



## **Inworks Student Honor Code and Code of Conduct**

### **Overview**

Inworks is fully committed to the Honor Code of the University of Colorado Denver | Anschutz Medical Campus. A university's reputation is built on a standing tradition of excellence and scholastic integrity. As members of the CU academic community, faculty and students must accept the responsibility to maintain the highest standards of intellectual honesty and ethical conduct in all aspects of our work associated with the University.

Education at the University of Colorado is conducted under the honor system. All students entering an academic program should have developed the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. All students are expected to achieve a level of maturity which is reflected by appropriate conduct at all times.

**Honor Code and Student Code of Conduct** - All students of the University of Colorado at Denver |Anschutz Medical Campus are responsible for knowing, understanding and adhering to the ethical standards and academic integrity policy of this institution. In addition, students have an obligation to inform the appropriate official of any acts of academic dishonesty by other students of the University. Incidents of academic misconduct are reported to the appropriate academic unit, in our case, Inworks. Students who are found to be in violation of the academic integrity policy may be subject to both academic sanctions from the faculty member and non-academic sanctions (including but not limited to university probation, suspension, or expulsion).

The UC Denver Academic Honesty Handbook can be found at the following link:

[http://www.ucdenver.edu/faculty\\_staff/faculty/center-for-faculty-development/Documents/academic\\_honesty.pdf](http://www.ucdenver.edu/faculty_staff/faculty/center-for-faculty-development/Documents/academic_honesty.pdf). This resource describes the rules against plagiarism, cheating, fabrication and falsification, multiple submissions, misuse of academic materials, and complicity in academic dishonesty, and also contains suggestions for avoiding academic dishonesty.

### **Academic Dishonesty**

Academic dishonesty is defined as a student's use of unauthorized assistance with intent to deceive an instructor or other such person who may be assigned to evaluate the student's work in meeting course and degree requirements. Examples of academic dishonesty include: plagiarism, cheating, fabrication, falsification and deception, multiple submissions, misuse of academic materials and complicity.

### **Plagiarism**

Plagiarism is the use of another person's distinctive ideas or words without acknowledgment or attribution. The incorporation of another person's work into one's own requires appropriate identification and acknowledgment, regardless of the means of appropriation. Examples of plagiarism (absent appropriate attribution):

1. Word-for-word copying of another person's ideas or words.
2. The mosaic (the interspersing of one's own words here and there while, in essence, copying another's work).
3. The paraphrase (the rewriting of another's work, yet still using their fundamental idea or theory).

4. Fabrication of references (inventing or counterfeiting sources).
5. Submission of another's work as one's own.
6. Neglecting quotation marks on material that is otherwise acknowledged.

### Cheating

Cheating involves the possession, communication, or use of information, materials, notes, study aids or other devices not authorized by the instructor in an academic exercise, or communication with another person during such an exercise. Examples of cheating include:

1. Copying from another's paper or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material;
2. Using any electronic, or digital, or technological or other device when its use has been disallowed;
3. Collaborating with another student or students during an academic exercise without the consent of the instructor.

### Fabrication, Falsification and Deception

Fabrication involves inventing or counterfeiting information, e.g., creating results not actually obtained in a project or research. Falsification, on the other hand, involves deliberately altering or changing results to suit one's needs in an experiment or other academic exercise. Deception is providing false information or knowingly withholding information.

### Multiple Submissions

This is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.

### Misuse of Academic Materials

Examples of misuse of academic materials include:

1. Stealing or destroying library or reference materials or computer programs;
2. Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission;
3. Receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor;
4. Illegitimate possession, disposition, or use of examinations or answer keys to examinations.
5. Unauthorized alteration, forgery, or falsification;
6. Unauthorized sale or purchase of examinations, papers, or assignments.

### Complicity in Academic Dishonesty

Complicity involves knowingly contributing to another's acts of academic dishonesty.

### Authorized Collaboration

Collaboration is a core value of Inworks. It is fine (and in fact encouraged) to work together on team projects and course assignments (where this makes sense), but each student is responsible for mastering the material and turning in the documentation indicated that demonstrates their personal completion of the assignment. Representing someone else's work as your own is serious academic misconduct, a gross breach of academic integrity, and will likely result in you failing the course in question. Any questions regarding this policy, as it relates to any work required for an Inworks course, should be referred to the instructor of that course.

Software is a something of a special case. Most software is not written from scratch, it is developed from existing available code. In recognition of this fact, you are generally free to incorporate portions of

publicly available (i.e., not your computer science major roommate's) software to complete course lab exercises, PROVIDED that you:

1. Give full attribution that unambiguously identifies the source from which the code was obtained (a working URL is sufficient for this purpose,) and clearly delineate (with comments) what is unmodified borrowed code, what is modified borrowed code, and what is code you have independently written;
2. Add substantial comments to all borrowed code demonstrating your complete understanding of its purpose and function. If an Inworks course instructor has any doubt about this, he or she may orally examine you on the functioning of your code, and grade you accordingly;
3. Add comments (your initials are adequate) highlighting any changes made by you to the borrowed code.

