

## **ACADEMIC AND PROFESSIONAL INTEGRITY COMMITTEE**

Washington University in St. Louis Sam Fox School of Design & Visual Arts

Graduate School of Architecture & Urban Design

(Effective January 1, 2012)

### ***Purpose and Philosophy:***

The Graduate School of Architecture & Urban Design (the “Graduate School”) seeks to provide its students with a successful and gratifying experience at Washington University in St. Louis (“University”). The Graduate School is a community dedicated to maintaining an open, fair, and productive learning environment. All members of the Graduate School enrolled in programs in Architecture, Landscape Architecture, and Urban Design are expected to maintain the highest standards of integrity and ethical behavior. Respect for one another and for each other’s work and possessions is essential for a healthy learning environment.

By conferring the professional degrees of Architecture (Master of Architecture) and Landscape Architecture (Master of Landscape Architecture) and the post-professional degree of Master of Urban Design, Washington University prepares the student to undertake a career as an architect, landscape architect, and/or urban designer. The University assesses this competency based on each student’s technical knowledge and skills, as well as the student’s personal qualities pertinent to an effective professional life. The Academic and Professional Integrity Committee (the “Committee”) is concerned with those situations arising from time to time in which academic and professional standards are not met. In these situations, the Committee will have jurisdiction to prescribe remedies for academic or professional misconduct, up to and including recommendations for suspensions and expulsions. Action to dismiss or expel a student from the Graduate School will be the result of a systematic determination that the student is unable to complete the requirements of the Graduate School successfully based on that student’s behavior and/or academic and professional performance.

The procedures below have been adopted by the Faculty of the Graduate School, as recommended by the Task Force Committee on Academic Integrity consisting of Architecture faculty and graduate student representatives. It is the student’s responsibility to review this document and become acquainted with the standards by which his or her performance will be evaluated.

## **Committee on Academic and Professional Integrity**

### **I. General Policies and Procedures**

Unless otherwise noted, the following general policies and procedures apply to the Committee and any Committee meeting held pursuant to this Policy:

#### **A. Responsibility of the Committee**

As set forth in further detail throughout this document, the Committee decides upon matters of academic and/or professional misconduct brought to its attention. In making these determinations and considering sanctions, the Committee evaluates whether a student meets the academic, professional, and ethical standards necessary to practice, teach, or perform research in the architecture profession. The Committee may utilize a variety of resources to determine whether students meet the required standards of professionalism, including, but not limited to, the AIA Code of Ethics and Professional Behavior, the Studio Culture Policy, and the Student Handbook.

#### **Chair of the Committee**

The Committee will be chaired by the Associate Dean of the Sam Fox School of Design & Visual Arts (“Chair” or “Associate Dean”).

#### **B. Membership of the Committee**

1. Appointed members: The Committee is comprised of members of the Graduate School’s instructional, tenured and tenure-track faculty, as recommended by the Dean of Architecture and as appointed by the Dean of the Sam Fox School of Design & Visual Arts for a one-year term. Committee membership must number as least five individuals. A faculty member may be re-appointed to serve on Committee. A list of Committee members shall be maintained by the Associate Dean.
2. Ex-officio members: The Committee membership may include, in ex-officio capacity, a representative of the Student Health Services or a Graduate Professional Council student representative, who may attend Committee meetings as a non-voting member. In addition, the Office of General Counsel may be present during a hearing to advise the Committee.
3. Recusal from voting: A voting member of the Committee should declare any potential conflicts of interest to the Committee, and the remaining Committee members will determine whether the member should be recused from discussion and voting.

### **C. Meeting Frequency**

Committee meetings will be held once per semester. A meeting of the Committee also may be convened at any time to provide prompt review of student academic/professional integrity concerns. The Associate Dean will organize the Committee's meeting schedule.

### **D. Meeting procedures**

1. Committee meetings are conducted in accordance with Robert's Rules of Order (<http://www.robertsrules.com>).

2. The Chair will convene a meeting of the Committee. The student's case shall be presented to the Committee in a closed and confidential meeting.

3. Guests

An instructor who is not a member of the Committee, but who has submitted a concern regarding a student to be discussed at the Committee meeting, may be present at the meeting to provide information concerning the student's performance but will not be present during deliberations or voting. Alternatively, the course master or instructor may send a designated representative or may submit additional information in writing. In the event that a course master, instructor, or designated representative is not present or sufficient information has not been forwarded, final action regarding the student at issue will be deferred until adequate information concerning the student's performance is available.

