Academic Integrity

Colorado State University has a policy for instructors to follow when they suspect academic misconduct. Consistency in following this policy upholds the professional obligations of all faculty and instructors, instills confidence in the grading process, and creates an atmosphere of trust between students and their instructors.

These are the basics for instructors who suspect academic misconduct. Included are excerpts of University policies published in the CSU General Catalog, Graduate Bulletin, and the Faculty and Administrative Professional Manual.

The Student Conduct Code, Catalog, and Graduate Bulletin provide definitions of prohibited conduct: cheating, plagiarism, unauthorized possession or disposition of academic materials, falsification, and facilitation of another's misconduct. For that portion of the Student Conduct Code, see: http://tilt.colostate.edu/integrity/faqs/what_are_the_rules.cfm

Step One:
Meet With Your Student

CSU Policy: “If a course instructor has evidence that a student has engaged in an act of academic misconduct in his or her course, prior to assigning any academic penalty, the course instructor shall notify the student of the concern and make an appointment to discuss the concern. The student shall be given the opportunity to give his or her position on the matter.”

For help preparing for this kind of appointment, please see the guide:

Talking with Students Suspected of Academic Misconduct, at: http://tilt.colostate.edu/integrity/guides/talking_with_students.cfm
Step Two:  
Exercise One of Your Three Instructor Options

Contact Dr. Elaine Green, Assistant Director, Conflict Resolution and Student Conduct Services at Elaine.green@colostate.edu or (970) 491-2898 to see if the student has any prior record of academic misconduct. A prior incident may influence which option you choose.

Your Options Are:

1. Instructors can ask that CRSCS determine responsibility for alleged academic misconduct on behalf of CSU.
   You may want to do this for serious cases or particularly complicated cases, those involving several people, or with students with whom you have a mentoring or supervisory role. You may also choose this option if you are unsure of the strength of the evidence.

2. Instructors can impose a grading penalty based on the meeting with the student, and that action will become part of the student conduct process. Examples of academic penalties include assigning a reduced grade for the work, assigning a failing grade in the course, removing the Repeat/Delete option for that course, or other lesser penalty as the course instructor deems appropriate.

CSU Policy: “If the student admits to engaging in academic misconduct, or if the course instructor judges that the preponderance of evidence supports the allegation of academic misconduct, the course instructor may then assign an academic penalty. The course instructor shall notify the student in writing of the infraction and the academic penalty to be imposed. A copy of this notification shall be sent to the Office of Conflict Resolution and Student Conduct Services.”
If the student does not admit to the misconduct, the evidence must reach a “preponderance” — defined as “more likely than not.” Instructors then either send information about the case to CRSCS for documentation purposes only, or:

3. Instructors can send information to CRSCS and request a hearing to determine if additional University sanctions shall be imposed. Additional University sanctions should always be considered for serious and repeated offenses.

Requests for hearings should be directed to Dr. Elaine Green at Elaine.green@colostate.edu or (970) 491-2898.

**Students Have Options Too**

Students have the right to request a hearing by CRSCS regardless of the option chosen by the instructor. Students and instructors have the right to appeal decisions made by CRSCS to the University Discipline Panel, but grading penalties cannot be appealed if the decision of responsibility is upheld.

**Academic Misconduct Process Options**

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<td>Assign grading penalty with written notice to student and CRSCS – FILE ONLY</td>
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<td>Assign grading penalty with written notice to CRSCS for University Hearing</td>
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<td>Request a University Hearing</td>
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**Student Disputes Charges**

*At any time in the process, a student can request a University Hearing.*

*If the student is found not responsible at the University hearing, the instructor will assess the work without academic penalty.*
When Grades Are Due Before an Instructor/Student Meeting Occurs

CSU Policy: "If, after making reasonable efforts, the instructor is unable to contact the student, or collect all relevant evidence before final course grades are assigned, he or she shall either:

• Assign an interim grade of incomplete and notify the student and the Conflict Resolution and Student Conduct Services Office of the reason such grade was given; or
• Refer the case to the Conflict Resolution and Student Conduct Services Office for a hearing before deciding on a penalty."

If evidence of academic misconduct is discovered after the final course grades have been submitted, the course instructor still must follow the above procedure in properly notifying the student and providing an opportunity for the student to give his or her position on the matter before making a decision about any academic penalty.

Conflict Resolution and Student Conduct Services Hearing Outcomes

If a University hearing officer finds the student responsible, he or she may impose additional University disciplinary sanctions, such as a formal warning, disciplinary probation, loss of privileges, educational sanctions, suspension, expulsion, or revoking a degree.

If a University hearing officer finds insufficient evidence or finds the student not responsible for violation of the academic misconduct policy, the instructor will determine a grade based on academic performance and without reflection of the academic misconduct charge and change any previously penalized grade accordingly.
Notations on the Student’s Transcript

In a case of a serious incident or repeat offense of academic misconduct that is upheld through a hearing, the hearing officer and the instructor shall decide whether the student’s transcript will be marked with a notation of “AM,” which will be explained on the student’s transcript as a “finding of Academic Misconduct.” A notation of “AM” will be made only if the hearing officer and the instructor agree that this penalty should be imposed. Grades marked on the student’s transcript with the designation “AM” will not be eligible for the Repeat/Delete Policy.

For More Information

Full texts for CSU policies can be found at:

CSU Student Conduct Code:
http://www.conflictresolution.colostate.edu/conduct-code.aspx

General Catalog (page 6):
http://www.catalog.colostate.edu
Go to the Table of Contents and select Information and Policies section 1.6

Graduate Bulletin (L.5):

Faculty Manual (L.5):
http://facultycouncil.colostate.edu/files/manual/sectioni.htm

Academic Integrity Program

Additional resources, see:
http://tilt.colostate.edu/integrity/
Information for students is at:
http://learning.colostate.edu/integrity
Consultation

Generally, instructors are clear about which situations they feel comfortable dealing with themselves and which need University disciplinary response. If the instructor would like clarification on the process or policies it is wise to consult. Many instructors find it helpful to first consult with Conflict Resolution and Student Conduct Services before taking any action.

For questions or assistance, please email Dr. Elaine Green, Elaine.green@colostate.edu, Director of Academic Integrity. She may also be reached at (970) 491-2898.

Our Purpose

- Support students as they overcome mistakes.
- Engage in character development with an emphasis on ethical decision-making and integrity.
- Resolve conflict at the lowest level possible through education, facilitation, and support.
- Foster a safe and welcoming community.

Conflict Resolution and Student Conduct Services

325 Aylesworth Hall NW
Fort Collins, Colorado 80523-8015
(970) 491-7165 • FAX (970) 491-1800

www.conflictresolution.colostate.edu

Hours: 8 a.m. to 5 p.m. Monday-Friday. Please call to make an appointment.