

	Policy on Academic Integrity/Misconduct	Responsible Administrative Unit: Student Life Policy Contact: Dean of Students DMorgan@mines.edu
	Revised: April 14, 2018	

1.0 ACADEMIC INTEGRITY

The Colorado School of Mines (Mines) affirms the principle that all individuals associated with the Mines academic community have a responsibility for establishing, maintaining, and fostering an understanding and appreciation for academic integrity. In broad terms, this implies protecting the environment of mutual trust within which scholarly exchange occurs, supporting the ability of the faculty to fairly and effectively evaluate every student's academic achievements, and giving credence to the university's educational mission, its scholarly objectives, and the substance of the degrees it awards. The protection of academic integrity requires there to be clear and consistent standards, as well as confrontation and sanctions when individuals violate those standards. The Colorado School of Mines desires an environment free of any and all forms of academic misconduct and expects students to act with integrity at all times.

2.0 POLICY ON ACADEMIC MISCONDUCT

Academic misconduct is the intentional act of fraud, in which an individual seeks to claim credit for the work and efforts of another without authorization, or uses unauthorized materials or fabricated information in any academic exercise. Student Academic Misconduct arises when a student violates the principle of academic integrity. Such behavior erodes mutual trust, distorts the fair evaluation of academic achievements, violates the ethical code of behavior upon which education and scholarship rest, and undermines the credibility of the university. Because of the serious institutional and individual ramifications, student misconduct arising from violations of academic integrity is not tolerated at Mines. If a student is found to have engaged in such misconduct sanctions such as change of a grade, loss of institutional privileges, or academic suspension or dismissal may be imposed.

2.1 Forms of Misconduct. As a guide, some of the more common forms of academic misconduct are noted below. This list is not intended to be all-inclusive; rather, the list is illustrative of practices the Mines faculty have deemed inappropriate:

1. **Dishonest Conduct** - general conduct unbecoming a scholar. Examples include issuing misleading statements; withholding pertinent information; not fulfilling, in a timely fashion, previously agreed to projects or activities; and verifying as true, things that are known to the student not to be true or verifiable.
2. **Plagiarism** - presenting the work of another as one's own. This is usually accomplished through the failure to acknowledge the borrowing of ideas, data, or the words of others. Examples include submitting as one's own work the work of another student, a ghost writer, or a commercial writing service; quoting, either directly or paraphrased, a source without appropriate acknowledgment; and using figures, charts, graphs or facts without appropriate acknowledgment. Inadvertent or unintentional misuse or appropriation of another's work is nevertheless plagiarism.

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3. **Falsification/Fabrication** - inventing or altering information. Examples include inventing or manipulating data or research procedures to report, suggest, or imply that particular results were achieved from procedures when such procedures were not actually undertaken or when such results were not actually supported by the pertinent data; false citation of source materials; reporting false information about practical, laboratory, or clinical experiences; submitting false excuses for absence, tardiness, or missed deadlines; and, altering previously submitted examinations.

4. **Tampering** - interfering with, forging, altering or attempting to alter university records, grades, assignments, or other documents without authorization. Examples include using a computer or a false-written document to change a recorded grade; altering, deleting, or manufacturing any academic record; and, gaining unauthorized access to a university record by any means.

5. **Cheating** - using or attempting to use unauthorized materials or aid with the intent of demonstrating academic performance through fraudulent means. Examples include copying from another student's paper or receiving unauthorized assistance on a homework assignment, quiz, test, or examination; using books, notes or other devices such as calculators, PDAs and cell phones, unless explicitly authorized; acquiring without authorization a copy of the examination before the scheduled examination; and copying reports, laboratory work or computer files from other students. Authorized materials are those generally regarded as being appropriate in an academic setting, unless specific exceptions have been articulated by the instructor.

6. **Impeding** - negatively impacting the ability of other students to successfully complete course or degree requirements. Examples include removing pages from books and removing materials that are placed on reserve in the Library for general use; failing to provide team members necessary materials or assistance; and, knowingly disseminating false information about the nature of a test or examination.

7. **Sharing Work** - giving or attempting to give unauthorized materials or aid to another student. Examples include allowing another student to copy your work; giving unauthorized assistance on a homework assignment, quiz, test or examination; providing, without authorization, copies of examinations before the scheduled examination; posting work on a website for others to see; and sharing reports, laboratory work or computer files with other students.