In addition, other individuals who have contact with or information regarding the pertinent student(s) may be asked by the Chair to serve as consultants or advisors on topics relevant to the issues to be determined by the Committee. Appropriate student confidentiality will be maintained.

4. Voting and Quorum

A quorum is designated as one-half (1/2) of the membership. A simple majority vote of the members present shall be required for all decisions, except recommendations to suspend or expel a student for academic or professional misconduct, all of which require a three-quarters (3/4) majority vote of the members present.

5. Student Notification and Participation

Any student at risk for immediate, serious, adverse action will receive written notice in advance of the date and time of any Committee meeting at which his/her performance or conduct will be reviewed as well as the purpose of the review.

A student who receives notice that s/he is to be considered at a Committee meeting may be asked to be available to participate in portions of the meeting in person or via telephone to provide additional relevant information. If the student cannot be available, the Committee may either postpone the meeting or may conduct the meeting and take action without the student present.

A student who receives notice that s/he is to be considered at a Committee meeting shall be permitted, upon request to the Chair no less than two business days in advance of the Committee meeting, to appear before the Committee on his/her own behalf. At the student's request, s/he also may be accompanied at the meeting by either (i) a member of the Graduate School's faculty or staff or (ii) a fellow student enrolled in the Graduate School, for guidance and support. The accompanying individual will not be permitted to advocate on behalf of the student or otherwise actively participate in the meeting. Failure of a student to provide reasonable cooperation to the Committee, including but not limited to failure to participate at a scheduled time or failure to provide information requested by the Committee, may be considered a separate instance of professional misconduct, in addition to the underlying issues giving rise to the meeting.

6. Meetings may be rescheduled at the discretion of the Chair.

#### **E. Records and Communications**

1. Committee decisions regarding a student's conduct shall be communicated, in writing, to the student within ten business days of the Committee's meeting.
2. All written records of communications to the student shall be maintained in the student's permanent file.
3. A record of Committee meeting proceedings shall be made and preserved by the Chair's designee only for purposes of review by the Appeals Committee, as necessary.

## **II. Academic and Professional Integrity and Student Conduct Infractions**

Students are expected to comply with the University's conduct standards as set forth in the University Student Judicial Code, a link to which can be found at <http://www.wustl.edu/policies/#students>.

As provided in the University Student Judicial Code, the Graduate School retains jurisdiction to review allegations of academic or professional integrity violations.

#### **A. Academic or Professional Integrity violations**

Academic or Professional Integrity violations include, but are not limited to:

##### **1. Violation of standards that govern the creation and preparation of design and technical work**

Similar to standards governing preparation and publication of written works, there are standards that govern the creation and preparation of design and technical works.

- a. It is a violation of academic integrity to represent another's design or technical work or creation as one's own.
- b. It is recognized and understood that designs often draw from previously published material and projects for reference and inspiration, and the Graduate School encourages this type of exploration. However, student work claiming to be original, but which has been lifted without significant change from other sources, including magazines, the internet, fellow students, or colleagues, is unacceptable and will be treated as plagiarism (see below).
- c. Violation of submission and presentation deadlines for design studio work. Such deadlines can only be extended by the studio instructor, the Chair of the Program, or, in the cases of family and personal medical emergency, by the Associate Dean.
- d. Violation of the Studio Culture Policy.

##### **2. Plagiarism or other Misappropriation of the Work of Another**

Plagiarism consists of taking someone else's ideas, words, or other types of work product and presenting them as one's own. To avoid plagiarism, students are expected to be attentive to proper methods of documentation and acknowledgement. To avoid even the suspicion of plagiarism, a student must always:

- a. Enclose every quotation in quotation marks, and acknowledge its source.
- b. 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 author, title of work, publication information, and page reference.
- c. 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).
- d. Cite material from the internet as if it were from a traditionally published source. Follow the citation style or requirements of the instructor for whom the work is produced.

### 3. Cheating on an Examination

A student must not receive or provide any unauthorized assistance on an examination. During an examination a student may use only materials authorized by the faculty.

### 4. Copying or Collaborating on Assignments Without Permission

When a student submits work with his/her name on it, this is a written statement that credit for the work belongs to that student alone. If the work was a product of collaboration, each student is expected to clearly acknowledge in writing all persons who contributed to its completion.

Unless the instructor explicitly states otherwise, it is dishonest to collaborate with others when completing any assignment or test.

If the instructor allows group work in some circumstances but not others, it is the student's responsibility to understand the degree of acceptable collaboration for each assignment, and to ask for clarification if necessary.

