

## Academic Honor Code

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### Introduction

Academic honesty and integrity are vital elements of a dynamic academic institution. The responsibility for ethical conduct rests with each individual member of the academic community — students, faculty, and staff. CU-Colorado Springs has an ongoing commitment to maintain and encourage academic integrity. Therefore, the University has created a set of standards of academic honesty and procedures governing violations of these principles. Copies of the Academic Honor Code document may be obtained at the Kraemer Family Library, from the offices of the deans of the various schools/colleges, from the office of the Dean of Students, or from the Office of the Vice Chancellor for Academic Affairs.

### Forms of Academic Dishonesty

- Plagiarism – use of distinctive ideas or words belonging to another person, without adequately acknowledging that person’s contribution.
- Cheating – intentionally possessing, communicating, using, or attempting to use unauthorized (by the instructor) materials, information, notes, study aids, or other devices, in any academic exercise.
- Fabrication and Falsification – intentional and unauthorized alteration or invention of any information or citation in an academic exercise.
- Multiple Submission – submission of substantial portions of either written or oral academic work which has previously earned credit, when such submission is made without instructor authorization.
- Misuse of Academic Materials – intentionally or knowingly destroying, stealing, or making inaccessible, library or other academic resource material.
- Complicity in Academic Dishonesty – intentionally or knowingly contributing to the academic dishonesty of another.

These examples of academic dishonesty shall not be construed to be comprehensive, and infractions will be dealt with on an individual basis. It is the obligation of each student to assist in the enforcement of academic standards; infractions – whether by students or faculty – should be first brought to the attention of the instructor.

Detailed instructions about reporting a suspected infraction; appealing an alleged infraction; and sanctions for an infraction are outlined in the CU-Colorado Springs Academic Honor Code document. Questions about the academic honor code should be addressed to the Dean of Students, Room 19 Cragmor Hall, (719) 262-3260.

## Policy on Cheating

If a student cheats and, as a consequence, receives a passing grade for a course or receives a higher grade than he or she would otherwise be capable of achieving, a disservice is done to the individual student, the department as a whole and the entire university. When a student obtains a position in industry, on the basis of formal education received at CU-Colorado Springs, it is expected that his/her level of competency and areas of interest are reflected in the courses taken and grades obtained. If a student does not exhibit the degree of knowledge which formal qualifications indicate, the student will have a difficult time coping with industrial problems and the level and content of courses taken may be called into dispute. This can reflect badly on the department and serve to lower the value and worth of other students' qualifications and can damage the reputation of the department and the university as a whole. It is for these reasons that a departmental policy on cheating is essential. It should be noted that the policy will apply to other examples of cheating such as plagiarism, misrepresentation, or falsification, but is not limited to those examples stated explicitly in this policy statement. This policy is stated below:

- Each class will be advised, at the beginning of each semester, of the departmental policy on cheating, as stated in the bulletin.
- If a student is suspected during an examination or test situation of cheating, (as a first warning) the class will be reminded of the existence of a departmental policy on cheating and of its consequences. This should serve to advise the individual student that the test proctor is suspicious of his/her actions, without incriminating him/her personally when no strong evidence exists. If such suspicious actions continue, (as a second warning) the student will be questioned on his/her suspicious actions.
- If a student is suspected, after submission of examination or test paper, of cheating, the student involved will be advised that there is cause for suspicion. Should another suspicious situation occur, this will be grounds for bringing the situation to the attention of the department chair.
- If a student is caught cheating in a particular situation and there is no disputing the fact (i.e., caught in possession of unauthorized notes or with another student's examination paper from a previous occasion, etc.) this constitutes grounds to fail the course outright with no opportunity for any kind of makeup work to turn the failing grade into a passing grade.
- On a second occurrence of the above (item 4), proceedings will be instigated to suspend the student from the University. Any warnings given, action taken, etc. will be noted in the student's file with evidence, if applicable, or grounds for suspicion, also noted. The department chair will arbitrate any discussions between the student and the faculty member concerned.