

STUDENT ACADEMIC HONOR AND CONDUCT CODE
COLORADO SCHOOL OF PUBLIC HEALTH
Effective August 18, 2009

The Colorado School of Public Health (CSPH) is comprised of programs in three separate universities in different locations. It must be recognized that there must be collaboration and cooperation among the three campuses relative to primary policies and practices related to academic honor and conduct in the location where a course is delivered or where a conduct code violation occurs. However, it has been agreed upon by the administration at Colorado State University and The University of Northern Colorado that students enrolled in programs of the Colorado School of Public Health are primarily subject to the policies and practices presented in this document.

Each School at the University of Colorado Denver is responsible for development and implementation of a specific school academic honor and conduct code. This is found below. In this document, when Associate Dean is mentioned, this will be the CSPH Associate Dean for Academic and Student Affairs.

Colorado School of Public Health Policies and Procedures

A. STUDENT ACADEMIC HONOR AND CONDUCT CODE

Education at the Colorado School of Public Health (CSPH) is conducted under the honor system. **Matriculation at the CSPH implies the acceptance of, and adherence to, the CSPH Student Academic Honor and Conduct Code.** All students who have entered graduate and health professional programs 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 also to have achieved a level of maturity reflected by appropriate conduct at all times.

Although it is not possible to list every situation that violates the CSPH Student Academic Honor and Conduct Code, the following examples provide a frame of reference.

1. Academic Honesty

Students should adhere to the highest standards of academic honesty and integrity. Examples of behavior that violates these standards include: plagiarism (including the undocumented use of internet and web-based information), cheating, illegitimate possession and/or use of examinations, violation of the ethical standards for conducting research, and falsification of official records.

2. Professional Conduct

As future health professionals, students should also adhere to the highest standards of professionalism. Examples of unprofessional conduct include misrepresentation of effort, credentials, or achievement in either the academic or professional setting; any action that compromises the quality or safety of patients or study subjects; violation of patient or study subject confidentiality; IRB violations; and any other conduct unbecoming a professional public health practitioner, researcher, or educator.

3. Alcohol and Drug Use

Alcohol and/or drug abuse compromises the student's ability to learn and to practice as a public health professional and thus is considered unprofessional conduct. Students who have a problem with alcohol and/or drugs should seek assistance from services available on campus or elsewhere. The sale of drugs or the possession of narcotics is against the law. To minimize the potential for alcohol abuse at campus functions, students must adhere to current University policy governing the consumption of alcohol on campus.

4. Respect for the Rights and Property of Others

Students should always conduct themselves in a manner that recognizes the rights and property of others. Examples of inappropriate behavior include: theft, damages to University or personal property of others, disruption of educational or other activities on campus, illegal use of University facilities, sexual harassment, physical assault, and any conduct that threatens the health or safety of others.

B. RELATIONSHIP OF HONOR AND CONDUCT CODE TO LOCAL, STATE AND FEDERAL LAWS

The collaborating universities and CSPH adhere to all applicable local, state and federal laws, and will cooperate with law officials in all matters. Any alleged violation of local, state or federal laws will be referred to the appropriate law enforcement agency, and such laws have precedence over the provisions of this policy. In cases related to local, state, and federal laws, the Associate Dean for Academic and Student Affairs should be involved. In cases of such events occurring at either of the partner campuses, the Associate Dean for Academic and Student Affairs should be informed and involved if requested.

In all such cases of suspected violation of local, state, or federal laws, the Dean and CSPH Director of Communications will be informed in case there are issues of publicity and/or other serious consequences that might need to be addressed proactively.

C. COLORADO SCHOOL OF PUBLIC HEALTH HONOR AND CONDUCT COMMITTEE

At the beginning of each academic year, each department and each collaborating school will be asked to identify a faculty member to serve on the Honor and Conduct Committee, seven (7) in all, and the Student Council will be asked to identify four (4) students (two from UCD and one each from CSU and UNC) who would be willing to serve as members on the Honor and Conduct Committee if needed.

When the need for a hearing is eminent, the Associate Dean will select three (3) faculty members and two (2) students for the Honor and Conduct Committee from the faculty and students who are willing to serve on the Honor and Conduct Committee. Selected members will be given the opportunity to recuse themselves if there is any perceived conflict of interest such as being involved in the alleged incident or having any relationship with the student that could be perceived as a conflict. The Associate Dean will make the determination of the validity of a conflict of interest. If there is a perceived or real conflict of interest, the Associate Dean will select a replacement(s).

The chairperson shall be one of the three faculty members, appointed by the Committee, and will only vote in situations where there is a tie. A majority of the committee constitutes a quorum; a minimum of two (2) faculty members and one (1) student must be present for decision making. Decisions of the Committee shall be reached based on a simple majority vote. The primary focus of this Advisory Committee is to examine alleged violations of the Student Academic Honor and Conduct Code, to hear testimony, and to make recommendations to the Associate Dean as appropriate. The Associate Dean is not present for the hearing. Guidelines for the use of the Committee as well as any training needs related to procedures, actions, and consequences will be provided by the Associate Dean.

