

Application Deadlines

Applications are accepted at anytime, up until posted application deadlines. To ensure scores are received before the deadline, applicants should sit for the GMAT and TOEFL (if applicable) no later than 2 weeks before the posted deadlines.

Spring 2008

Accepting applications for the Master of Accounting (MAcc), Evening-Professional MBA and Master of Science in Business, Finance Concentration (MSB-FIN) programs only
October 1, 2007 - International Application Deadline
November 1, 2007 - Domestic Application Deadline
January 17, 2008 - First Day of Class

Fall 2008

Accepting applications for all programs
May 1, 2008 - International Application Deadline
June 1, 2008 - Domestic Application Deadline
August 21, 2008 - First Day of Class

Applications may be accepted, on a space available basis, after the posted application deadlines. If you are considering submitting an application after the deadline, please contact the Masters Recruiting Office at bschoolgrad@ku.edu for program availability and special procedures.

Application Checklist

- _____ Complete and submit the online application available at <http://www.business.ku.edu/Master-ApplyNow>.
MBA applicants - be sure to indicate whether you are applying for the Full-Time MBA, Evening-Professional MBA or one of the Joint MBA degrees
- _____ Pay a \$60 application fee using the online payment system available through the online application
- _____ Complete the required application essays, available through the online application or in this packet
- _____ Graduate Management Admission Test (GMAT) - the test is required of all applicants and scores may be no older than 5 years. Only official scores, sent via the Graduate Management Admission Council will be accepted. For more information or to order an official copy of your scores, visit <http://www.mba.com/>
- _____ Test of English as a Foreign Language (TOEFL) - typically required for applicants whose native language is not English and who did not graduate with a baccalaureate degree or higher from program taught in English at an international institution. Verification of English instruction from the university is required as part of the application and must be included as part of the application package. Verification can be from a catalogue or program description brochure or an official letter from a department chair, dean or other university official stipulating English language as the method of instruction.

If verification of English instruction is not available, the applicant will be required to take the TOEFL. Official scores may be no older than two years and must be submitted via ETS. For more information or to order an official copy of your scores, visit <http://www.toefl.org/>
- _____ One sealed, official transcript from each university attended. Transcripts should be mailed to: The University of Kansas School of Business Masters Programs, 206 Summerfield Hall, 1300 Sunnyside Avenue, Lawrence, KS 66045
- _____ Two completed recommendation forms
- _____ Up-to-date resume
- _____ Signed Academic Honor Code form
- _____ Application materials may be mailed to: **KU School of Business, Masters Admissions, Summerfield Hall Room 206, 1300 Sunnyside Avenue, Lawrence, KS 66045** or to the address on the paper application. Please be sure that all application materials are sent to the same address.

Degree Seeking Application Instructions

The following information applies to all Masters programs at the University of Kansas School of Business. Admission to these programs is competitive and based upon the information supplied by the applicant including prior academic experience, admission test scores, post-undergraduate work experience, recommendations provided by employers or instructors and space available in the desired program. Please read the following instructions carefully before completing the application forms.

This instruction sheet provides an overview of the application criteria, requirements and processes. It is the responsibility of the candidate to read and understand this document and to comply with the requirements and deadlines for admission. Please read the following instructions carefully before beginning the application process.

Important Information for Degree Seeking Applicants:

School of Business Masters Level classes taken under non-degree status are not eligible to be transferred into any University of Kansas School of Business graduate level program.

Applicants seeking joint degrees should refer to application instructions for both the MBA and other degree under consideration.

Most MAcc & MSB-FIN applicants wish to take classes at the Lawrence Campus. Applicants wishing to take classes at the Overland Park/Edwards Campus should contact Administrative Director of Masters programs at bschoolgrad@ku.edu to determine class availability prior to submitting an application. Lawrence based MBA program and joint MBA degrees only allow entrance in the fall semester.

Semester of Entrance: The semester of entrance may vary according to the specific program and/or option. Any extensions or alterations of application deadlines will be published on the School of Business website at <http://www.business.ku.edu/> on the "How to Apply" page. Candidates seeking admission after the published deadlines are encouraged to contact the Administrative Director of Masters programs at bschoolgrad@ku.edu to determine if space is available.

Application periods are typically September 1 - June 1 for the fall semester and January 1 - November 1 for the spring semester. Admission decision letters are typically mailed 4 to 6 weeks after the final piece of the application has been received.

The Evening-Professional MBA program, MAcc and MSB-FIN programs allow entrance in the fall and spring semesters.

How to Apply: Application materials for degree seeking candidates should include:

A completed Graduate School application form (either online or paper)

Three essays (the questions are in the online application)

One sealed, official transcripts from each college or university attended

Two completed recommendation forms from faculty members and/or employers

Resume

A signed KU Academic Code of Honor form

Official GMAT (Graduate Management Admission Test) scores

Official TOEFL (Test of English as a Foreign Language) scores, if applicable

A non-refundable application processing fee of US \$60 for online applications (preferred), or \$65 for paper applications, payable to the University of Kansas

All materials must be completed and received by the University of Kansas School of Business Masters Programs before an applicant can be considered for admission. Applicants are urged to retain copies of admissions materials for their own records.

All application materials become the property of the University of Kansas School of Business Masters Programs and cannot be returned or transferred.

