



UCCS CAMPUS POLICY

Policy Title: Student Academic Ethics Code Policy

Policy Number: 200-019

Policy Functional Area: Academic

Effective: January 7, 2013
Approved by: Pam Shockley-Zalabak, Chancellor
Responsible Vice Chancellor: Executive Vice Chancellor of Academic Affairs (EVCAA)
Office of Primary Responsibility: EVCAA
Policy Primary Contact: EVCAA, 719-255-3700
Supersedes: July 19, 2011
Last Reviewed/Updated: January 7, 2013
Applies to: Students, faculty, and staff

Reason for Policy: The Student Academic Ethics Code campus policy and procedures are designed to provide appropriate implementation and due process for those accused of violating the Code.

I. INTRODUCTION

Consistent with the *Laws of the Regents* and University of Colorado *Administrative Policy Statements*, the University of Colorado at Colorado Springs has adopted a Student Academic Ethics Code and a campus policy and procedures designed to provide appropriate implementation and due process for those accused of violating the Code.

II. POLICY STATEMENT

- A. Authority for the creation administrative polices is found in the *The Laws of Regents, 2007* Article 3 Section B.5 (A) which states:

The chancellor of each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these Laws, or regent policy, or as may be delegated by the president.

- B. Purpose:

As members of the University community, students are obligated to maintain high standards of integrity and are expected to take an active role to encourage other students to respect high standards of integrity. The Student Academic Ethics Code is intended to help maintain the high academic standards of UCCS. All students enrolled in credit or non-credit courses at the University of Colorado—Colorado Springs are bound by this Student Academic Ethics Code. It was approved on May 13, 2011 by vote of the UCCS Faculty Representative Assembly.

C. Procedures:

1. Reporting.

Any individual who has a good faith belief that a Code violation has taken place should immediately report the circumstances to the faculty member of the course involved or to the chair (unit head) of the department where the course is offered.

2. Resolution by a Faculty Member.

If a faculty member has reason to believe that a Code violation has occurred (due either to the faculty member's own observation or due to a report by a third party), the faculty member shall discuss the matter with the student, provide the student with the supporting documentation and ask the student for a response. If the student admits to the Code violation, the faculty member shall proceed as described in paragraph numbered 1 below. If the student denies the violation, the faculty member shall then determine whether the matter is, based on a preponderance of the evidence (i.e. the evidence demonstrates that it is more likely than not that the violation occurred) a violation of the Code.

If, based on a preponderance of the evidence, the faculty member finds that a Code violation has not occurred, then the faculty member shall so advise the student, no further action shall be taken, and the matter shall be closed.

If, based on a preponderance of the evidence, a faculty member finds that a Code violation has occurred, the faculty member shall present his/her finding to the student and provide the student with an opportunity to respond to the finding.

- a. If the student admits to the Code violation or the faculty member finds that a Code violation has occurred, then it is the faculty member's prerogative to impose a sanction at the course level. Such sanctions may include, but are not limited to, the following:
 - i. downgrading the student on the assignment/exam/activity in which the academic Code violation occurred, with or without the opportunity to redo;
 - ii. failing the student on the assignment/exam/activity in which the academic Code violation occurred, with or without the opportunity to redo
 - iii. lowering the student's grade for the course;
 - iv. failing the student for the course.

- b. After a student admits to a Code violation, or after the faculty member determines that a Code violation has occurred, the faculty member is strongly urged to contact the AECC Chair to determine whether there have been past violations of the Code. The faculty member may take this information into account in determining the appropriate sanction.
- c. Upon imposing the sanction, the faculty member shall report, in writing, the details of the Code violation, the student's responses, the sanction, and the student's acceptance of the sanction to the AECC Chair.
- d. If the faculty member believes that a sanction more severe than a course-level sanction should be levied, then the faculty member shall follow all department and college procedures for such sanctions. More severe sanctions include probation, suspension, expulsion, or withholding or revoking a degree. The Dean, or his/her designee, shall make a decision concerning such a sanction and shall inform, in writing via UCCS email (an official means for communication within the university), the faculty member, the student, and the AECC Chair of his/her decision.
- e. The student may appeal the faculty member's finding of a Code violation, or may appeal a sanction more severe than a course-level sanction according to the procedures set forth herein. If a student desires to appeal both the faculty member's finding and the sanction, the student must do so concurrently. The student will not be allowed to appeal to the AECC more than once regarding the same incident. The faculty member shall inform the student in writing of his/her right to appeal.