### **Code of Conduct Violations**

Again, students are expected to know, understand, and comply with the ethical standards of the University. Code of Conduct violations are acts that threaten the safety of an individual or others, or that otherwise hinder the educational mission of the university. Examples of code of conduct violations include: intoxication, unprofessional behavior, disruptive or disorderly conduct, threatening or dangerous behavior, or any other violation of the campus Student Code of Conduct.

### **Intoxication**

Intoxication is being cognitively or physically impaired as a result of drug or alcohol in any University setting, classroom setting, practicum/internship, professional development school/site, computer lab or shared student space that compromises the student's ability to learn and participate in educational activities, interferes with the learning process of other students and/or visitors and participants of the Inworks. Students who have difficulties with alcohol and/or other substances may seek assistance from services available on campus such as the CU Denver Student/Community Counseling Center.

### **Unprofessional Behavior**

Any conduct including electronic communications, whether on or off campus, that interferes with a student's ability to maintain an appropriate professional relationship with other members of the university community, or that reflects poorly on the student, Inworks or the University, is prohibited.

### **Disruptive or Disorderly Conduct, Threatening or Dangerous Behavior**

Conduct or behavior that falls under this category includes behavior in any setting (on or off campus) that exhibits disregard of the rights of faculty, staff, administration and peers; threatening behaviors in any medium of communication; sexual harassment; or any other behavior that violates campus or Inworks policies that relate to the health, safety or well-being of members of the university or broader community.

### **Resources**

The Code of Student Conduct can be found on the Office of Community Standards and Wellness website at <http://www.ucdenver.edu/life/services/standards>.

The Inworks Student Honor Code and Code of Conduct, and other Inworks policies governing student behavior within the Inworks, can be found on the Inworks website: <http://www.inworks.org>.

### **Procedures**

All proceedings concerned with academic dishonesty are confidential to the extent permitted by law.

### **Student Procedures**

A student accused of academic dishonesty has the right to:

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- admit to the charges and accept the penalty imposed by the instructor. If the student admits to the charges, the faculty member will invoke an appropriate penalty, which could include the issuance of a failing grade in the course. If the faculty member believes further action is warranted, the faculty member may forward the case for higher-level review;
- dispute the charges or the penalty by following the Inworks Student Appeal process. The Inworks Student Appeal process is not used to dispute a grade. In the case of a grade dispute, the Inworks Policy on Grade Appeals governs.

#### Procedures for Inworks Faculty-Academic Dishonesty

Inworks faculty are strongly encouraged to include in their syllabi a statement concerning their policy on matters of academic dishonesty. Inworks faculty who believe they have encountered academic dishonesty in an Inworks course should proceed as follows:

- A. A faculty member who suspects that a student may be guilty of academic dishonesty should react quickly. S/he should gather as much evidence as possible as rapidly as possible: e.g. gathering names of and impressions from potential witnesses, listing potential references that may have been plagiarized, or retaining any hard copies of evidence, such as “cheat sheets” or tests that might have been copied and/or copied from. S/he should commit as many details of the incident to writing as quickly as possible as details regarding an incident can be quickly forgotten.
- B. When a faculty member has evidence suggesting that a student is guilty of academic dishonesty, the student should be confronted with the evidence at a meeting, preferably held in the faculty member's office, within five (5) working days of the discovery of the alleged incident.
- C. After this meeting, the faculty member should determine the appropriate penalty for the act of dishonesty. This penalty, as determined by the faculty member, may be a failing or zero grade for the assignment in question, or a failing grade in the course. The penalty should be consistent with any information published in the faculty member's syllabus. If the faculty member feels that issuance of a failing grade is an insufficient penalty, then the faculty member may forward the matter to the Inworks Associate Director for further consideration.
- D. After determining the appropriate penalty, the faculty member should present the student with a written letter describing the alleged violation. Copies of this letter should be given to the Inworks graduate or undergraduate advisor, as appropriate, the Inworks Associate Director, and a copy should be placed in the student's file housed within the Student Services Center. This letter must include:
  - a detailed description of the incident that resulted in the allegation of academic dishonesty;
  - a statement of the penalty that will be imposed on the student;
  - a copy of the Inworks Student Appeal Process

#### Procedures for Inworks Faculty-Other Violations

Violations of the student Honor Code or Code of Conduct unrelated to academic dishonesty are also considered serious and should be immediately reported to the Inworks Associate Director. The Inworks Associate Director will, as necessary, notify other campus offices of the violation, including the campus police, counsel's office, CU Denver Office of Community Standards and Wellness and other appropriate offices. Consequences and outcomes will be determined by the appropriate parties given the severity of the offense.