The University of Kansas School of Business Masters Programs is not responsible for materials damaged, delayed or lost via mail or other carrier. It is the applicant's responsibility to ensure that the application and supplemental materials arrive in a timely manner. Applicants are also strongly encouraged to confirm receipt of all mailed materials by e-mailing bschoolgrad@ku.edu.

Application Fee: An application fee of \$60 per online application and \$65 per paper application is required from all applicants. If a check or money order is used to remit funds, the check should be made out to "The University of Kansas". Applicants outside the United States must remit the fee either by a check drawn on a U.S. bank or by international money order. If someone else writes a check for you, please include your name on the check. The application fee is neither waived nor refunded.

Application for Admission to the Graduate School: Applicants should complete the appropriate domestic or international application form based upon citizenship status. The application questions should be answered carefully and completely. Submission of an incorrect application type will delay review of that application. For those seeking admission into an MBA program, they must indicate either the Full-Time or Evening-Professional MBA program. Failure to specify the MBA program may result in a delay in processing the application. Paper applications and all supporting materials should be mailed to the following address:

The University of Kansas
School of Business Masters Programs
Attn: Admissions
206 Summerfield Hall
1300 Sunnyside Avenue
Lawrence, KS 66045-7585

Official College and University Transcripts: One (1) official copy of a transcript indicating all courses completed, dates, grades, and credits or time dedicated to each is required for all college work completed or attempted. Transcripts are required for all: high school classes taken for college credit, undergraduate coursework and graduate coursework. Upon the registrar furnishing the official transcript, the registrar should seal it in the institution's envelope, sign his/her name on the line across the envelope seal, and return it to you. You will then submit it to the School of Business Masters Programs, unopened, along with other application materials. If you have attended more than one college or university, you are required to submit an official transcripts from each institution regardless of how many credit hours completed (this includes college coursework completed during high school). All transcripts must be submitted unopened to be considered official.

Recommendations: Applicants are required to submit two (2) completed recommendation forms. These should be requested from employers and/or faculty who have worked closely with you and are able to give specific information about your abilities, accomplishments and potential. Please be sure to complete the top section of each form. Send both the form and a self-addressed envelope to each person you have asked to recommend you for admission. He/she should complete the form, seal it in the envelope provided, sign his/her name across the seal, and return it directly to you. These letters should be submitted unopened with your application.

Academic Code of Honor: Please read, sign, and submit the KU School of Business Academic Code of Honor form.

Graduate Management Admission Test (GMAT) Scores. The GMAT is required of all School of Business Masters Programs applicants. There are no exceptions to this policy. GMAT scores that are more than five years old will not be accepted. Although no absolute minimums are established for GMAT scores, the successful applicant usually scores in the range from 550 to 710, with an average of 610.

Test of English as a Foreign Language (TOEFL). The TOEFL is required of applicants whose native language is not English. The TOEFL is a comprehensive test of English language skills. It is used together with the verbal section of the GMAT to determine whether a candidate has sufficient command of the language to actively participate in a graduate program conducted in English. Scores more than two years old will not be accepted. Questions regarding the TOEFL should be referred to the Graduate Application Processing Center (GAPC) at: gradadmin@ku.edu.

Application Decisions. All applications will be reviewed in a timely manner in the order they were received, once all pieces of an application and supplemental materials have been received. It is the policy to the University of Kansas School of Business Masters Programs to inform candidates of admission committee decisions in writing, mailed to the candidate's address. One should allow 4-8 weeks, from when the final piece of the application is received, to receive a decision from the application committee. Decisions made by the application committee are final.

Submission of an application and supporting materials does not guarantee admission. Applicants seeking admission into a School of Business Masters Program are admitted to the School of Business (and any joint program) in which they are seeking admission and to the Graduate School at The University of Kansas. While only one application is required, and usually sent to the School of Business, a student's application will be reviewed by both the School of Business and the Graduate School. A student must be accepted by both entities in order to begin classes.

Should an applicant decide to convert their application to another business masters program may do so as long as their application has not been reviewed by an admission committee. That change may be made by contacting the School of Business Masters Program at bschoolgrad@ku.edu. If the application has been moved to an admissions committee or the applicant has received an acceptance letter, the applicant should contact the School of Business Masters Program, at the above e-mail address, to discuss what options may be available. If an application has been denied, the applicant will need to reapply to their new program of choice.

For various reasons, applicants may be placed on a wait list before a final decision regarding their application may be made. At this time, an applicant may choose, but are not required to supplement their application with more recent GMAT or TOEFL scores.

Incomplete Applications. Incomplete applications, not limited to incomplete or missing information, expired test scores or an insufficient application fee, will be automatically held for one calendar year.

If an application is completed within that timeframe, it will be submitted to the appropriate admission committee for consideration of the applicant joining the program at the next available semester. It is solely the applicant's responsibility to ensure that all pieces of the application have been received and are complete.

Deferred Enrollment. At the applicant's choosing, a letter of admission may be deferred up to one calendar year from the beginning of the original intended semester of entrance. If deferred enrollment is selected, the applicant is responsible for re-establishing contact with the School of Business. Additional details may be provided to the applicant when they select to defer enrollment.