3. Student Appeals.

Students may dispute either the faculty member's finding that a Code violation has occurred (unless the student has admitted the violation), or the Dean's imposition of a sanction more severe than a course-level sanction. Students may not appeal course-level sanctions. Each college shall have an appeals procedure for such disputes. In the case of a dispute that cannot be resolved by appeal within the college, students may appeal to the AECC as described below.

- a. Appealing a Finding
 - i. If the student disputes the faculty member's finding that a Code violation has occurred, the student may then appeal the faculty member's finding by following departmental and college processes.
 - ii. If, after department and college procedures have been followed, the student still disputes the faculty member's finding that a Code violation has occurred, the student has the right to appeal to the Academic Ethics Code Committee (AECC) for review.
 - iii. The AECC, following the procedures outlined herein, shall make a recommendation to the Dean of the college in which the Code violation has been found by the faculty member to have occurred, if the sanction imposed is a course-level sanction, or to

the Provost, if the sanction is more severe than a course-level sanction.

- iv. The Dean or Provost, considering the AECC's finding and all other relevant evidence, shall make a decision about the finding that a Code violation has occurred. The Dean or Provost shall inform, in writing via UCCS email, the student, the faculty member, and the AECC Chair of his/her decision concerning the finding. The decision of the Dean or Provost shall be final.
 - v. If upon appeal, the student is found to have violated the Code, the course-level sanction imposed by the faculty member will be upheld and may not be modified. If upon appeal, the student is found to not have violated the Code, all sanctions, including course-level sanctions, will be rescinded.
- b. **Appealing a Sanction More Severe than a Course-level Sanction**
- i. If the faculty member recommends and the Dean or the Dean's designee imposes a sanction more severe than a course-level sanction, then the student may appeal that sanction by following departmental and college processes.
 - ii. If, after department and college procedures have been followed, the student still disputes the faculty member's recommendation of a sanction more severe than a course-level sanction, then the student may appeal to the Academic Ethics Code Committee (AECC) for review.
 - iii. The AECC, following the procedures outlined herein, shall make a recommendation to the Provost regarding whether the sanction should be upheld, reduced, or dismissed.
 - iv. The Provost, considering the AECC recommendation(s) and all other pertinent evidence, shall make a final decision regarding whether the sanction shall be upheld, reduced, or dismissed. The Provost shall inform, in writing via UCCS email, the student, the faculty member, the Dean and the AECC Chair of his/her decision concerning the sanction. The Provost's decision shall be final.

II. **Appealing the Process**

If, at any point in departmental or college processes, the student believes that the procedure for determining Code violations has not been followed by the faculty member or the college, or that the procedure for determining a course-level sanction or recommending a sanction more severe than a course-level sanction has not been followed by the faculty member or the college, and that the procedural error substantially harmed the student, then the student may appeal to the AECC for review. If the AECC determines that a procedural error has occurred and that the error substantially harmed the student, the AECC shall remand the matter to the appropriate person for correction. The AECC's decision shall be final.