To avoid cheating or unauthorized collaboration, a student should never:

- a. Use, copy, or paraphrase the results of another person's work and represent that work as his/her own, regardless of the circumstances.
- b. Refer to, study from, or copy archival files (e.g. old tests, homework, or backfiles) that were not approved by the instructor.

- c. Copy another's work, or permit another student to copy his/her work.
- d. Submit work as a collaborative effort if he/she did not contribute a fair share of the effort.

#### 5. Fabrication or Falsification of Documents, Data, or Records

It is dishonest to fabricate or falsify data or material presented in research papers, projects, assignments, or in any other circumstances; to fabricate source material in a bibliography or "works cited" list; or to provide false information on a résumé or other document in connection with academic efforts. It is also dishonest to take unaltered designs or other work developed by someone else and present them as one's own.

Examples of falsification include:

- a. Altering information on any exam or class assignment being submitted for a re-grade.
- b. Altering, omitting, or inventing data to submit as one's own findings. This includes copying data from another student to present as one's own; modifying data in a write-up; and providing data to another student to submit as his/her own.

#### 6. Other Forms of Deceit, Dishonesty, or Inappropriate Conduct

Under no circumstances is it acceptable for a student to:

- a. 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 his/her academic career.
- b. 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.
- c. Misrepresentation of experience or ability. This includes providing false information concerning academic achievement or background in an area of study. For example, falsely reporting the substance of an internship, omitting transcripts or other academic information on an application for admission or other University records.

- d. Willfully damage or inhibit the efforts or work of other students, which includes deliberately destroying or impeding access to shared resources such as library materials, studio materials, or computer software and hardware.
- e. Steal, deface, or damage academic facilities or materials.
- f. Collaborate with other students planning or engaging in any form of academic or professional misconduct.
- g. Submit any academic work under someone else's name other than his/her own. This includes but is not limited to sitting for another person's exam; both parties will be held responsible.
- h. Engage in abuse, misrepresentation, or other seriously improper conduct in relation to instructors, fellow students, colleagues, or clients, including breaches of confidentiality where applicable.
- i. Violate the Studio Culture Policy, which can be found on the Graduate School's website at [samfoxschool.wustl.edu](http://samfoxschool.wustl.edu).
- j. Engage in behavior that violates the AIA Code of Ethics & Professional Conduct so as to raise serious unresolved doubts about the integrity of the student to enter the practice of Architecture. A copy of the AIA Code of Ethics and Professional Conduct can be found at [www.aia.org](http://www.aia.org).

This list is not intended to be exhaustive. To seek clarification, students should ask the professor or teaching assistant for guidance.

#### **B. Procedures Concerning Review of Academic or Professional Integrity Matters**

Matters involving possible breaches of the University Student Judicial Code or violations of academic or professional integrity shall be brought to the attention of the Associate Dean. In addition to the General Procedures set forth in Section I, the following procedures apply:

1. The individual(s) raising the allegations of possible misconduct shall present them in a complaint to the Associate Dean in writing. Individuals submitting information are reminded of the need for confidentiality regarding all matters of misconduct.
2. The Associate Dean will consider the merits of the complaint and whether it appears to warrant further investigation. The Associate Dean shall determine, and may consult with the University's Judicial Administrator in making such a determination, whether the alleged conduct, if true, could constitute misconduct under the Judicial Code. If the



Associate Dean determines that the alleged misconduct does not constitute an Academic or Professional Integrity violation but might constitute some other type of misconduct, the Associate Dean shall refer the matter to the University's Judicial Administrator.

3. If the Associate Dean determines that the alleged misconduct could constitute an Academic or Professional Integrity violation, then the Associate Dean shall meet with the student to discuss the allegations.
4. If the student agrees with the facts presented in the complaint and furthermore admits to committing an Academic or Professional Integrity violation, the student may waive his/her right to a hearing, and the Associate Dean may impose sanctions as set forth in Section II.C. If the student admits the charge but wishes to appear before the Committee for determination of sanctions, the Associate Dean shall convene a meeting of the Committee to determine imposition of sanctions.
5. If the student denies the allegations, the Associate Dean shall convene a meeting of the Committee. The student shall be notified of this meeting pursuant to Section I of this Policy and provided a copy of the complaint. The Committee shall, whenever possible, convene within two weeks after the initial meeting between the student and the Associate Dean (or designee).
6. The Committee's aim is to provide a fair and prompt review of the complaint and allegations asserted against the student. The Committee is not positioned in an adversarial role against the student, but serves to review the evidence as presented and determine sanctions if necessary. The Committee will consider evidence that tends to prove or disprove the alleged conduct.
7. If the Committee finds that the student engaged in misconduct, it may consider additional evidence of prior conduct, evidence as to the charged student's character, the student's academic record, or any other evidence that could assist the Committee in determining an appropriate sanction.
8. A list of expected witnesses, the name and title of accompanying individual, and copies of any documents expected to be presented, either in support of the complaint or in defense of the student charged, shall be provided to the Associate Dean no less than five (5) business days prior to the Committee meeting. Upon request and unless otherwise agreed upon, the student will have access to the documents to be presented no less than two (2) business days in advance of the meeting.