This degree seeking applicant instruction sheet, updated March, 2007, replaces all previous versions and instruction sheets for degree seeking candidates to The University of Kansas School of Business Masters Programs.

Application Essays

Please limit each essay to approximately 600 words. The first three essays may also be completed online.

1. Describe someone you admire and explain why you admire this person. How have you incorporated what you have learned from this individual in your life?

2. Describe a difficult decision that you have faced. How did you resolve the internal conflicts and the situation? What did you learn from this?

3. How do you anticipate that earning a graduate degree in business will assist you in achieving your career objectives?

Optional 4th Essay: What additional information would you like to share with the admissions committee?

Graduate Management Admission Test:

The Graduate Management Admission Test (GMAT) is required for all applicants to the KU School of Business Masters programs. The GMAT must be completed and scores submitted before an application decision can be made. All applicants are required to take the test and scores may be no more than 5 years.

Each masters program establishes its own score expectations. Previous MAcc and MBA classes have an average score of 570-600 and previous MSB-FIN classes have averaged 630-650.

Information regarding the GMAT, directions to the closest testing center and an online registration system can be found at <http://www.mba.com>.

Please note that applicants to the MBA-JD program are required to sit for both the GMAT and LSAT. Applicants to the MBA-EALC, MBA-LAS and MBA-REEES programs are required to take the GMAT as opposed to the GRE.

Test of English as a Foreign Language:

The Test of English as a Foreign Language (TOEFL) may be required for non-native speakers of English and/or international students.

Applicants to all joint degree programs must meet the admission requirements of both schools and be admitted by both schools to participate in the joint degree program. Additional differences in application procedures are noted below:

- MBA-JD: Students are required to take the LSAT in addition to the GMAT
- MBA-PharmD: Admission to the MBA-PharmD program is restricted to those students currently enrolled in the School of Pharmacy and have completed the first two years of the professional curriculum
- MBA-PM: Follow the normal application procedures, no additional information is required. All applicants will be pre-screened by the U.S. Navy

Test of English as a Foreign Language (TOEFL)

The following are acceptable means for verifying English proficiency for purposes of admitting non-native speakers of English and/or international students to the Graduate School:

1. Graduation with a baccalaureate degree or higher from program taught in English at an international institution. Verification of English instruction from the university is required as part of the application and must be included as part of the application package. Verification can be from a catalogue or program description brochure or an official letter from a department chair, dean or other university official stipulating English language as the method of instruction. This does not apply to degrees earned online.
2. Receipt of official copy (not student's copy) of applicant's TOEFL scores achieved not more than two years prior to the semester of admission.
3. Receipt of official copy of the ACADEMIC format of the [International English Language Testing System \(IELTS\)](#) administered by the University of Cambridge ESOL achieved not more than two years prior to the semester of admission

	TOEFL (paper)	TOEFL (CBT)	TOEFL (iBT)	IELTS
Allows for Regular Admission*	Score at least a 53 on all parts	Score at least a 20 on all parts	Score at least a 20 on all parts	Minimum overall score 6.0 with no part scores below 5.5
Allows for Provisional Admission*	Score a 51 or 52 on all parts	Score a 18 or 19 on all parts	Score a 18 or 19 on all parts	Minimum overall score 5.5 with no part scores below 5.0
Delay Admission and Recommend Applying to Applied English Center or Deny Admission	Score below a 51 on one or more parts	Score below a 18 on one or more parts	Score below a 18 on one or more parts	Overall score below 5.5 or one or more part scores below 5.0

*Admitted students will take the Applied English Center English Proficiency Test and may be required to enroll in one or more Applied English Center courses if they have:

1. Any part of the paper-based TOEFL below 57 or an essay score below 5
2. Any part of the computer-based TOEFL below 23 or an essay score below 5
3. Any part of the internet-based TOEFL below 23
4. An IELTS overall score below 6.5 or any score below 6.0

Please note that earning a score that qualifies for regular or provisional admission does not guarantee admission into the KU School of Business Masters program. For additional information regarding the TOEFL, visit <http://www.toefl.org>.

Statement of Financial Resources

Credible documentary evidence of financial support must be provided before an I-20 form (for F-1 status) or a DS-2019 form (for J-1 status) can be issued. For current estimates of expenses needed, please visit <http://www.ku.edu/~issfacts>. When requesting F-1 status, the applicant must prove that enough funds are readily available to cover the first year of expenses and should be prepared to prove that additional funds will be available for the duration of studies. Applicants for J-1 status must be prepared to show that funding is available for the entire J-1 program.

Documentation should be less than six months old. Indicate the type of currency. An English translation of all documentation must be provided. If documentation is not in the applicant's name, please attach a signed statement from the account holder indicating relationship to the student for whom the support will be provided. Acceptable documentation includes:

1. **Bank Statement** from checking, savings, stock holdings, and/or certificate of deposit.
2. **Bank Letter** on letterhead indicating date account opened, average balance, and current balance.
3. **Scholarship or Sponsorship Letter** verifying amount, source, and dates of award.

The statement of financial resources is mandated by U.S. immigration law and must be completed before a visa form can be issued. For further assistance with the student visa application process and information specific to your country, please contact your local U.S. Embassy/U.S. Consulate: <http://usembassy.state.gov> or contact the U.S. Information Service for referral to the closest educational adviser: <http://www.educationusa.state.gov>.