4. **Procedures for Academic Ethics Code Committee (AECC) Review**

- a. The AECC Chair shall select the date, time and place for the Review, and notify the referring Campus Representative¹ and the student by UCCS email a minimum of ten business days prior to the Review. Copies of any documents or other materials, as well as a list of witnesses, must be submitted to the AECC Chair within five (5) business days prior to the Review. The AECC Chair shall promptly provide copies to the other party within two (2) business days in advance of the Review.
- b. The student or the faculty member may submit a request for an expedited review process when the student submits an appeal to the AECC Chair. The AECC Chair shall determine if the expedited review process is warranted and shall inform all involved parties of that decision through UCCS email. If the AECC Chair determines that an expedited review is warranted then the AECC Chair shall establish the timeline for the review and inform all involved parties of the expedited review timeline through UCCS email.
- c. The Review hearing shall be audio recorded by the AECC. No other recording of the Review hearing is permitted. AECC deliberations are a closed session and shall not be recorded. Audio recordings shall be kept for six years by the office of the Associate Vice Chancellor for Academic Affairs from the date the hearing occurred.
- d. The student bears the burden of demonstrating that the Code violation is not supported by a preponderance of the evidence or that the sanction issued is arbitrary and capricious. In order to not be supported by a preponderance of the evidence the student must demonstrate that it was more likely than not that the violation did not occur. In order to be considered arbitrary and capricious, the student must demonstrate that the sanction is without reasonable grounds or is not based upon consideration of relevant facts.
- e. The Review hearing process depends on the nature of the incident to be investigated, the character of the information to be examined, and the kind of appeal the student is making. It thus lies within the discretion of the AECC Chair to determine the most reasonable approach and to manage the hearing accordingly. The following steps are generally recommended:
 - i. The student, and then the Campus Representative, shall briefly summarize (maximum 10 minutes) the matter before the AEC Committee, including any relevant information and arguments.
 - ii. The Campus Representative may present witnesses having knowledge of the incident, and offer documents or other materials bearing on the case. The AECC

¹ For appeals that relate to a finding or process, the Campus Representative shall be the Dean or the Dean's designee of the college in which Code violation is alleged to have occurred. For appeals that relate to sanctions more severe than course-level sanctions, the Campus Representative shall be the Dean or Dean's designee of the college in which the student is matriculated.

Chair may allow witnesses to make narrative statements, and be asked questions from the AECC members. The student may then ask relevant questions directed through the AECC Chair, as needed.

- iii. The student may present witnesses having knowledge of the incident and offer documents or other materials bearing on the case. The witnesses shall normally be allowed to make narrative statements, to be followed by questions from the AECC Committee. The Campus Representative may then ask relevant questions directed through the AECC Chair, as needed.
 - iv. Members of the AECC may request additional material or the appearance of other persons, as needed.
 - v. The Campus Representative, and then the student, may make closing statements not to exceed 10 minutes.
 - vi. Upon concluding the Review hearing, the AECC shall meet privately to deliberate about the matter(s).
 - vii. At the conclusion of the hearing, the AECC shall determine whether, based on a preponderance of the evidence, a Code violation has occurred or whether the sanction imposed was arbitrary or capricious. The determination by the AECC shall be made by a majority vote of the members present.
 - viii. The AECC Chair shall, within three days of the AECC reaching its conclusion(s), provide via UCCS email the Provost, the Campus Representative, and the student with a thorough written report explaining the AECC's process, the evidence shared during the hearing Review, the AECC's findings and the basis for its decision(s). The audio recording of the Review hearing shall be copied and provided upon written request from the student.
 - ix. Based on the written report of the AECC, the Provost shall make a final determination regarding the Code violation and any sanction related to that violation. The Provost's decision shall be final and not subject to further appeal.
- f. The student has the right to be accompanied by an advisor, who, with at least five (5) business days' written notice to the AECC chair, may be an attorney. If the student brings an attorney, the University will also be represented by legal counsel. Advisors are not permitted to speak for, or on behalf of, the charged student. However, with permission from the Chair, advisors may make a statement and/or ask questions of the student, present relevant information after the Committee has completed discussions with the student and faculty member(s).
 - g. Legal rules of evidence and procedure do not apply to Review hearings. The AECC may accept any evidence it deems relevant to the matter before it.

- h. Review hearings are closed to the public.
- i. If the accused student fails to appear for the hearing, the AECC may hear the case and make a decision based on the evidence presented.