9. The student may present evidence on his or her behalf, subject to reasonable limitations as to amount, scope, and format, as determined by the Chair of the Committee.
10. The Chair of the Committee will rule on whether or not specific evidence or testimony will be considered. The Committee has neither the advantages nor limitations inherent in a court of law.
11. The decision as to whether the student committed the alleged misconduct will be made solely on the basis of evidence and testimony presented at the meeting. Innocence of the student will be presumed. A Committee member must find in favor of the student unless the member is persuaded that it is more likely than not that the student engaged in the misconduct alleged.
12. If the person who has submitted the complaint is a member of the Committee, that member may provide information regarding the complaint to the Committee, but will then recuse him/herself from deliberations and voting. If the person who has submitted the complaint of misconduct is not a member of Committee, he or she will be asked to present the complaint and information regarding the allegations and will then be excused.
13. The record of such proceedings will be held confidentially with access restricted to Committee members, the student accused, and members of the WU Administration involved in the proceedings or on appeal.
14. Unless it is determined by the Associate Dean that extraordinary circumstances exist, the student will be permitted during the Committee proceedings to attend class so long as the student does not pose a threat to himself/herself or others.

**C. Possible Sanctions for Academic or Professional Integrity Violations**

Any Committee decision to sanction a student should be communicated in writing to the student within three (3) business days following the Committee meeting.

1. Warning or Probation

A student may be given a warning or placed on probation by the Committee upon a finding that s/he has engaged in academic or professional misconduct. The Committee may also require some form of remedy and evidence of readiness to function in a professional manner to remove a probationary status, consistent with the options for sanctions set forth in the University Judicial Code. Students placed on probation may be asked to resign from holding a class office position.

## 2. Recommendation of Suspension or Expulsion

The Committee may not impose the suspension or expulsion of a student for misconduct. Rather, in cases where a student has exhibited significant or repeated academic or professional misconduct, the Committee may make a recommendation to the Dean of the College of Architecture and Graduate School of Architecture & Urban Design (hereinafter the "Dean of Architecture") for suspension or expulsion of the student. The Dean of Architecture shall have thirty (30) days from the date of receiving such a recommendation from Committee to decide whether to suspend or expel the student, unless extended by the Dean of Architecture upon notice to the student. The Dean of Architecture's decision should be communicated in writing to the student and to Committee within five (5) business days after the decision is made.

### III. Request for Reconsideration by the Committee

A student may request that the Committee reconsider its decision to take adverse action against that student. Such a request may be made for actions concerning the student's Academic or Professional Misconduct. Note: Actions taken by entities other than the Committee (e.g., the Dean of the College of Architecture and Graduate School of Architecture & Urban Design, the Dean of the Sam Fox School of Design & Visual Arts (hereinafter "Dean of the Sam Fox School"), or the University Judicial Board) are not subject to requests for reconsideration under this Section III.

Within three (3) business days of the date on which a student receives an adverse decision from Committee, the student may notify the Chair of his/her intent to request reconsideration of that decision by the Committee. A written request and rationale for reconsideration must be received by the Chair within five (5) business days of the date the student provides initial notice of intent to request reconsideration. A student's request for reconsideration cannot simply be based on a disagreement with the Committee conclusion and/or imposition of sanctions. Such a request for reconsideration must be based solely on (a) the need for the Committee to consider additional information that was not previously presented; and/or (b) a contention that pertinent Committee procedures were not followed during the original proceeding. If the request is based on a contention that all relevant information was not presented to the Committee, the request must provide the Committee with adequate reason why the student did not present this information at the Committee meeting in question.

The decision to grant a Request for Reconsideration is within the sole discretion of the Committee. If the Committee decides to reconsider its decision, it shall notify the student in writing of its decision to reconsider and shall reconvene within thirty (30) calendar days of receipt of the written request to reconsider. During the reconsideration process, the student

will be permitted to attend class so long as the student does not pose a threat to him/herself or others. The Committee may reverse, modify, or affirm its original decision based upon its reconsideration and/or input from the student or others.

