

## Honor Constitution

### A. Principle, Purpose, and Definitions

#### 1. Principle

Academic integrity is a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action (The Center for Academic Integrity\*).

#### 2. Purpose

The purpose of an Honor Code at the University of Colorado at Boulder is to secure an environment where academic integrity, and the resulting behavior, can flourish. The Honor Code recognizes the importance of honesty, trust, fairness, respect, and responsibility and wishes these principles to be a defining part of the CU-Boulder campus. The Honor Code allows all students to have responsibility for, and the ability to attain, appropriate recognition for their academic and personal achievements. A student-run Honor Code is necessary because research indicates that these institutions are highly successful in alleviating indiscretions and promoting an academically honorable community. In addressing any proven student violations regarding the Honor Code, the student leadership of the Honor Code Council applies only non-academic sanctions, and the faculty applies academic sanctions.

#### 3. Definitions

a. Academic Dishonesty: Any of the following acts, when committed by a student at the University of Colorado at Boulder, shall constitute academic dishonesty:

- i. Plagiarism: Portrayal of another's work or ideas as one's own;
- ii. Cheating: Using prohibited notes or study aids, allowing another party to do one's work/exam and turning in that work/exam as one's own, copying off of another student's course work, collaborating on course work when prohibited for that course, and submitting the same or similar work in more than one course without permission from the course instructors;
- iii. Fabrication: Falsification or creation of data, research or resources, or altering a graded work without the prior consent of the course instructor;
- iv. Aid of Academic Dishonesty: Intentionally facilitating plagiarism, cheating, or fabrication;
- v. Lying: Deliberate falsification with the intent to deceive in written or verbal form as it applies to an academic submission;
- vi. Bribery: Providing, offering, or taking rewards in exchange for a grade, an assignment, or the aid of academic dishonesty;
- vii. Threat: An attempt 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 Honor Code violation.
- viii. Unauthorized Access: Gaining unauthorized access to protected academic information, including but not limited to, the Student Information System (SIS), a faculty member's computer, files, and/or office, or secure information on an online server.

b. Faculty: All references to faculty includes, but are not limited to, full, associate, and assistant professors, senior instructors, instructors, lecturers, adjunct faculty, graduate teaching assistants, graduate part-time instructors, and undergraduate teaching assistants.

c. Academic Sanctions: Academic sanctions are applied only by the faculty, not by the Hearing Panels. These include assignment grades, course grades, additional assignments and the like.

d. Non-Academic Sanctions: Non-academic sanctions are issued by the Hearing Panels and Appeal Boards upon a finding of an Honor Code violation. These include letters of warning, Academic Ethics Seminars, probation, suspension, and expulsion. See Section J.

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\* The Center for Academic Integrity is based at Duke University and is devoted to the fundamental principles of academic integrity that are so innate in honor codes: "The Center for Academic Integrity provides a forum to identify, affirm, and promote the values of academic integrity among students" [www.academicintegrity.org](http://www.academicintegrity.org).