5. Miscellaneous Provisions

- a. Restrictions on Graduation- A student who is the subject of a Code Review or who has been charged with a Code violation may not graduate from the university until the case has been resolved (i.e., the case has been dismissed or dropped, a Review has occurred, an appeal has occurred, the sanction has been imposed, etc.). A student who is found responsible for (or admits to) a Code violation may not graduate from the university until the student completes any additional course work resulting from the penalty and any suspension period has expired.
- b. Expulsion- A student who has been expelled from the university due to a Code violation shall neither graduate from nor re-enroll in the University at any time. Notice of a UCCS expulsion for Code violation shall be placed on the student's transcript.
- c. Confidentiality- All documentation relating to a Code case is considered a student educational record and to the extent required by law is kept confidential. Documentation concerning academic ethic code cases will be kept in the Office of the Associate Vice Chancellor for Academic Affairs. Faculty working with academic dishonesty matters may inquire about students' past infractions.
- d. Impartiality- If any member of the AECC believes there are circumstances that may impair his/her ability to render a fair judgment or to fulfill his/her responsibility with respect to an academic ethics case in an unbiased manner, that member shall request to be excused from his or her responsibilities with respect to the applicable case. If an accused student challenges the impartiality of any such member and the Chair determines that there is reasonable justification for such a challenge (which must be presented as soon as possible after the accused becomes aware of the relevant circumstances), such member shall be excused from their responsibilities with respect to the applicable case. In any such event, a substitute for the excused member shall be appointed by the Dean of the college in which the excused member resided.
- e. Internal processes- Schools, Colleges, and Departments should place their policies and processes concerning Student Academic Ethics Code violations in appropriate places so that students may easily find them.
- f. Vice Chancellor for Student Success and Enrollment Management- When a student has been accused of a Code violation, the student should contact the office of the Vice Chancellor for Student Success and Enrollment Management concerning rights, processes, and procedures.

- g. Violations by students matriculated in colleges different from the college where the course violation occurred. If a student is matriculated in a college/school different from the college/school of the course where the Code violation occurs, the student must follow the rules and process for resolving a Code violation dispute in the college where the course resides. However, the Dean or Dean's designee may not expel or suspend a student who is not matriculated in that college. If a faculty member wants to recommend expulsion or suspension in this situation, they must make that recommendation to the Dean of the college where the student is matriculated.

III. KEY WORDS

- A. Academic Ethics Code Committee (henceforth, "AEC Committee" or "AECC")
- B. Academic Ethics Code Committee Chair (henceforth, "AECC Chair")
- C. Enrollment Management
- D. Faculty
- E. Review
- F. Student

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
- C. Forms
 - 1. University of Colorado—Colorado Springs Student Academic Ethics Code
 - 2. Process Flowcharts 1-4
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval	July 19, 2011
Revised	January 7, 2013

**University of Colorado—Colorado Springs Student
Academic Ethics Code**

A. Introduction

Students, as responsible members of the University community, are obligated to maintain high standards of integrity and are expected to take an active role to encourage other students to respect high standards of integrity.

The student academic ethics code helps maintain the high academic standards of UCCS. The supervision of these standards is the responsibility of faculty. However, responsibility for enforcing these standards is shared by all members of the academic community.

B. Authority and Jurisdiction

The Code is authorized by the Board of Regents of the University of Colorado and the Chancellor of the University of Colorado—Colorado Springs. It was approved on May 13, 2011 by vote of the UCCS Faculty Representative Assembly.

It is the responsibility of all students enrolled in the University of Colorado—Colorado Springs to adhere to this Code.

C. Definitions

1. *Student*: Students shall include, but not be not limited to, individuals enrolled in UCCS classes, whether credit or non-credit, on the home UCCS campus, those employing distance learning technologies, those offered through continuing education, and those offered through study abroad programs.
2. *Faculty*: The faculty shall include, but not be limited to, full, associate, and assistant professors, senior instructors, instructors, lecturers, adjunct faculty, graduate teaching assistants, graduate part-time instructors, and undergraduate teaching assistants. Faculty shall be the faculty of record for the class.
3. *Academic Ethics Code Committee (henceforth, "AEC Committee" or "AECC")*: The AEC Committee, a committee of the office of the Provost and Executive Vice Chancellor for Academic Affairs, is composed of a faculty member or members selected by the dean of each college. Each school or college shall select the following number of voting representatives: Beth-El College of Nursing (1), College of Business (2), College of Education (1), College of Engineering (2), College of Letters, Arts, and Sciences (4), Library (1), School of Public Affairs (1). The Committee shall also include a voting member of the student body selected by the Student Government Association and approved by the office of the Vice Chancellor for Student Success and

Enrollment Management. In addition, a representative selected by the Faculty Assembly shall be a member. Seven members of the AEC Committee shall constitute a quorum for Academic Ethics Reviews. For a review, the AEC Committee shall include a representative from the student's college and a representative from the college where the alleged

infraction occurred.