What are the applicant's primary weaknesses or liabilities that would limit his/her ability to succeed in a graduate business program?

From your knowledge of the applicant, please assess his/her potential for success in a management career? What is your basis for this assessment?

Please answer the following questions by evaluating the applicant in relation to others you have known in a similar capacity.

Conceptual Ability	<input type="checkbox"/> Exceptional (Top 5%)	<input type="checkbox"/> Outstanding (6%-10%)	<input type="checkbox"/> Above Average (11%-33%)	<input type="checkbox"/> Average (34%-66%)	<input type="checkbox"/> Below Average (66%-100%)	<input type="checkbox"/> No Basis for Judgment
Analytical Ability	<input type="checkbox"/> Exceptional (Top 5%)	<input type="checkbox"/> Outstanding (6%-10%)	<input type="checkbox"/> Above Average (11%-33%)	<input type="checkbox"/> Average (34%-66%)	<input type="checkbox"/> Below Average (66%-100%)	<input type="checkbox"/> No Basis for Judgment
Ability to Work with Others	<input type="checkbox"/> Exceptional (Top 5%)	<input type="checkbox"/> Outstanding (6%-10%)	<input type="checkbox"/> Above Average (11%-33%)	<input type="checkbox"/> Average (34%-66%)	<input type="checkbox"/> Below Average (66%-100%)	<input type="checkbox"/> No Basis for Judgment
Initiative	<input type="checkbox"/> Exceptional (Top 5%)	<input type="checkbox"/> Outstanding (6%-10%)	<input type="checkbox"/> Above Average (11%-33%)	<input type="checkbox"/> Average (34%-66%)	<input type="checkbox"/> Below Average (66%-100%)	<input type="checkbox"/> No Basis for Judgment
Maturity	<input type="checkbox"/> Exceptional (Top 5%)	<input type="checkbox"/> Outstanding (6%-10%)	<input type="checkbox"/> Above Average (11%-33%)	<input type="checkbox"/> Average (34%-66%)	<input type="checkbox"/> Below Average (66%-100%)	<input type="checkbox"/> No Basis for Judgment
Verbal Communication Skills with English as the primary language	<input type="checkbox"/> Exceptional (Top 5%)	<input type="checkbox"/> Outstanding (6%-10%)	<input type="checkbox"/> Above Average (11%-33%)	<input type="checkbox"/> Average (34%-66%)	<input type="checkbox"/> Below Average (66%-100%)	<input type="checkbox"/> No Basis for Judgment
Written Communication Skills with English as the primary language	<input type="checkbox"/> Exceptional (Top 5%)	<input type="checkbox"/> Outstanding (6%-10%)	<input type="checkbox"/> Above Average (11%-33%)	<input type="checkbox"/> Average (34%-66%)	<input type="checkbox"/> Below Average (66%-100%)	<input type="checkbox"/> No Basis for Judgment

Please describe the reference group you are using to make your comparisons:

Based upon my knowledge of the applicant: (check one)

- I strongly recommend him/her for admission into a graduate program at The University of Kansas.
- I recommend him/her for admission into a graduate program at The University of Kansas.
- I recommend, but with reservations, him/her for admission into a graduate program at The University of Kansas.
- I do not recommend him/her for admission into a graduate program at The University of Kansas.

Signature of Recommender _____ Date: Month/Day/Year _____

Printed Name of Recommender _____ Title of Recommender _____

Organization _____ Phone Number _____

Complete Business Mailing Address _____

What are the applicant's primary weaknesses or liabilities that would limit his/her ability to succeed in a graduate business program?

From your knowledge of the applicant, please assess his/her potential for success in a management career? What is your basis for this assessment?

Please answer the following questions by evaluating the applicant in relation to others you have known in a similar capacity.

Conceptual Ability	<input type="checkbox"/> Exceptional (Top 5%)	<input type="checkbox"/> Outstanding (6%-10%)	<input type="checkbox"/> Above Average (11%-33%)	<input type="checkbox"/> Average (34%-66%)	<input type="checkbox"/> Below Average (66%-100%)	<input type="checkbox"/> No Basis for Judgment
Analytical Ability	<input type="checkbox"/> Exceptional (Top 5%)	<input type="checkbox"/> Outstanding (6%-10%)	<input type="checkbox"/> Above Average (11%-33%)	<input type="checkbox"/> Average (34%-66%)	<input type="checkbox"/> Below Average (66%-100%)	<input type="checkbox"/> No Basis for Judgment
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Please describe the reference group you are using to make your comparisons:

Based upon my knowledge of the applicant: (check one)

- I strongly recommend him/her for admission into a graduate program at The University of Kansas.
- I recommend him/her for admission into a graduate program at The University of Kansas.
- I recommend, but with reservations, him/her for admission into a graduate program at The University of Kansas.
- I do not recommend him/her for admission into a graduate program at The University of Kansas.

_____ Signature of Recommender	_____/_____/_____ Date: Month/Day/Year
_____ Printed Name of Recommender	_____ Title of Recommender
_____ Organization	_____ Phone Number
_____ Complete Business Mailing Address	

THE HONOR SYSTEM OF THE SCHOOL OF BUSINESS UNIVERSITY OF KANSAS

Modified April 19, 2000

I. OVERVIEW

Academic integrity is one of the most pressing issues facing educational institutions today. It not only defines the appropriateness of student behavior, it also serves as a measure of the quality of universities. The School of Business must take all measures necessary to attain the highest standards of academic integrity.

