

Department Protocol for Addressing Academic Integrity

1. At the start of every semester, adapt the Department Academic Integrity policy for your course, and have all students in your classes sign it.
 - a. Keep, remove or add item in the bulleted list of actions that constitute cheating
 - b. Identify consequences for your course (including both academic penalties and submission of the case to honor council). Consequences can vary based on severity. For example, the first violation of academic integrity on a homework assignment will result in a zero on the assignment, and will be reported to the honor council. The second violation of academic integrity on a homework will result in a zero on that and all future homework assignments , and will be reported to the honor council. Any violation of academic integrity on an exam will result in an F in the course, and will be reported to the honor council.
 - c. Consider having an additional penalty for lying about cheating.
2. Discuss with your class the role of the assignments in their learning and what they would be sacrificing by cheating. Learning is a process that takes time, and struggling to figure out how to start a problem or how to solve a problem is part of the learning processes. If students don't struggle with the concepts you are learning, they won't learn them as deeply. If students' first step when you don't know how to solve a problem is to search for a solved example that is similar, they won't know how to approach a situation at work that they have never seen before. Society needs engineers who are creative and can come up with innovative solutions; without ever solving problems the students have not seen before, they will not be trained to be innovative.
3. Discuss with your class that the negative consequences of cheating are much higher than the negative consequences of receiving a low grade on an assignment.
4. If you discover academic dishonesty has occurred in your class, the recommended course of action is as follows: Document the evidence.
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 - b. Arrange a meeting with the student (in person or via zoom). You may consider not telling the student the reason for the meeting.
 - c. During the meeting, notify the student of your findings and the consequences.
 - i. Sometimes the student will admit that they cheated. Respect that they have taken responsibility, but maintain consistent consequences.
 - ii. Sometimes the student will deny cheating, and will have an unreasonable explanation. If you can identify the inconsistencies in the explanation, the student may eventually admit what they did. If the student does not, a reasonable approach is to tell the student that you will submit the case to the honor council, and if they are found guilty, there is an additional penalty for lying. Ask the student to put their statement in writing, sign it, and give or send it to you.
 - iii. Sometimes the student will deny cheating and will have a plausible explanation. If you are convinced that the student is being truthful, explain to the student why their work looked suspicious and how to avoid that in the future. If you are not convinced that the student is being truthful, you should submit the case to the honor council and allow them to make a determination. The honor investigators have much more experience than we do and are trained in how to carry out these investigations. You can tell the students that you will abide by the honor council decision, and if they are found guilty, there may be an extra penalty for lying. Ask the student to put their statement in writing, sign it, and give or send it to you.

- d. Submit an Honor Code Accusation Report (<https://www.colorado.edu/sccr/honor-code>). The honor board does not necessarily have an engineering background, so describe the evidence in as much detail as possible to convey to a non-technical audience why you suspect the work was not the student's own.
- e. You have complete authority to impose whatever academic sanctions you deem appropriate. Be consistent with the penalties you stated in the Academic Integrity policy for your course. If the honor council determines that there was no violation, you are not required to modify the imposed academic sanctions; however, the Honor Council conducts a thorough investigation and has extensive experience in investigating academic integrity violations, so you may want to consider modifying the imposed academic sanctions.