4. *Academic Ethics Code Committee Chair (henceforth, "AECC Chair")*: The Associate Vice Chancellor for Academic Affairs shall act as the AECC Chair to maintain the efficient administration of the academic ethics system, as specified by this Code. In the event that the Associate Vice Chancellor for Academic Affairs is unable to fulfill his/her duties as AECC Chair, the Provost of Academic Affairs shall designate a replacement. The AECC Chair or his/her replacement shall vote only in the event of a tie vote.
5. *Review*: An opportunity for the Academic Ethics Code Committee to gather information and hear all aspects of alleged Student Academic Ethics Code violations from both faculty and accused students.

D. The Code

Students shall observe complete honesty in all academic matters to include course requirements, classroom activities, research, and scholarship.

Violations of the Code include, but are not limited to, taking or attempting to take any of the following actions:

1. Committing the act of plagiarism – the use of distinctive ideas or words belonging to another person, without adequately acknowledging that person’s contribution. Plagiarism does not require an intention to plagiarize. If there is sufficient evidence of copying, use without acknowledgment, or submission of another’s work, plagiarism is committed, regardless of the student’s knowledge or lack thereof. Thus defined, plagiarism includes (but is not limited to) the following:
 - (a) Copying phrases and/or sentences from a source without putting the material in quotation marks and/or adequate acknowledgement of the source.
 - (b) Mosaic copying phrases and/or sentences from a source without putting the material in quotation marks and/or adequate acknowledgement of the source.
 - (c) Using a source’s ideas, opinions or theories without adequate acknowledgement of the source.
 - (d) Paraphrasing a source’s words, ideas, opinions, or theories without adequate acknowledgement of the source.
 - (e) Using a source’s facts, statistics, or illustrative material without adequate acknowledgement of the source.
 - (f) Submitting as one’s own work that is written or published by another author

Definitions:

A **source** is an individual, team, or unnamed author of some published or publicly presented or written piece of work. Sources can include other students.

An **author** is the originator of some idea(s) or string of words, either a phrase or phrases or a sentence or sentences.

A piece of work is **published** if it is (a) a book by some commercial or private press; (b) an article in a journal or magazine or newspaper (c) a working or professional paper of some recognized organization; (d) the content of a website; or (e) other technological forms of archiving not covered by (a) – (d).

A piece of work is **presented** if it is: (a) a public oral presentation; (b) a radio/television/video/compact disc/digital video disc presentation; or (c) other technological forms of archiving not covered by (a) and (b).

A piece of work is **written** if it is available either as a hard copy or an electronic copy.

Acknowledgement of a source is providing correct bibliographical information, in an accepted disciplinary format, for phrases, sentences, ideas, opinions, theories, statistics, or illustrative material used from a source.

Adequate acknowledgment is acknowledgment for each phrase, sentence, idea, opinion, theory, statistic, or illustrative material used from a source (Acknowledging a source once in a paper (or paragraph) and subsequently copying, mosaic copying, using or paraphrasing from that source without subsequent acknowledgment is plagiarism).

Mosaic copying is copying in which certain words of some phrase and/or sentence from a source are changed in some way (deleted, replaced).

Paraphrasing a source is the act of replacing some or most words in a phrase and/or sentence from a source with synonyms for those words.

2. Using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit. Unauthorized materials include, but are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers or other supplementary items.
3. Giving false or misleading information regarding an academic matter.
4. Copying information from another student during an examination.
5. Rendering unauthorized assistance to another student by knowingly permitting him or her to see or copy all or a portion of an examination or any work to be submitted for academic credit.
6. Obtaining prior knowledge of examination materials (including using copies of previous given examinations obtained from files maintained by various groups and organizations)

in an unauthorized manner.

