

Academic Integrity Expectations

Please refer to the Academic Honesty Policies and Academic Dishonesty definitions at the University of Colorado Denver, Anschutz Medical Campus Catalog Website (http://catalog.ucdenver.edu/content.php?catoid=6&navoid=530#Academic_Honor_Code_and_Discipline_Policies).

Honor Code Guidelines

Education at the CU Denver | Anschutz is conducted under the honor system. All students who have entered graduate and health professional programs should have developed the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. All students are also expected to have achieved a level of maturity which is reflected by appropriate conduct at all times. Expectations, definitions, and procedures regarding graduate student conduct are outlined in the Code of Conduct (<http://www.ucdenver.edu/life/services/standards/Documents/CUDenver-CodeofConduct.pdf>).

Academic Honesty

Students should adhere to the highest standards of academic honesty and integrity, to include completing individual work as assigned, adhering to department requirements, accurately documenting sources of information and records, and engaging in personal conduct both on and off campus that reflects well on the University, your professional duties, and your ability to perform in classroom and/or laboratory environments. Examples of behavior that violates these standards include: plagiarism (including the undocumented use of internet and web-based information), cheating, illegitimate possession and/or use of examinations, violation of the ethical standards for conducting research, and falsification of official records.

Professional Conduct

As current and/or future professionals, students are expected to adhere to the highest standards of professionalism during their academic career. This means that students adhere to the professional and ethical standards of their respective fields, and the academic and honor code expectations for the University of Colorado Graduate School.

The University of Colorado Graduate School has a commitment to accepting a diverse culture and highly values multiple perspectives. This means that not only is discrimination of any form unacceptable, but the University upholds the expectation that students remain open-minded, and respectfully discuss and interact with diverse backgrounds and perspectives.

Examples of unprofessional conduct include misrepresentation of effort, credentials, or achievement in either the academic or professional setting; any action which compromises the quality or safety of consumer care; violation of confidentiality; and any other conduct unbecoming a professional practitioner or researcher. When conducting research, individuals need to comply with research guidelines established by the IRB.

Although it is not possible to list every situation that violates the Academic Integrity Expectations of the Graduate School at University of Colorado Denver and Anschutz Medical Campus, the following examples will provide a reference point:

- Academic Dishonesty
- Complicity with Academic Dishonesty
- Plagiarism
- Cheating
- Fabrication and Falsification
- Submission of the same papers more than once or for different classes
- Misuse of Academic Materials
- Any conduct, both on and off campus, that interferes with the student's ability to perform his/her classroom, laboratory, or professional duties or reflects poorly on the University
- Violation of any University of Colorado, Anschutz Medical Campus, Denver Campus, or Graduate School policy

Relationship of Honor Code to Local, State and Federal Laws

The University adheres to all applicable local, state and federal laws, and cooperates with law enforcement officials in all matters. Any alleged violation of local, state or federal laws will be referred to the appropriate law enforcement agency and such laws have precedence over the provisions of this policy.

Reporting Violations of the Honor Code

The primary responsibility for reporting violations of the student honor code rests with the individual who has committed the violation. However, fellow students and members of the faculty and staff also share in this responsibility. Students, faculty, and staff must report violations of the Honor Code to the Graduate School. As part of the orientation process, each student is required to electronically sign an agreement to adhere to the Honor and Conduct Codes.

Guidelines for Implementation of the Student Honor Code

Members of the Graduate School community, including faculty and students, accept the responsibility to maintain the highest standards of intellectual honesty and ethical and professional conduct. Upon admission, all students in the Graduate School electronically review or receive a copy of the Graduate School guidelines and procedures for implementing the Graduate School Honor Code. Students indicate their willingness to adhere to the Code by electronically signing the acknowledgment form. Ignorance of the guidelines and procedures may not constitute an affirmative defense to a violation of the Honor or Conduct Codes. All questions or concerns regarding the Honor and Conduct Codes should be directed to, the appropriate Graduate School office.

CU Anschutz location: Academic Office 1, room 1503 (303-724-2911)

CU Denver location: Lawrence Street Center, Suite 1251 (303-315-2183)

The Graduate School has developed the following guidelines and procedures to review alleged violations of the Student Honor Code and to make recommendations concerning violations of the

Code. Alleged violations by faculty or students of the Code are first reported to the Dean or Assistant Dean. Normally, disciplinary action should not be taken against the alleged violator until the Honor Code Committee and Assistant Dean have reviewed the case and made a recommendation to the Dean; however, if the alleged violation threatens the welfare or safety of others or is against the law (see Relationship of Code to the Laws above), appropriate action should be taken immediately.

Honor Code Committee

The committee generally consists of four faculty members and one student representative.

The faculty members are selected on an ad hoc basis from outside the school of the alleged violator(s). The student representative is also selected on an ad hoc basis from a different program and school than the alleged violator(s). Faculty selected to serve in this ad hoc capacity commit to be available to serve for a two year period as needed. Students commit to one year. Faculty and students can be reappointed for additional terms. The Chairperson of the committee will be one of the faculty members and will be elected by the Committee. Decisions of the committee shall be reached based upon a simple majority vote. The primary focus of this advisory committee is to examine alleged violations of the honor code as defined above, to hear testimony, and to make recommendations to the Assistant Dean as appropriate. All matters referred to the Student Honor Code Committee shall be confidential to the extent practical and permitted by law, throughout the proceedings. Note: Issues regarding violations of student conduct will be considered under guidelines as outlined in the Code of Student Conduct. Issues related to academic grievance or suspension will be dealt with as outlined in the procedure in Appendix B of the Graduate Student Handbook

Procedures

The Honor Code Committee will be convened as necessary by the Assistant Dean. The Honor Code Committee shall follow these guidelines to the extent possible. However, the Committee reserves the right to modify these procedures if necessary based on extraordinary circumstances to be determined on a case-by-case basis.