- B. Violations of the Honor Code  
Violations of the Honor Code are acts of academic dishonesty and include but are not limited to: plagiarism, cheating, fabrication, aid of academic dishonesty, lying to course instructors, lying to representatives of the Honor Code, bribery or threats pertaining to academic matters, gaining unauthorized access to protected academic information, or an attempt to do any of the aforementioned violations.
- C. Authority to Establish the Honor Code  
The Honor Code is authorized by the Board of Regents and the Chancellor of the University of Colorado at Boulder. It was developed with the assistance of faculty from the Boulder Faculty Assembly, the Academic Ethics Chairs, and the individual schools and colleges. The Honor Code was approved by a vote of the student population in November of 2000, followed by a vote of the Boulder Faculty Assembly, and a vote by faculty members in the individual colleges and schools on the Boulder campus.
- D. Jurisdiction of the Honor Code
1. All students of the University of Colorado at Boulder enrolled in credit or non-credit classes are subject to the Honor Code for academic matters. This includes, but is not limited to, the main campus, Continuing Education, and Study Abroad.
  2. The existing school/college ethics committees will continue to be at the forefront of academic integrity by addressing academic integrity issues specific to their schools/colleges. The Honor Council and the Campus Ethics Committee will work closely with the individual school/college ethics committees to promote academic integrity on a campus-wide basis.
  3. As students of a self-regulating profession, the University of Colorado School of Law will maintain, administer, and implement its long-standing Honor Code, and will submit all records pertaining to violations to the Honor Code Office.
- E. Faculty Support  
Faculty are expected to support and promote academic integrity and honor within their classrooms. They are encouraged to refer to the Honor Code on all pertinent materials including syllabi, tests, and other assignments. Faculty are encouraged to both discuss the Honor Code periodically in class as it applies to their courses, as well as to ask students to pledge their work.
- F. Statement of Confidentiality
1. All members of the Honor Council and Hearing Panel Pool are subject to confidentiality and will sign a form to that effect upon taking office. This confidentiality is in place as outlined in the Family Educational Rights and Privacy Act (FERPA). Breach of this confidentiality will result in automatic removal from the Hearing Panel Pool or Honor Council, and could also result in other appropriate action. Judicial action for students shall commence based on University Standard of Conduct 6: *Violating any university policy or regulation while on university premises.*
- G. Honor Code Bodies
1. Campus Ethics Committee
    - a. Composition: The Campus Ethics Committee is composed of an undergraduate student from each college/school (determined by that college/school), a University of Colorado Student Union representative, a United Government of Graduate Students representative, a faculty representative from the Boulder Faculty Assembly, the Academic Ethics Chairs from each college/school, and the Honor Council Advisor. Members of the Honor Council shall sit on the committee as ex-officio members. The chair of the Honor Council shall sit as the chair of the Campus Ethics Committee.
    - b. Duties: To provide input, recommendations, and ideas pertaining to the Honor Code, to advise faculty as to academic integrity, and to promote the discussion of honor and integrity at the University of Colorado at Boulder.
  2. Honor Council
    - a. Composition: The Honor Council is composed of four students in the roles of Chairperson, Adjudication Director, Education Liaison, and Student Liaison to Faculty, as well as a Faculty Advisor, and the Honor Council Advisor.
    - b. Duties: The Honor Council is responsible for the maintenance and oversight of all Honor Code operations and procedures including, but not limited to, accusations and appeals. They will consider student and faculty concerns and implement those ideas where appropriate.
  3. Hearing Panel:
    - a. Composition: The Hearing Panel will be composed of no more than four student panel members and the Adjudication Director or his/her designee. Quorum for the hearing panels shall be three student panel members and the Adjudication Director or his/her designee. The panel members will be trained by the Adjudication Director. Student representation on the hearing panel is required from both the accused student's college/school, and the college/school where the alleged violation occurred. If the accused is a graduate student, at

least two graduate student representatives must be on the panel. The Adjudication Director of the Honor Council or his/her designee will chair the Hearing Panel and will vote only in the case of a tie.

- b. Duties: To decide on accusations of Honor Code violations and to determine appropriate sanctions if a violation is found. To conduct non-academic sanction reviews.
4. Appeals Board:
    - a. Composition: The Appeals Board is composed of the Honor Council Chair, as the facilitator and vote tie-breaker, the Academic Ethics Chair of the accused student's school/college (or other faculty member designated by the dean's office from that college/school), the student on the Campus Ethics Committee from the accused student's school/college (or other student designated by the dean's office from that college/school), the University of Colorado Student Union representative to the Campus Ethics Committee (the United Government of Graduate Students representative if the accused is a graduate student), and the Associate/Assistant Dean from the student's primary school/college (or another individual designated by the Dean in the event that the Associate/Assistant Dean is also the Ethics Chair).
    - b. Duties: To decide on appeals submitted by students or faculty members based on decisions made by the Hearing Panel.

#### H. Notification to Honor Council

1. All Report Forms may be obtained in the Honor Code office or from the Honor Code website. Forms may be turned in to the Honor Code office via hand-delivery, fax, or campus mail.
2. Violation Report Forms: If the student accepts responsibility for the violation and sanction, the faculty member is expected to submit a Violation Report Form detailing the finding and any sanctions issued. After receipt of a Violation Report Form the Honor Council may submit the offense to a Hearing Panel for consideration of non-academic sanctions.
3. Accusation Report Forms: If a student accuses another student of a violation, or a student denies a faculty accusation, the accuser is expected to submit an Accusation Report Form.
4. The Adjudication Director, or other designee from the Honor Council, will notify the student upon receipt of a Violation Report Form or an Accusation Report Form.