7. Selling or giving to another student unauthorized copies of any portion of an examination.
8. Using a commercially prepared paper or research project or submitting for academic credit any work completed by someone else.
9. Falsifying or attempting to falsify class attendance records for oneself, or for someone else, or having another falsify attendance records on your behalf.
10. Falsifying material relating to course registration or grades, either for oneself or for someone else.
11. Falsifying reasons why a student did not attend a required class or take a scheduled exam.
12. Taking an examination in place of another student.
13. Making unauthorized changes in any reported grade or on an official academic report form.
14. Falsifying scientific or other data submitted for academic credit.
15. Collaborating in an unauthorized manner with one or more other students on an examination or any work submitted for academic credit.
16. Using computing facilities or library resources in an academically dishonest manner.
17. Falsifying evidence in connection with an academic ethics violation investigation, hearing or appeal.
18. Attempting to intimidate a student, staff, or faculty member for the purpose of receiving an unearned grade or in an effort to prevent the reporting of an Academic Ethics Code violation.
19. Accessing or altering any academic record by any means without authorization.
20. Turning in same or similar work for multiple courses without permission from faculty to do such.

It is the responsibility of students to make sure they understand what types of conduct are authorized or unauthorized in each course.

E. Reporting of Possible Violations

Any member of the university community who has reason to believe that a Code violation has taken place should immediately report the circumstances to the faculty member of the course involved or to the chair (unit head) of the department where the course is offered.

Helpful Links:

UCCS Writing Center

<http://web.uccs.edu/wrtgcntr/>

Kraemer Family Library Citation Information

<http://libguides.uccs.edu/cite>

Citing Online Sources

<http://www.bedfordsmartins.com/online/citex.html>

Citation Machine (you enter information and they provide citations)