3.0 PROCEDURES FOR ADDRESSING ACADEMIC MISCONDUCT

Faculty members and thesis committees have discretion to address and resolve misconduct matters in a manner that is commensurate with the infraction and consistent with the values of the Institution. This includes imposition of appropriate academic sanctions for students involved in academic misconduct. However, there needs to be a

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certain amount of consistency when handling such issues, so if a member of the Mines' community has grounds for suspecting that a student or students have engaged in academic misconduct, they have an obligation to act on this suspicion in an appropriate fashion. The following procedure will be followed:

3.1 Notify the Student of Allegation. The faculty member or thesis committee informs the student(s) of the allegations and charge of academic misconduct within ten (10) business days. This involves verbal communication with the student(s). The verbal communication can be done via telephone if needed, but a face-to-face meeting between the faculty member and student is preferred. The faculty member/thesis committee must have a meeting with the student(s) regarding the incident. This meeting allows the student the opportunity to give his/her perspective prior to an official decision being made. It also allows the faculty member to have a conversation with the student(s) to educate him/her on appropriate behavior.

3.2. Actions Taken; Circumstances. The circumstances of the academic misconduct dictate the process to be followed:

3.2.1 Regular Coursework. In the case of an allegation of academic misconduct associated with **regular coursework**, if after talking with the student, the faculty member feels the student is responsible for academic misconduct the faculty member should:

- i Assign a grade of "F" in the course to the student(s) that committed academic misconduct. A faculty member may impose a lesser penalty if the circumstances warrant, however the typical sanction is a grade of "F". Contact the Dean of Students and his/her Department Head/Division Director to officially report the violation in writing within five (5) business days of the charge of academic misconduct.
- i The Dean of Students will communicate the final resolution in writing to the student, the faculty member, the Office of Academic Affairs, the Office of Graduate Studies and the student's advisor. The Dean of Students will also keep official records on all students with academic misconduct violations.
 - o *Prescribed disciplinary action for misconduct associated with regular coursework:*
 - 1st Offense: - A grade of "F" in the course
 - 2nd Offense: - A grade of "F" in the course
 - One-year academic suspension
 - Permanent notation of Academic Misconduct on the student's transcript

3.2.2 Activities Not Part of Regular Coursework. In the case of an allegation of academic misconduct associated with **activities not a part of regular coursework** (e.g., an allegation of cheating on a comprehensive examination), if after talking with the student, faculty member(s) feel the student is responsible for misconduct the faculty should:

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- ii Assign an outcome to the activity that constitutes failure. If appropriate, the student’s advisor may also assign a grade of “PRU” (unsatisfactory progress) for research credits in which the student is enrolled. Regular institutional procedures resulting from either of these outcomes are then followed. Faculty members may impose a lesser penalty if the circumstances warrant, however, the typical sanction is failure.
- ii Contact the Dean of Students, Graduate Dean and the student’s Department Head/Division Director to officially report the violation in writing within five (5) business days of the charge of misconduct. The Dean of Students will communicate the final resolution in writing to the student, the faculty member, the Office of Graduate Studies, and the student’s advisor. The Dean of Students will also keep official records on all students with academic misconduct violations.

3.2.3 Research Activities. In the case of an allegation of academic misconduct associated with **research activities**, investigation and resolution of the misconduct is governed by the Institution’s Research Integrity Policy. The Research Integrity Policy is available as section 10.3 of the Faculty Handbook. If, after talking with the student, the faculty member feels the student is responsible for misconduct of this type, the faculty member should proceed as indicted in the Research Integrity Policy. If appropriate, the student’s advisor may also assign a grade of “PRU” for research credits in which the student is enrolled. Regular institutional procedures resulting from this grade assignment are then followed.

3.3 **Student Reporting.** Students who suspect other students of academic misconduct should report the matter to the appropriate faculty member, the appropriate Department Head/Division/Program Director, the Dean of Undergraduate Studies, the Dean of Graduate Studies or the Dean of Students. The information is then provided to the faculty member concerned.

4.0 REVIEW CYCLE AND HISTORY

This policy will be reviewed at least every two (2) years.

Updated June 30, 2012

Updated August 1, 2016 (titles, formatting, added review cycle & history)

Updated April 14, 2018 (added online students)