1. Faculty, staff, and other students have the responsibility to report alleged violations of the Student Honor Code. The failure of a student to report an observed violation of the honor code may constitute a violation of the honor code and may subject the observer to an honor code proceeding. Any reasonable suspicion of a violation of the Student Honor Code shall be reported to the Graduate School Assistant Dean. All charges must be submitted in writing. Normally, disciplinary action will not be taken against the alleged violator until the Student Honor Code Committee has deliberated. However, if the alleged violation threatens the welfare or safety of others, or is against the law, the Graduate School Dean or designee will take appropriate action if necessary (e.g., immediate suspension).

2. If the reporting party is a student who has evidence that another student has violated the Student Honor Code, he/she may meet with the student to discuss the issue. The reporting party may seek the counsel of a neutral person such as the Campus Ombudsperson or another professor. The reporting party or a third party representing the reporting party shall give the student the opportunity to self-report. If the student refuses to self-report, the party shall report the suspicion to a professor, the Program Director, or School Associate Dean. The party must submit a written statement, including evidence, in writing to the Graduate School Assistant Dean within 5 working days of discussing the situation with the student.

3. If the reporting party is a faculty member who has evidence that a student has violated the Student Honor Code, he/she may meet with the student to discuss the issue. The faculty member may seek the counsel of a neutral person such as the Campus Ombudsperson or another professor. The reporting party or a third party representing the reporting party shall give the student the opportunity to self-report. If the student refuses to self-report, the faculty member shall report the suspicion to their graduate Program Director or School Associate Dean. That party must submit a written statement, including evidence, in writing to the Graduate School Assistant Dean within 5 working days of discussing the situation with the student.

4. The Assistant Dean will review the information submitted concerning the alleged violation. If the student(s) has been confronted with the violation and admits having violated the honor code, the case may be referred immediately to the Assistant Dean for review and action. If there is no admission of wrongdoing, the case will be referred to the Honor Code Committee for a hearing. The Assistant Dean will coordinate the hearing process.

5. When an alleged violation is referred to the Honor Code Committee, the reporting party and student(s) will be notified of the charges in writing within 10 working days of the date of referral to the Committee and the date of the scheduled hearing.

6. The Honor Code Committee will hold a hearing. The Assistant Dean will coordinate the activities of the Committee and attend the hearings as a non-voting observer. The hearing will be held, if possible, within thirty 30 days of the student(s) being notified of the alleged Honor Code violation. (a) The student(s) shall have the opportunity to submit a written pre-hearing statement in response to the charges. (b) The student(s) shall have the opportunity to review any evidence against him/her prior to the hearing upon submission of a written request to the Assistant Dean. (c) The reporting party shall also have the opportunity to review any evidence presented by the student(s) so they might clarify or update their statements prior to them being given to the Honor Code Committee. Full transparency shall be provided to all parties for evidence provided to the Committee.

The student accused of violating the Honor Code will be given an opportunity to be heard during the hearing and to present any evidence or witness he/she wishes. The reporting party may either attend the proceedings in person or submit a statement of the incident in lieu of personally attending the hearing. The Committee shall have no power to compel any individual to testify.

Legal counsel will **not** be present for either the student or the University parties.

The student may have a representative of her/his choice present at the hearing for advice and/or support during the proceedings. This representative shall not advocate on behalf of the student.

If the student has been properly notified of the charges and the date of the hearing yet elects not to attend, the hearing will proceed in his or her absence.

The Committee shall keep an adequate record of the hearing. Evidence will be reviewed during the hearing, the allegation of a violation must be proven using the standard of a preponderance of the evidence.

7. Following the hearing, the Student Honor Code Committee will discuss the proceedings outside the presence of the parties and determine a course of action to follow with respect to the student in question. Upon a majority vote of the Honor Code Committee, they will make their recommendation in writing to the Graduate School Assistant Dean, which may include but is not limited to the following actions:

- Take no action against the student based on a finding of no violation.
- Place the student on disciplinary probation for a specified period of time.
- Suspend the student's registration at the University of Colorado, including Extended Studies, for a specified period of time.

If the Committee is unable to reach a majority opinion on whether the student violated the Honor Code and what, if any, discipline should occur, the Chairperson will act as the tiebreaker.

8. A record of all documents associated with the case and a record of the action taken will be kept in a file in the Assistant Dean's office.

9. The Assistant Dean will review the decision of the Committee and notify the student(s) of her/his decision by email and certified U.S. mail within 5 working days of the hearing. The reporting party will also be notified by email of the decision.

10. The Assistant Dean will only reverse or modify the findings and recommendations of the Honor Code Committee if he/she concludes by a preponderance of the evidence that one of the following situations exists: (a) new information regarding the student's alleged violation of the Honor Code which was previously unknown to the student or the Committee is discovered; (b) there was an error in the process that prevented the student from presenting relevant information to the Committee that could have materially changed the Committee's decision; or (c) there is evidence that the Honor Code Committee acted in an arbitrary or capricious manner.

11. If the student wishes to appeal the decision in the case, the appeal along with the rationale for the appeal shall be submitted in writing to the Graduate School Dean within 7 working days after the letter notifying the student of the Assistant Dean's decision has been sent by certified U.S. mail. The Dean will review the appeal within 14 working days and notify the student of the decision by email and US mail. Should extenuating circumstances necessitate an extended review or additional time, all parties will be notified. The decision of the Dean is final.

12. If the student is suspended, terminated/dismissed, or otherwise unable to continue his or her academic studies either temporarily or permanently because of disciplinary or other action, the Dean shall notify the appropriate CU Registrar of the change in the student's academic status and order the Registrar to suspend the student's registration.