



Quick Reference Guide for Faculty

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Purpose: The Honor Code Council seeks to support higher standards of academic integrity at the University of Colorado- Boulder. Through the efforts of faculty emphasizing honor and respect in the classroom, combined with increased student-to-student accountability, we are collectively raising awareness of academic ethics at CU-Boulder.

Three Main Focus Areas:

- Awareness
- Education
- Adjudication

Why a Student-Run Code?

Research from a variety of sources, including the results of a survey by Don McCabe (Rutgers University), suggests that the greatest success in achieving academic integrity is a result of students holding each other accountable. This does not mean that the mission of the Honor Code can be accomplished solely by students. *The collective effort of students, faculty, and administration is crucial.*

What does the Honor Code request of Faculty?

Faculty members are requested to address the Honor Code in classes and explicitly identify what is/is not acceptable conduct in the classroom either verbally or in the syllabus. Faculty members are expected to report violations or accusations on the appropriate form(s) and submit all pertinent evidence to the Honor Code Council. This method of tracking and record-keeping is critically important for future consultation by faculty and Honor Council staff.

What can Faculty expect of the Honor Code?

The Honor Code Council will provide a comprehensive website to answer questions and maintain links to faculty resources. The Council provides the adjudication procedures including (but not limited to) both a student or faculty advisor for the hearing, if requested; organizing a Hearing Panel; imposing non-academic sanctions; maintaining student files and tracking repeat violations. The Honor Council will also provide support and quick responses to inquiries.

What Should I do if I Believe a Violation has occurred?

Confront the student, without discussing sanctions, and inform the student of the accusation. If the student admits to the incident, the faculty member should have the student sign the **Violation Report** form (available on the website under forms or in the Faculty Survival Guide) and include any supporting evidence before submitting the form to the Honor Code office. The student must accept the academic sanction imposed by the faculty member.

If the student *does not admit* to the violation, or if you don't feel comfortable confronting the student in person, the **Accusation Report** form should be filled out, including any and all pertinent evidence (i.e. copied test, plagiarized section of a paper, etc.). The Honor Code Council will convene a Hearing Panel to hear the case at which time the faculty member may be present. Faculty should anticipate being present if the incident was of a confusing or highly technical nature.

****If the Hearing Panel finds the student responsible, the professor's academic sanction will be upheld and the Honor Council will impose additional non-academic sanctions on a case-by-case basis. If the student is found not responsible, no sanctions are given, and the accusation will be expunged from the student's record.**

Prior to Honor Code implementation, a student not admitting guilt would petition the Academic Ethics Committee within the college or school, where responsibility would be determined. The student-led Honor Code is meant to encourage students to hold each other to the highest academic ethics standards.

Possible Non Academic Sanctions:

- Letter of Warning
- Community Service
- Academic Ethics Seminar
- Writing Seminar
- Probation
- Recommendation for suspension (with automatic transcript notation)
- Recommendation for expulsion (with automatic transcript notation)

Ongoing Resources for faculty:

For access to **Turnitin.com** plagiarism tracking resource provided by the Honor Code, faculty members should contact Vincent.McGuire@colorado.edu for a pass code and any other necessary instruction.

The Honor Code Council has a **Student Educator** whose efforts reach students throughout the year in classrooms, lecture halls and small group settings. The main student education program takes place during fall orientation sessions and in residence halls. Our Student Educator is available to conduct short, informative discussions in your classrooms throughout the year. Appointments can be scheduled through the Honor Code office.

Other Important Thoughts:

While it may not be apparent to a professor at the specific time, many students truly appreciate the effort and discussion that a faculty member puts into maintaining integrity within the classroom. There is a significant psychological difference in the minds of students when a teacher cares about honor and has high expectations for the students.

Thank you for helping create a stronger sense of integrity at the University of Colorado and supporting the Honor Code in its initiatives!

The Honor Code Council wants to be a resource for both students and faculty. Please contact us with any questions, comments, or ways we can support your in teaching efforts!

“On my honor, as a University of Colorado at Boulder student, I have neither given nor received unauthorized assistance on this work.”