<http://citationmachine.net/>

Copyright Information

<http://www.uccs.edu/copycenter/copyright.html>

Process Flowcharts 1-4

**FIGURE 1.
Student Admits to Code
Violation and Faculty
Member Imposes a
Course-level Sanction**

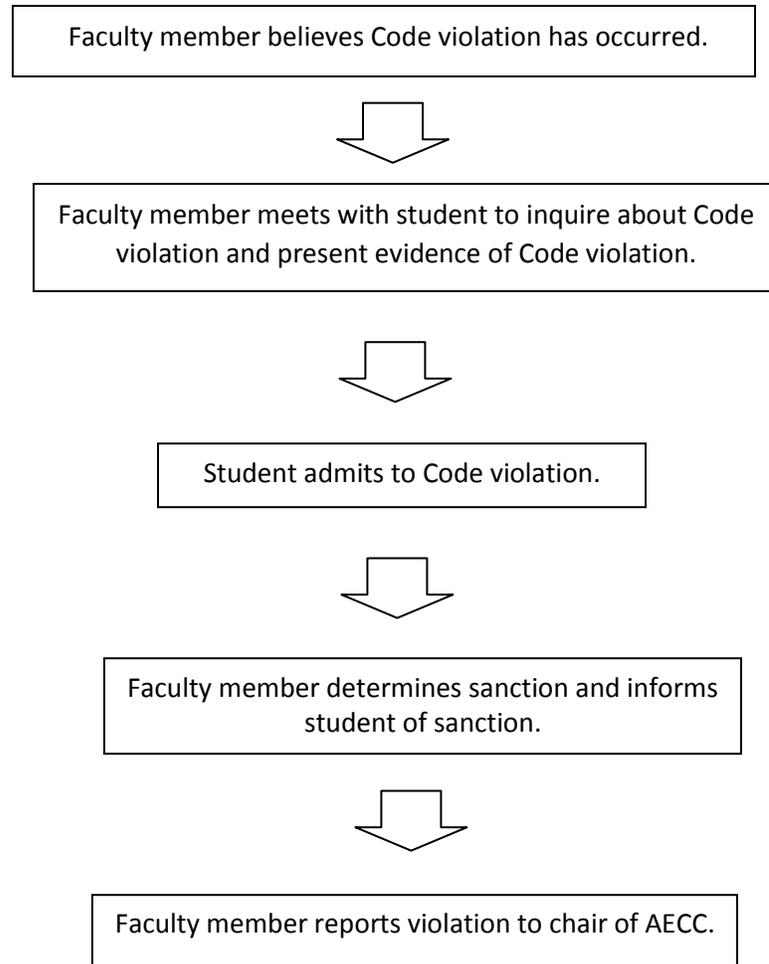


FIGURE 2.
Student Denies Code
Violation

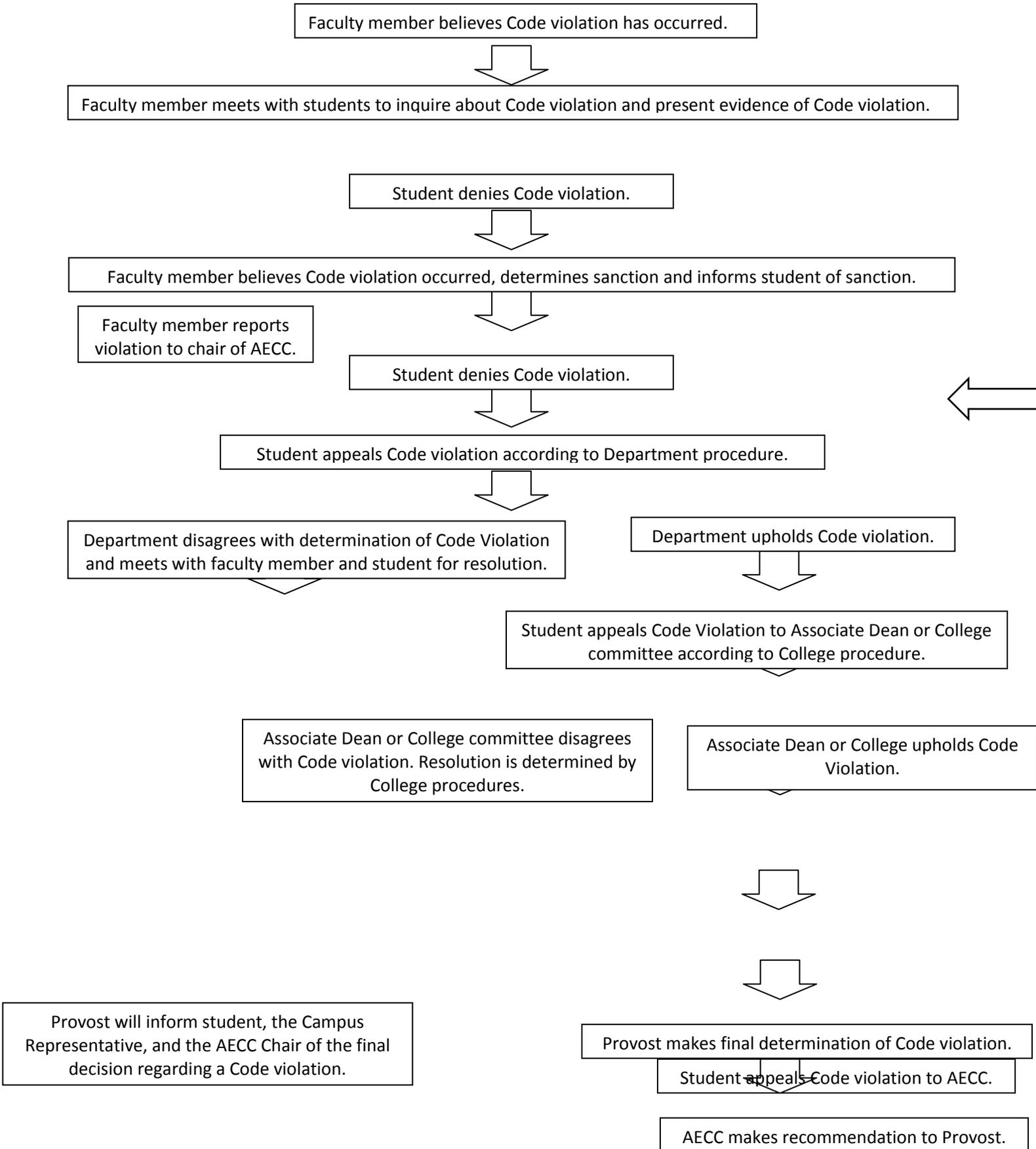


FIGURE 3.
Student Admits to Code
Violation,
Faculty Member
Recommends,
A Sanction More
Severe than a Course-
Level Sanction and
Student Does Not
Appeal the Sanction

