposed under the authority of the Committee on Academic Standards.

#### IV. Administrative Actions

##### A. Departmental Level

Departmental action is required under any circumstances involving an allegation of academic misconduct by a current or former student, whether that student was enrolled in a course offered through the Graduate Division or in a course outside of the Division (e.g., Graduate or Medical School). The Department Chairperson must be notified in writing of these circumstances, and he or she may appoint a Committee of Inquiry which consists of, in addition to the Chairperson or his/her designee, two graduate students and two faculty members. The Department Chairperson will notify the student(s), in writing, of the nature of the charge(s); the right to appear before the Committee accompanied by a representative of his or her choice, if desired; and the date of the hearing.

This Committee shall hold a meeting to hear all parties involved; a decision shall be made with the Chairperson voting in case of a tie. Actions which a Departmental Committee may take are:

- no penalty
- recommend that an appropriate change of grade be assigned
- reprimand (nature of which may be determined by the department)
- refer to the Division of Graduate Medical Sciences

The Department Chairperson will notify the student in writing of the Departmental Academic Discipline Committee's decision.

B. Division of Graduate Medical Sciences Level

When a current or former student wishes to appeal the decision made by a Departmental Committee of Inquiry, or if a Departmental Committee of Inquiry cannot reach a resolution, or if a Department wishes to recommend a penalty other than the one allowed, the case is referred to the Associate Provost of the Division of Graduate Medical Sciences.

The Associate Provost may initiate action by appointing a Sub-Committee of three regular members of the Committee on Academic Standards (one will act as chair and vote only in a tie) and two graduate students from the Division student body. The Sub-Committee will hold a hearing with all parties involved. The Sub-Committee may take the following actions:

- no penalty
- reprimand (nature of which may be determined by the Sub-Committee)
- disciplinary probation
- suspension or expulsion
- recommend revocation of degree (\*see Section V. for detailed information).

The penalty will have a final review by the Associate Provost of the Division of Graduate Medical Sciences before written notice of the decision is sent to the student and Department Chairperson.

C. Non-Division Student Violations

The Departmental level procedures are to be followed:

- If the student charged with academic misconduct is registered in another School or College within Boston University;
- or if the student is cross-registered from an outside university.

In each instance the Department may refer the case immediately to the Associate Provost of the Division of Graduate Medical Sciences, who will consult with the student's home department or school to determine if the issue is to be handled by the Division.

D. Appeals

A student may appeal the judgment or penalty to the Associate Provost of Graduate Medical Sciences, who shall review the documentation and may refer the appeal to the Sub-committee for clarification and comments. A re-hearing, normally, will be ordered only if new evidence is presented. After the re-hearing, a recommendation to the Associate Provost is to be made, but penalties may not be more severe than originally proposed. Appeals which have been denied by the Associate Provost may be addressed to the Vice President for Academic Affairs and ultimately the Provost of the University.

V. Documentation of Disciplinary Action

- A. Where "no penalty" is given, no record of the charge shall be placed in the student's departmental file, in the student's Division file or on his/her

Permanent Record.

- B. A change of grade will be made on the student's Permanent Record.
- C. A copy of a reprimand shall be placed in the student's departmental file and in the student's Division file. It shall not be recorded on the Permanent Record. Past reprimands may be considered in imposing sanctions for further offenses. A reprimand is not made public when record, transcripts, etc., are sent out.
- D. Disciplinary probation is established for a specified period of time. It is recorded on the student's record for the period of probation. Following the period of probation, it is recorded internally and is not made public when records, transcripts, etc., are sent out.
- E. Suspension or expulsion is recorded on the Permanent Record and in all student files. Expulsion is permanent.
- F. Revocation of degree (procedures which shall be followed after appeals by student have been denied):
  - Committee on Academic Standards makes recommendation to Division Faculty and the Associate Provost of Graduate Medical Sciences and the Dean of the Medical School.
  - Division Faculty makes recommendation to Trustees.
  - Associate Provost of Graduate Medical Sciences writes to President requesting Trustee action
  - Board of Trustees conducts an independent review
  - If the degree is rescinded, the President sends a certified letter to Boston University library asking that thesis/dissertation be removed from files.
  - University Counsel sends certified letter to student informing him/her of revocation of degree.

\*These procedures were unanimously approved by the Graduate Medical Sciences Committee on Academic Standards at its meeting on May 7, 1996. Professor M. Carter Cornwall, Chair, Professors Judith A. Foster and Raphael A. Zoeller, Members. Approved by the Graduate Medical Sciences Steering Committee on May 16, 1996. Approved by the Graduate Medical Sciences Division Faculty on May 22, 1996.

**My signature attests to the fact that I have read and understand the above statement of policy and procedures governing academic conduct in Boston University's Division of Graduate Medical Sciences, School of Medicine.**

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**Print Name**

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**BU ID Number**

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**Signature and date**