The responsibility of academic integrity does not rest solely in the hands of the School's faculty and administration. It depends also on the attitude and spirit of the student body to create an atmosphere that promotes strong integrity. In other words, the *students* determine a school's level of character. The job of educators, therefore, is to foster and encourage a feeling of honesty and quality within the School of Business.

The Honor System embodies this concept of individual honor through a set of rules and practices. This Honor System is designed to reflect the academic attitude of the School of Business. It is through a strong Honor System that a feeling of mutual trust and respect between students and faculty is maintained.

II. SCOPE

The scope of the Honor System includes actions by School of Business students and faculty which occur at any function or academic activity conducted in the university.

III. PROMOTION

Upon enrollment* in the School of Business each student must sign a matriculation card with the following pledge:

"I, the undersigned, signify that I have read the Honor System of the School of Business and hereby pledge my support to it. I understand what is expected of me as a student of the School of Business, that my obligation to satisfy the requirements of the Honor System extends from my matriculation to my graduation and that a plea of ignorance will not be accepted by the Honor Council."

*Note: Students enrolled in the School of Business before the enactment of this honor system will have a copy of the Honor System mailed to them and will be asked to sign the matriculation card.

The following pledge must also be signed at the end of all examinations:

"On my honor, I have neither given nor received any unauthorized aid on this exam. Nor am I aware of anyone giving or receiving any unauthorized aid on this exam."

1) Every student who applies to the School will be notified about the Honor System and instructed where to find the Honor Code on the School's web site. Every student will be required to sign a statement affirming that he/she has read the document and agrees to abide by it. No student will be admitted who has not returned that signed statement to the admissions office.

2) All instructors of BU 240, 241, 368, and the undergraduate core courses will conduct a brief training session on academic honesty for their students prior to their first exam or paper.

3) A copy of the School of Business Honor Code Pledge should be prominently displayed in every classroom in Summerfield.

4) Any activities of the Honor Court should be summarized (omitting details that might identify the involved parties) and publicized internally through the School Newsletter and through the eight undergraduate student groups.

5) Measures of the effectiveness of the system (i.e., surveys of students and faculty) should be devised and used annually, with results publicized within the School.

6) Once we have some history of success with the system, these facts should be made known and promoted to our alumni and recruiters.

7) Potential benefits of an honor system, including the reputation of the school and its graduates, flexibility in evaluations of student learning, and trust among students and instructors, should be part of the promotion.

8) We would like to emphasize the positive aspects of honor.

IV. THE HONOR COUNCIL

The Honor Council shall consist of three faculty members, two undergraduate students, two masters students, and one doctoral student (on an ad hoc basis), whose goals shall be:

- 1) to work on continuous improvement in the Honor System,
- 2) to appoint members to the Honor Court and their term of service, and
- 3) to provide advice, counsel, and support for the Honor Court, and
- 4) to promote the Honor System.

Faculty members will be selected by the Executive Committee for a three year term on a rotation basis. (One new professor will be introduced into the council each fall semester to replace the professor with three consecutive years of participation.) The undergraduate students shall be appointed by the Undergraduate Business Council and the masters student members shall be appointed by the Graduate Business Council. All student members shall serve a term of one school year (both the Fall and Spring semesters.)

The Honor Council will meet at least once each semester and may meet more frequently as deemed necessary. In accordance with the responsibilities of the Honor Council, meetings will provide an opportunity for the members to improve upon the current system.

The responsibilities of the Honor Council are detailed further in the following sections: "Honor Court" and "Publication of the Code."

V. VIOLATIONS OF THE HONOR SYSTEM

Violations of the Honor System will include but not be limited to the following. After each violation, a probable range of recommendations to the dean (found in section VII-D) for those found guilty of the violation is listed. The listed recommendations are possible recommendations. Any recommendation in section VII-D may be made to the dean of the School of Business whenever the Honor Court deems it necessary.

A) Examinations

1) Cheating: It shall be a violation of the Honor System (hereafter denoted by the word "violation") to cheat during the conduct of an examination. Cheating is defined as the giving, receiving, or the use of unauthorized (as determined by the professor administering the exam) aid while taking an exam. The disclosure by a student of examination questions to another student who has not taken the examination for credit in the same semester also constitutes cheating. (Probable recommendations: VII, D, b-f.)

2) It shall be a violation to deliberately submit the work of another as your own for a grade or for academic recognition. (Probable recommendations: VII, D, b-f.)

3) It shall be a violation to fail to turn in an examination when the examination period ends as deemed by the professor or instructor. The intent here is to prevent students from writing overtime on exams to the obvious detriment of those who completed the examination on time, but reasonableness is implied here. (Probable recommendations: VII, D, a-b.)

4) It shall be a violation to intentionally keep a copy of examination questions and/or answers after the testing period has elapsed if the instructor expressly specifies that the examination questions and/or answers are to be returned at the end of the exam. This rule does not apply to exams already on file and does not apply to exams authorized by professors to be placed on file. This rule specifically disallows reproduction in any form of questions or answers from a test specifically disallowed by an instructor. (Probable recommendations: VII, D, a-d.)