All matters referred to the Committee shall be confidential.

D. PROCEDURES

The primary responsibility for reporting violations of the Student Academic Honor and Conduct Code rests with the individual student who has committed the violation. However, fellow students, members of the faculty, and clinical or non-clinical staff also share in this responsibility. Individuals working with students in practice placements, employers, or law enforcement officials also may report violations. Anyone who suspects a violation of the Student Academic Honor and Conduct Code is encouraged to discuss the situation and possible actions with the Associate Dean.

Due process, application of appropriate remedies, and protection of the individuals in the CSPH and University communities are the cornerstones of the procedures to be used. In every case of reported violation of the Student Academic Honor and Conduct Code, the associated department chair, concentration director, and CSU or UNC director will be notified and involved as deemed appropriate by the Associate Dean. Students may consult with the Office of the Ombuds, which can provide an impartial and confidential view and discussion; however, students should be aware that the Ombuds Office cannot override any policies or actions taken by the CSPH faculty, administration, or Honor and Conduct Committee.

Procedures for notification of students, established by the Associate Dean, provide written notification templates that will include: a description of the suspected violation and its context, the proposed initial remedy, actions that the student may take, a timeframe to dispute the suspected violation, and next steps that will be taken if the student decides to dispute the suspected violation or the proposed initial remedy. All correspondence to students will be sent to their home address on record with the Registrar's office by Certified mail.

1. RELATED TO CASES of ACADEMIC HONESTY

It is the policy of the CSPH to resolve honor code issues at the most appropriate local level possible – between student and faculty member, for example. This means that if a

decision of integrity can be made based on a student's clearly making an innocent error and the student's new understanding of the implications of that error, the case need proceed no further. At this level, the faculty member has the discretion to: end the incident, require the student to redo the work, with the specification if there will or will not be a reduction in the possible grade, or giving a zero on the assignment for use in determination of the course grade. This situation should be reported to the Associate Dean along with any supporting evidence. The Associate Dean will be available for consultation on procedures and possible remedies for this situation. The student will be informed that if he/she is unwilling to accept the remediation specified by the faculty member or if the student requests a hearing, the case will be submitted to the Committee. All information and copies of correspondence will be kept in a Secure File for reference should the student be involved in another similar or more serious academic misconduct situation. See more information about this Secure File later in this document.

If the case cannot be resolved at this level because the circumstances do not involve an innocent error or cannot be determined with reasonable certainty, the faculty member shall provide documentation to the Associate Dean regarding the case. The faculty member, in consultation with the Associate Dean, will determine the viability of the charges and the strength of the supporting evidence. In the case of an egregious violation and a case with strong supporting evidence, the case will be referred directly to the Honor and Conduct Committee.

In the case of a clear violation, but one that might be resolved without referral to the Honor and Conduct Committee, the Associate Dean and the faculty member may attempt to resolve the case without referral to the Honor and Conduct Committee. The possible penalties that might be used include: lower the course grade, reduce the grade to zero for the assignment, or provide a failing grade for the course. A certified letter will be sent to the student from the Associate Dean specifying the alleged charges and an indication that there is evidence to support the charges, the penalty decided by the faculty member, and a time frame of ten (10) working days for the student to dispute the charges in writing before the penalty will take effect. The student will also be informed that if he/she is unwilling to accept the remediation specified by the faculty member or if the student requests a hearing, the case will be submitted to the Honor and Conduct Committee. The student will be informed that the Honor and Conduct Committee may recommend no penalty, a lesser penalty, support the recommendation of the faculty member, or recommend a stronger penalty. If the student accepts the penalty specified in the letter, the Associate Dean will implement the penalty. The Associate Dean has the authority to decide whether or not the recommended penalty will be taken. All information and copies of correspondence will be kept in a Secure File for reference should the student be involved in another similar or more serious academic misconduct situation. See more information about this Secure File later in this document.

2. RELATED TO CASES OF PROFESSIONAL CONDUCT, ALCOHOL AND DRUG USE, AND RESPECTING THE RIGHTS AND PROPERTY OF OTHERS

Violations in these areas can represent a wide variety of levels of threats to students and others. The primary focus must be on the protection of the rights of others and the federal, state, and local legal statutes that apply. Each case likely will have unique characteristics. If there is a violation in any of these areas, the Associate Dean should be notified immediately. Working with the administrators and possibly law enforcement officials at each collaborative campus, the Associate Dean will assist in any decision-making regarding the need for immediate action and possible referral to the Student Honor and Conduct Committee. The Dean and any other relevant CSPH faculty or staff (i.e. chairs, faculty, directors) will be notified, with the primary purpose of ensuring the protection of members of the CSPH and University communities. Once immediate protection concerns and any legal charges are addressed, the Associate will determine whether the actions of the student are also likely to be violations of the Student Academic Honor and Conduct Code. If the actions are deemed as violations, the case will be referred to the Honor and Conduct Committee.

