

The (Practical) Honor Code at CU Boulder Handout:

It is often difficult to have a discussion with a student that you feel has violated the Honor Code. The following will hopefully give you some ideas on what you should do and say in different situations.

This handout discusses what to do and say when a student is suspected of cheating, plagiarizing, or aiding another student in academic dishonesty, since these are the most common cases that are reported to the Honor Code. However, there are seven ways in which a student can violate the Honor Code. If you have any questions in regards to the violations not discussed in this handout, please contact our office for additional assistance.

Violations:

- Plagiarism
- Cheating
- Aid of Academic Dishonesty
- Fabrication
- Lying
- Bribery
- Threat

How to Report:

See Flow Chart in next section

Cheating on an Exam:

What Do I Do?

- It is very important that you do not confront a student you believe is cheating during the exam!
 - This is disruptive to the testing environment and unnecessary.
- Allow the student to complete the exam.
- It is recommended that you go over to the student and mark on their exam at the point you witness them cheating.
 - Do this discretely without causing a scene.
 - The student will most likely stop cheating at this point because they know you are watching. This will allow you to be able to compare the number of questions missed BEFORE you saw them cheating, with the number of questions missed AFTER you saw them cheating (If there was a substantial amount of cheating occurring, there is often more questions missed after the point where you marked on their exam.)
- Make sure you can identify the student(s) if you have a large lecture section.

What Do I Say?

- When a student turns in their exam, they may inquire why you marked their exam. You might say “Are you available to meet with me during my office hours?” or “Let’s set up a time that we can meet.”
 - It is probably best if you schedule the meeting once the exam is over so you do not interrupt the other students.

- You can set up a time to meet while you are face-to-face with the student, or you can contact them via campus e-mail. Students are required to check their campus e-mail every week!
- If there are two students involved in the cheating, it is up to your discretion if you would like to meet with them together or separately (we suggest separately).
- When the student(s) meet with you to discuss the alleged academic violation:
 - Explain what you saw during the exam
 - Why you marked on their exam
 - Explain that you feel the student has violated the University Honor Code, and that you are turning the case over to our office.
 - Ask whether they accept or deny responsibility.
 - Fill out either the violation or accusation form which can both be found on our website.
 - Have the student sign the **Violation** form if they admit responsibility (a student's signature is not needed on the **Accusation** form).

** It is important to note that faculty is in COMPLETE control over academic sanctions (the Honor Code handles non-academic sanctions only). However, you do not have to discuss any academic sanctions with the student at this time. This is not a time for a student to bargain with you!

Plagiarism:

What Do I Say?

- Set up a time with the student(s) to meet with you:
 - You can do this in person or via e-mail
 - You might say “I would like to meet with you to discuss the paper you submitted to me; are you available during my office hours?” If the student cannot meet during your office hours, set up a different time that is convenient for you and the student.
 - They have a responsibility to find a time to meet with you
- When the student meets with you:
 - Discuss why you feel that their paper has been plagiarized. You do not have to go into every detail with the student if you do not want to; only go as far as you are comfortable.
 - Explain that you feel that they have violated the University Honor Code, and that you are turning the case over to our office.
 - Ask whether they accept or deny responsibility.
 - Fill out either the violation or accusation form which can both be found on our website.
 - Have the student sign the **Violation** form if they admit responsibility (a student's signature is not needed on the **Accusation** form).

** It is important to note that faculty is in complete control over academic sanctions (the Honor Code handles non-academic sanctions). However, you do not have to discuss any academic sanctions with the student at this time. This is not a time for them to bargain with you!

Aid of Academic Dishonesty:

What Is Aid of Academic Dishonesty?

- Intentionally facilitating plagiarism, cheating, or fabrication.
 - Ex: Helping another person complete a take-home exam
 - Ex: Giving answers to an exam, etc.
- Collaborating with others on work that is supposed to be completed independently.

**** Aid of Academic Dishonesty includes, but is not limited to, the brief examples listed above ****

What Do I Do?

- It is very important that you are clear up-front with students about your expectations about group work.
 - You need to specify whether the students' work is to be completed independently or can be done with peers.
 - Write this policy in your syllabus, on any assignment hand-outs, and discuss it orally when you explain the assignment.

What Do I Say?

- If you do not want students to work with one another on an assignment, your syllabus might have a statement like the following:
 - “All assignments are to be completed independently. It is expected that you will not collaborate with your peers on any work that is assigned in this course.”
 - It is recommended that you make a statement about your policy on group-work when you hand out each assignment as well; repeating yourself cannot hurt.
- If you suspect that a student has worked with a peer on the assignment (usually because the students turned in similar work), set up a time with them to meet with them.
 - Discuss why you feel that they collaborated on the assignment.
 - Tell them that you specifically mentioned that work was to be 100% independent.
 - Explain that you feel that they have violated the University Honor Code, and that you are turning the case over to our office.
 - Ask whether they accept or deny responsibility.
 - Fill out either the violation or accusation form which can both be found on our website.
 - Have the student sign the **Violation** form if they admit responsibility (a student's signature is not needed on the **Accusation** form).

**** It is important to note that faculty is in complete control over academic sanctions (the Honor Code handles non-academic sanctions). However, you do not have to discuss any academic sanctions with the student at this time. This is not a time for them to bargain with you!**