B) Plagiarism

Knowingly presenting the work of another as one's own without proper acknowledgment of the source. The sole exclusion is when the ideas or information are common knowledge.

- 1) Submitting as one's own the work of a research assistant, "ghost writer", or commercial writing service.
- 2) Directly quoting from a source without citation.
- 3) Paraphrasing or summarizing another's work without citation.
- 4) Using facts, figures, graphs, charts, computer files, or other information without citation.

The use of another individual's work without proper acknowledgment of that person's efforts constitutes plagiarism. Any written work submitted by a student that contains another individual's work without acknowledgement shall be a violation. It is also a violation to submit work copied directly from another's work on the same assignment, paper, etc. Furthermore, it shall be a violation to turn in the same previously produced work from one class as work for another distinct class without permission from the current instructor. This does not include research for other projects, papers, etc. (Probable recommendations: VII, D, a-e.)

C) Violations as to Property

Any unauthorized and willful taking of another's books or other personal property from the School of Business or at a School of Business sanctioned activity shall be a violation. It is a violation to fail to return borrowed materials (books, journals, old exams, videos, reserve readings, business placement materials) within the specified time. It is a violation intentionally to damage or destroy School of Business materials or equipment. It shall be a violation of the Honor System to duplicate or steal any computer software programs or computer hardware without proper authorization from the Wagon Room. (Probable recommendations: VII, D, a,d,g.)

D) Misrepresentation

It shall be a violation to present false information to prospective employers. (Probable recommendations: VII, D, a,d.)

E) Failure to report a violation

It shall be a violation to fail to report a known violation (as noted in Section V, A-D above) of the Honor System to either an Honor Court member or faculty member. (Probable recommendations: VII, D, a,d.)

F) Perjury

Perjury before the Honor Court or willful disobedience of an Honor Court recommendation approved by the Dean of the School of Business shall constitute a separate violation. This violation includes, but is not limited to, filing or initiating a false complaint alleging a violation of the Honor System. (Probable recommendations: VII, D, a,d-f.)

Violations by a student shall include, but not be limited to, disruption of classes, giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments, knowingly misrepresenting the source of any academic work, falsification of research results, plagiarizing of another's work, violation of regulations or ethical codes for the treatment of human and animal subjects, or otherwise acting dishonestly in research.

Violations by an instructor shall include, but not be limited to, grading student work by criteria other than academic performance, or repeated and willful neglect in the discharge of duly assigned teaching duties, falsification of research results, plagiarizing of another's work, violation of regulations or ethical codes for the treatment of human and animal subjects, or otherwise acting dishonestly in research.

Examples of Student Violations:

Cheating: Giving, using, or attempting to use unauthorized materials, information, or devices in any academic exercise.

- 1) Copying from another student's exam or receiving unauthorized assistance during a quiz, test, written case study, or examination.
- 2) Using books, notes, calculators, or computers when they are expressly prohibited by the instructor.
- 3) Procuring copies of tests or examinations before they are given.

- 4) Procuring copies of previously administered tests or examinations if expressly prohibited by the instructor.
- 5) Copying reports, laboratory work, computer files, and other creative work from other students.

Fabrication and Falsification: Unauthorized alteration or invention of any information or citation in an academic exercise.

- 1) Altering a returned graded assignment and seeking regrading.
- 2) Knowingly failing to cite the true source in any reference.
- 3) Presenting false information in resumes to potential employers.
- 4) Perjury before the Honor Court.
- 5) Filing or initiating a false complaint alleging a violation of the Code of Academic Honesty

Plagiarism: Knowingly presenting the work of another without proper acknowledgment of the source. The sole exception to the requirement of acknowledgment is when the information or ideas is common knowledge.

- 1) Directly quoting a source without citation.
- 2) Summarizing another's work without citation.
- 3) Using facts, figures, graphs, charts, computer files, or any other information without citation.
- 4) Turning in academic work produced for any other class without permission of the instructor.

Facilitating Academic Misconduct: Giving or attempting to help another commit an act of academic misconduct.

- 1) Allowing another to copy from one's paper during an examination.
- 2) Distributing substantive information about an examination prior to its administration.
- 3) Collaborating on academic work with the knowledge that the collaboration will not be reported.
- 4) Taking an examination for another student, or signing a false name on an academic exercise.
- 5) Disclosing to any other student the examination questions to be asked prior to its administration.
- 6) Keeping a copy of an examination if the instructor expressly specifies that the examination may not be placed on reserve or in exam files.
- 7) Failure to report a known violation of the Code of Academic Honesty.
- 8) Tampering (threats, bribes, harassment, etc.) with the Honor Court.

Tampering with Records: Any unauthorized attempt to tamper with university records, grades, or other documents.

- 1) "Hacking" into the university computer system to tamper with records.
- 2) Forging a signature on a university enrollment, add-drop, or other such form.
- 3) Removing reserve materials from any university library or placement center without permission.

Property Violations: Any unauthorized use, removal, or alteration of property that is detrimental to the academic mission of the university.

- 1) Theft of books or other personal property from the School of Business or The University of Kansas.