#### I. Reporting of Violations

1. Students
  - a. Students are expected, but not required, to submit an accusation form to the Honor Council when they have direct knowledge of an academic ethics violation. While students may report directly to the Honor Code, they are encouraged to first address the matter with the faculty member.
2. Faculty
  - a. Definitions
    - i. Academic Sanctions: Academic sanctions are applied only by the faculty, not by the Hearing Panels. These include, for example, assignment grades, course grades, and additional assignments.
    - ii. Non-Academic Sanctions: Non-academic sanctions are issued by the Hearing Panels upon a finding of an Honor Code violation. These include letters of warning, Academic Ethics Seminars, probation, suspension, and expulsion. See Section J.
  - b. General
    - i. Faculty members are expected to confront students over suspected Honor Code violations.
    - ii. Faculty members are expected to submit a record to the Honor Council detailing any finding of violation along with any issued academic sanctions.
    - iii. The Dean and faculty of the school/college where the offense occurred continue to have jurisdiction over all academic sanctions.
    - iv. In any case upon which a faculty member has direct knowledge of the facts, that faculty member is expected to participate in the corresponding hearing as a witness.
  - c. Procedure
    - i. If the faculty member confronts the student and the student accepts responsibility for violation, the faculty member may issue an academic sanction at his or her discretion. After any confrontation, however, the faculty member will submit a record to Honor Council detailing the type of violation and any academic sanction issued. If the student has multiple Honor Code violations on file, the matter will be referred to a Hearing Panel for determination of non-academic sanctions.
    - ii. If the faculty member confronts the student and the student denies the violation, the faculty member will then submit the case to the Honor Council for an investigation and a

hearing. Once a determination is made by the Honor Code, the faculty member should issue an academic sanction consistent with the decision of the Honor Code.

- iii. Upon receipt of a violation report, the Honor Council will determine if the case should be submitted to a Hearing Panel for consideration of non-academic sanctions.

#### J. Non-Academic Sanctions

1. The Hearing Panel has the authority to determine appropriate non-academic sanctions. Non-academic sanctions are those sanctions that are separate from the grading process in which the academic violation occurred. Culpability, seriousness of offense, mitigating and aggravating circumstances, and prior record will be considered in determining non-academic sanctions. Non-academic sanctions for violations of the Honor Code include, but are not limited to:

- Expulsion (with automatic transcript notation)
- Suspension (with automatic transcript notation for the period of suspension)
- Probation
- Academic Ethics Seminar
- Educational/Skill Building Workshops
- Community Service
- Reflection Paper
- Letter of Warning

2. Upon a finding of violation or no violation, the Adjudication Director shall send a written letter to the student describing the findings of the Hearing Panel and notice of any action taken.

3. Non-Academic Sanction Reviews

- a. A sanction review shall commence if a student does not comply with the non-academic sanctions given by the Hearing Panel. This review shall be in place to ensure that students are held accountable for their actions and are abiding by the Hearing Panel decision.
- b. A Hearing Panel will convene to conduct a sanction review based on cases heard by previous Hearing Panels. The student will be given an opportunity to discuss his/her situation in light of the requirements set forth by the original Hearing Panel with the newly convened Hearing Panel that is conducting the sanction review.
- c. The non-academic sanction review could result in increased non-academic sanctions, including but not limited to, a hold being placed on the student's educational records, or removal from the University, either temporarily or permanently.

4. Approval of Sanctions

Sanctions shall be determined by a vote of the Hearing Panel. If sanctions reach the level of suspension or expulsion, either in the original hearing process or during a sanction review, approval of the sanction shall be obtained from the Vice Chancellor for Student Affairs.

#### K. Signing of the Code

1. Students will be required to sign a statement agreeing to abide by all university policies, including the Honor Code, on their application, subject to admission to University of Colorado at Boulder.
2. All incoming students will be given the opportunity to participate in an Honor Code educational session.

#### L. Revisions of the Honor Code Constitution

1. Constitutional revisions must be first approved by a two-thirds vote of the Campus Ethics Committee. After this approval, both the University of Colorado at Boulder Student Union Legislative Council and the Boulder Faculty Assembly Executive Committee must approve the revisions by a majority vote of the members present at the meeting.
2. Academic Sanctions: As currently provided for in the Honor Code, academic sanctions remain within the purview of the faculty. Any Constitutional revision that proposes to reallocate authority over academic sanctions must be approved by the deans and faculty of each college/school, in addition to the procedures designated in L.1.

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\* Last Updated: February 4, 2003