#### **IV. APPEALS**

##### **A. Appeal to the Dean of the College of Architecture and Graduate School of Architecture & Urban Design of Decisions by Committee**

###### **1. Appealable Decisions**

A student may appeal to the Dean of the College of Architecture and Graduate School of Architecture & Urban Design following a finding of an academic or professional integrity violation by the Committee that does not result in a sanction of suspension or expulsion.

###### **2. Appeal Procedures**

Any appeal described in Section IV.A.1 above must be made in writing to the Dean of Architecture within ten (10) business days after the student receives the final written decision of Committee (either the initial decision, or a decision denying a timely request for reconsideration, or a decision after reconsideration, if granted). Students are not required to request reconsideration by the Committee prior to appealing to the Dean of Architecture; however, if reconsideration is requested, appeal to the Dean of Architecture should not be made until the Committee has ruled on the reconsideration request.

The appeal must be limited to the grounds that a fair hearing was not provided, or that the sanction imposed was excessive. Such written appeal must clearly state the grounds for the appeal and must include all supporting information that the student desires to be considered as part of the appeal.

When such appeal is taken, the Dean of Architecture shall not substitute his or her judgment of the facts for that of the Committee. In deciding the appeal, the Dean of Architecture may utilize, at his/her discretion, an ad hoc appeals committee to advise him/her on the merits of the appeal. Members of the appeal committee must be tenured or tenure-track faculty members in the Graduate School or at the Sam Fox School of Design & Visual Arts. Members of the Committee are not permitted to participate on an appeals committee for decisions on which they voted.

The Dean of Architecture shall have thirty (30) calendar days from the date of receipt of the appeal to decide the appeal, unless extended by the Dean of Architecture upon notice to the student. The decision of the Dean of Architecture shall be final. The Dean of Architecture may

decide to uphold the decision of Committee, reverse the decision of Committee, or remand the matter to Committee with instructions for additional proceedings. The Dean of Architecture's decision should be communicated in writing to the student and to Committee within five (5) business days after the decision is made.

**B. Appeals to the Dean of the Sam Fox School of Design & Visual Arts of Decisions by the Dean of the College of Architecture and Graduate School of Architecture & Urban Design to Dismiss, Suspend, or Expel**

1. Appealable Decisions

A student may appeal to the Dean of the Sam Fox School of Design & Visual Arts following a suspension or expulsion for academic or professional integrity violations by the Dean of Architecture. The decision of the Committee, or the Dean of Architecture on appeal, to impose a warning, probation, or any other sanction for academic or professional integrity violations is not appealable to the Dean of the Sam Fox School.

2. Appeal Procedures

Any appeal described in Section IV.B.1 above must be made in writing to the Dean of the Sam Fox School of Design & Visual Arts within ten (10) business days after the student receives the final written decision of the Dean of Architecture. Students are not required to request reconsideration by the Committee prior to appealing to the Dean of the Sam Fox School; however, if reconsideration is requested, appeal to the Dean of the Sam Fox School should not be made until the Committee has ruled on the reconsideration request.

The appeal must be limited to the grounds that a fair hearing was not provided, or that the sanction imposed was excessive. Such written appeal must clearly state the grounds for the appeal and must include all supporting information that the student desires to be considered as part of the appeal.

When such appeal is taken, the Dean of the Sam Fox School shall not substitute his or her judgment of the facts for that of the Committee or Dean of Architecture. In deciding the appeal, the Dean of the Sam Fox School may utilize, at his/her discretion, an ad hoc appeals committee to advise him/her on the merits of the appeal. Members of the appeal committee must be tenured or tenure-track faculty members in the Graduate School or at the Sam Fox School of Design & Visual Arts. Members of Committee and the Dean of Architecture are not permitted to participate on an appeals committee for decisions on which they voted.

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The Dean of the Sam Fox School shall have thirty (30) calendar days from the date of receipt of the appeal to decide the appeal, unless extended by the Dean of the Sam Fox School upon notice to the student, and the decision of the Dean of the Sam Fox School shall be final. The Dean of the Sam Fox School may decide to uphold the decision of the Dean of Architecture, reverse the decision of the Dean of Architecture, or remand the matter to Committee or the Dean of Architecture with instructions for additional proceedings. The Dean of the Sam Fox School's decision should be communicated in writing to the student and to the Dean of Architecture within five (5) business days after the decision is made.