- 2) Failure to return materials to libraries or placement centers within reasonable time limits.
- 3) Alteration of library or placement center materials.
- 4) Unauthorized duplication or use of any computer software or hardware.

Behavioral Misconduct: Behaviors by a student that are clearly grounds for charges of academic misconduct based on law, university policy, or other clearly understood rules.

- 1) Attending class influenced by illegal drugs or alcohol.
- 2) Disrupting a class.
- 3) Physical assault.

Examples of Instructor Violations:

Fabrication and Falsification: Unauthorized alteration or invention of any information or citation in an academic exercise.

- 1) Inventing or counterfeiting data or research procedures.
- 2) Knowingly falsely citing the sources of information.
- 3) Altering the record of or reporting false information about practicum or clinical experiences.
- 4) Altering grade reports or other academic records in a false manner.
- 5) Submitting false reports of absence or tardiness.

Facilitating Academic Misconduct: Giving or attempting to help another commit an act of academic misconduct.

- 1) Failing to notify students of what constitutes cheating in their course.
- 2) Failing to provide students grading criteria.

Tampering with Records: Interfering with, altering, or attempting to alter, university records for the purpose of falsely changing the original information.

- 1) "Hacking" into the university computers to falsely change a record.
- 2) Unauthorized erasing records of a student.

Behavioral Misconduct: Behaviors by an instructor that are clearly grounds for charges of academic misconduct based on law, university policy, or other clearly understood rules.

- 1) Sexual harassment of any student.
- 2) Discrimination on the basis of race, sex, or national origin towards any student.
- 3) Instructing while impaired by alcohol or illegal drugs.

VI. HONOR COURT

The Honor Court is the primary instrument of the Honor Council to hear cases regarding violations of the Honor System. The Honor Court will be appointed at the beginning of each fall semester. Members will serve for a period of one year commencing from the date appointed. The Honor Court will be composed of two undergraduate students, two masters students, and one doctoral student.

The Honor Council will establish the criteria for student representatives who are selected to serve on the Honor Court. Appointment to the Honor Court is considered to be a high honor. The Honor Council will contact the following student representative organizations for nominations to the Honor Court: the Undergraduate Business Council, the Graduate Business Council, Minority Business Student Council, Delta Sigma Pi, Alpha Kappa Psi, the Accounting Club, and the Association for Business Doctoral Students.

Should any member of the Honor Court need to be excused from hearing a case for any reason, his or her position shall be filled by one of the student representatives on the Honor Council.

A faculty member from the Honor Council must be present at all Honor Court meetings to serve as a judge. However, only students will have voting rights.

VII. PROCEEDINGS

A) Complaint

Any allegation shall be promptly reported to a member of the Honor Court or to a faculty member. There are three options for reporting an alleged violation:

- 1) The complainant may notify an Honor Court member directly.
- 2) The complainant elects to notify the faculty member in whose class the violation took place. In this case, the faculty member shall evaluate the allegation and decide whether or not to notify the accused student of the allegation in an attempt to settle the issue before taking it to the Honor Court. If the faculty member is unable to settle the issue with the accused, the faculty member may elect to notify a member of the Honor Court of the alleged violation. If the faculty member does not take this action, the accuser may notify an Honor Court member directly.
- 3) The complainant may notify any faculty member, including those on the Honor Council, of the alleged offense. It will be this faculty member's duty to notify the instructor in whose class the alleged violation took place of the allegation. The original complainant's name shall not be revealed to the class' faculty member. After the instructor is notified, he or she may discuss the situation with the accused individual. If the instructor is unable to settle the issue with the accused, he or she may elect to notify a member of the Honor Court or he or she may turn the situation back over to the originally advised faculty member. In the second situation, the accuser is responsible for pursuing the allegation any further (i.e. going directly to the Honor Court) if he or she desires. If the allegation is reported to the Honor Court, the complainant shall file a written complaint detailing (1) the name of the alleged violator, (2) the date and time of the alleged violation, (3) the nature of and facts giving rise to the alleged violation, and (4) a verification statement of the truthfulness of the complaint and the signature of complainant. The complainant can be a student or instructor.

B) Notification

Upon receiving a complaint from a student or faculty member, the Honor Court will immediately notify any accused individual of the pending charges, the possible sanctions that may result, the date of the hearing, a copy of the Honor System, and a copy of the complaint, signed by the complainant. A notification will also be made to the Honor Court members.

C) Proceedings

1) STUDENTS:

An accused student has a right to a speedy hearing. Normally, the hearing should take place before the end of the semester during which the alleged violation occurred. The accuser(s) and accused shall be present during the entire course of the hearing. The accuser and the accused both have the right to representation by counsel at their own expense. Failure of either party to appear without reasonable cause shall result in a default by such a party. If the accused party defaults, he or she shall be deemed to have pled guilty. Furthermore, if the accused party wishes to plea guilty, he or she may do so by sending a signed statement to the Honor Court. The guilty party must be notified in person of the sanctions imposed.

The hearing will begin with a reading of the complaint by the faculty member present. The accused shall then enter a plea of "guilty," "not guilty." If the plea is "guilty" the accused shall be excused from the hearing and the committee shall proceed to deliberation. If the plea is "not guilty" the hearing shall proceed.