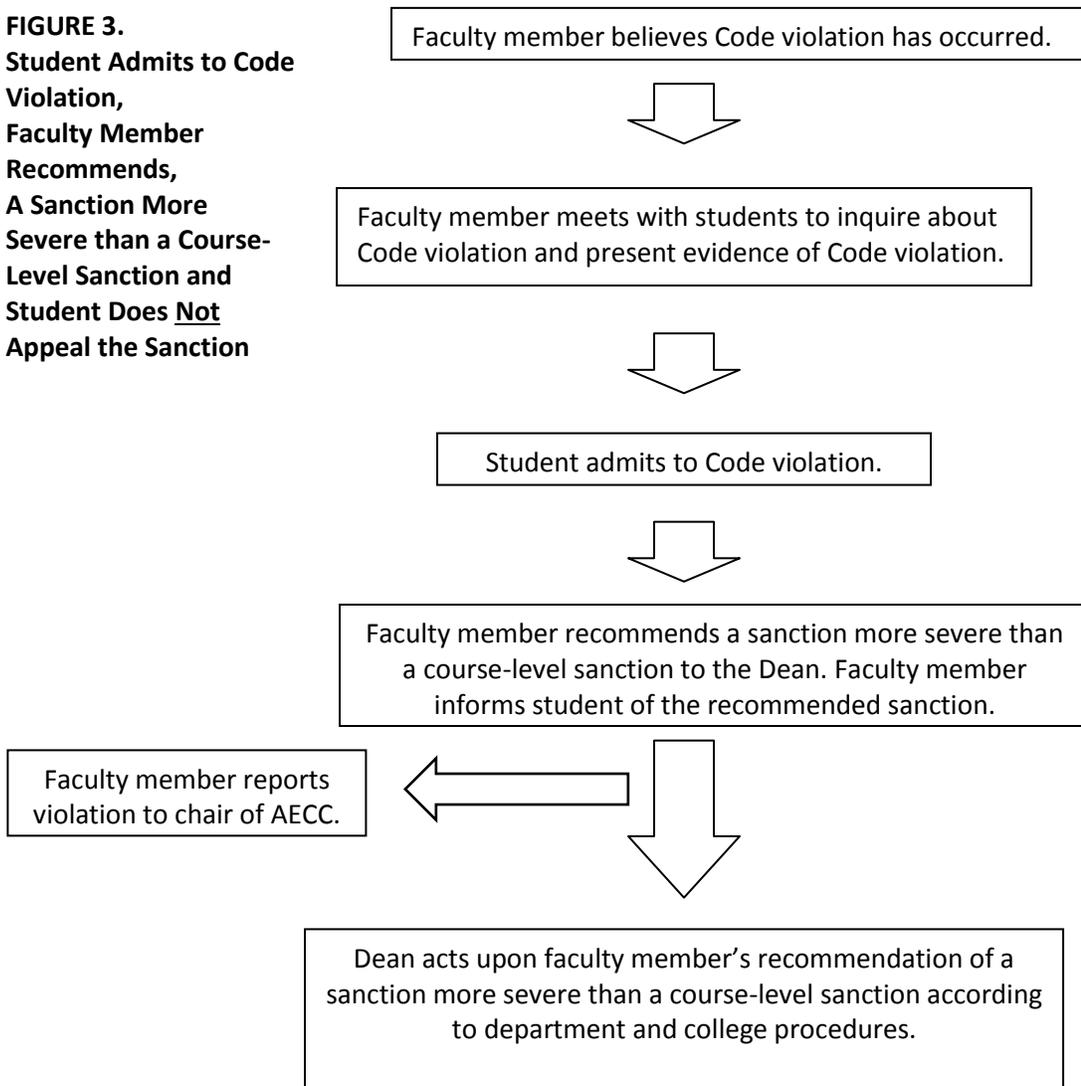


FIGURE 4.
Student Admits to Code
Violation,
Faculty Member
Recommends,
A Sanction More
Severe than a Course-
Level Sanction and
Student Appeals the
Sanction