The evidence and testimony of the complainant shall be considered first by the court. Upon completion of the complainant's presentation, the accused shall be afforded an opportunity to cross-examine the complainant. When the accused has completed his or her questioning, the court shall hear the direct testimony of the accused and consider his or her evidence. The complainant shall be given an opportunity for rebuttal, followed by a rebuttal by the accused. At any time during the proceedings, any member of the court may interject a question. It will be the duty of the faculty advisor to ensure that the proceeding is properly executed.

After the presentation of the complaint in the Honor Court, the members of the court shall deliberate with the faculty member present. The preponderance of the evidence presented must persuade the fact finder of the accused's guilt. Following consideration of the alleged violations, the committee shall consider appropriate sanctions for each violation found. Each of the considerations shall be adopted only by a majority vote of the student members of the court.

If the Honor Court finds the accused innocent, it shall absolve the accused of all guilt. All records pertaining to the case will be destroyed. Upon its finding, the Court will promptly notify the principals in the case of its decision and will forward to the Dean its decision and recommendations.

2) FACULTY

a) Handbook for Faculty and Other Unclassified Staff

b) Faculty Senate Rules and Regulations, Article VI. Procedures for Recommendation for Promotion, Award of Tenure, Notice of Non- Reappointment of Faculty Members Section 4. Appeals

c) University Senate Rules and Regulations:

1) Article II. Academic Work and its Evaluation Section 6. Academic Misconduct

2) Article VI. Procedures for Conflict Resolution Section 6. Specialized Procedures

3) Article IX. Guidelines for Dealing with Allegations of Scientific/Scholarly Misconduct

d) University Senate Code

1) Preamble. Interpretation of, or Conflict among, Various Governance Documents

2) Article XV. Standing Committees of the Faculty Senate Section 3. Faculty Senate Committee on Tenure and Related Problems

D) Recommendation to the Dean

1) If the Honor Court finds the accused guilty, it may recommend the following to the Dean:

a) The defendant receive a warning which states that continuation or repetition of academic misconduct shall result in a more severe disciplinary action;

b) The defendant be assigned a grade of F on the paper, project, or exam in question;

c) The defendant receive a failure or incomplete in the course in which the violation occurred;

d) The defendant be placed on disciplinary probation excluding him or her from participation in specified privileges or extracurricular activities for a period not exceeding one school year;

e) The defendant be suspended from the School of Business excluding him or her from classes and other specified privileges or activities for a definite period not in excess of two years;

f) The defendant be removed from the school permanently (only for the most serious of offenses); or

g) The defendant replace or repair or pay for the replacement or repair of any property defaced by the defendant.

2) After receiving the recommendation, the Dean will determine the sanctions and notify the student of that decision. If the Dean's decision differs from the Honor Court recommendations, the Dean will notify the Court of the reasons for such differences.

3) Semester reports will be prepared by the Honor Court at the end of each semester which will describe the cases heard during the semester. The description shall be a brief summary of the infraction and the sanction. This will be made available through Room 206 in Summerfield Hall. All names of participants, including faculty members, in the proceedings will remain strictly confidential.

E) Rights of the Accused

1) If any member of the court has had or currently has a close personal relationship with the accused, it is the duty of that member to excuse him/herself from the proceedings. Failure to excuse oneself under such circumstances constitutes a violation of the Honor System. Furthermore, if any member of the court has a prior relationship with the accused based on a previous hearing, that member may be excused from the proceedings by the faculty advisor.

2) Confidentiality: If the accused is found guilty, the committee's recommendations shall be deposited in the permanent records of the accused in the Dean's office. Only the Dean, the Associate Dean, and, in the case of proceedings requiring review of past records, current members of the Honor Court shall have access to such records once they have been so deposited.

3) Right to counsel, at their own expense.

4) Right to appeal. If appealed, the ruling of the Honor Court will be submitted as evidence in any subsequent proceedings.

VIII. RESPONSIBILITY OF INSTRUCTORS

Instructors of the School of Business shall include a synopsis of the Honor System in their syllabus to be handed out to every student each semester. Instructors shall make it clear to students what constitutes cheating in regards to previous tests and homework put on file (either by the instructor him or herself in previous semesters, or by instructors in different classes using the same materials.)

Non-business school students (including students in Bus 240, 241 and 368 among others) who are accused of any violations covered in section V of this Honor System and covered in the synopsis of the system shall be dealt with by the professor under the academic misconduct proceedings that apply in the School of Business. The instructor shall confront the student with the allegation and shall discuss the situation with the Undergraduate Director (among others, if necessary) before action is taken.

IX. PUBLICATION OF THE HONOR SYSTEM

It shall be the duty of the Honor Council to see that each student entering the School of Business for the first time receive a copy of the Honor System and a matriculation card to be signed and returned to the Honor Council.

A copy of the Honor System along with the names of the Honor Council members shall be posted at all times on the bulletin board outside Room 206 in Summerfield Hall. Extra copies shall be made available to anyone interested through Room 206.

X. IMPLEMENTATION OF THE HONOR SYSTEM

The Honor System shall be in effect as of the first day of the Fall semester of the 1998- 1999 school year. The first Honor Council shall consist of one faculty member serving a one year term, one faculty member serving a two year term, and one faculty member serving a three year term. Future faculty members shall be appointed for the regular three year terms.