E. CASE REFERRAL TO THE HONOR AND CONDUCT COMMITTEE

If a case is referred to the Honor and Conduct Committee for any of violations described above or if the student requests a hearing, the Associate Dean will request a hearing by the Honor and Conduct Committee. The hearing will be held, if possible, not more than thirty (30) days from the Committee's receipt of the case. The Associate Dean will coordinate the hearing process but will not be present for the hearing. Legal counsel will **not** be permitted to represent either the student or the University parties in this hearing. The hearing will adhere to the following minimum guidelines:

- a. Adequate notice to all concerned parties. Adequate notice includes written description of the charge and the date and time of the hearing sent to the parties at the address on record with CSPH via certified mail. Best efforts will be used to find a date and time for the hearing that is mutually agreeable.
 1. If after adequate notice has been provided the student chooses not to attend the hearing, the hearing and subsequent procedures will proceed without the student present.
- b. An opportunity provided for the student accused of the violation to be heard as well as to question the person bringing forth the allegation of a violation.
 1. The student will be permitted to submit a written pre-hearing statement to the Committee. The student may review the evidence against him by making a written request for the evidence to the Committee prior to the hearing.
 2. The student may present witnesses at the hearing to support his position but the Committee does not have the power to compel anyone to testify.
 3. The standard of proof for the hearing shall be preponderance of the evidence. This means that the individual asserting that an Honor or Conduct Code violation has occurred has the burden of proving by a preponderance of the evidence that a violation has occurred.

c. A detailed, confidential record of the proceedings.

The Honor and Conduct Committee shall make a recommendation for subsequent action to the Associate Dean. Among the recommendations the Committee can make are: no penalty, a recommended grade change including a failing grade, a recommendation that the course be repeated, appropriate recommendations such as requiring the student to receive professional counseling, substance abuse treatment, or attend anger management courses, or a recommendation of suspension or dismissal of the student from the program. The Associate Dean will make a decision on the case in a timely manner and will communicate the decision to the student and to the appropriate faculty and staff members in writing.

If the student wishes to appeal the decision in the case, the appeal along with the rationale for the appeal shall be submitted in writing to the Dean within seven (7) working days after the letter notifying the student of the actions of the Honor and Conduct Committee has been sent by certified U.S mail.

The Dean will review the decision of the Committee and the student's appeal and notify the student of her/his decision within thirty (30) days of receiving the student's notice of appeal.

The Dean will only reverse or modify the findings and recommendations of the Honor and Conduct Committee if he/she concludes by a preponderance of the evidence that one of the following situations exists: (a) new information regarding the student's alleged violation of the Student Honor and Conduct Code which was previously unknown to the student or the Committee is discovered; (b) there was an error in the process that prevented the student from presenting relevant information to the Committee that could have materially changed the Committee's decision; or (c) there is evidence that the Student Honor and Conduct Committee acted in an arbitrary or capricious manner. The decision of the Dean is final.

If the student is suspended, expelled, or otherwise unable to continue his or her academic studies either temporarily or permanently because of disciplinary or other action, the Associate Dean shall notify the Registrar of the change in the student's academic status and order the Registrar to suspend the student's registration.

F. TRACKING SYSTEM AND THE SECURE FILE

The Associate Dean will develop and maintain a secure electronic tracking system of dates and steps taken in all cases. A Secure File will be maintained in the Office of the Associate Dean. The Secure File will include all documentation related to any given case. This file will be used in the case of another honor or conduct code violation involving a student. It will be separate from the student's academic files. Upon the graduation of a student in good standing, all documents in the file will be destroyed. Should a student leave the program, the files will be maintained for a period of no longer than five (5) years and become active again if the student returns to the CSPH in any degree program.

G. STUDENT NOTIFICATION

The following statement (or one that includes the same information) will be on every syllabus of courses offered by the CSPH at the UC Denver campus:

All students are expected to abide the Honor Code of the Colorado School of Public Health. Unless otherwise instructed, all of your work in this course should represent completely independent work. Students are expected to familiarize themselves with the Student Honor Code that can be found at:

<http://www.cudenver.edu/Academics/Colleges/PublicHealth/students/StudentAffairs/StudentResources/Pages/index.aspx>

or the Student Resources Section of the CSPH website. Any student found to have committed acts of misconduct (including, but not limited to cheating, plagiarism, misconduct of research, breach of confidentiality, or illegal or unlawful acts) will be subject to the procedures outlined in the CSPH Honor Code.

In addition, at the beginning of each semester, an email will be sent to every CSPH student with the following statement:

As a student in the CSPH, you are reminded that your enrollment in a CSPH degree program implies your agreement to abide by the Student Academic and Honor Code of the Colorado School of Public Health which is found at:

<http://www.cudenver.edu/Academics/Colleges/PublicHealth/students/StudentAffairs/StudentResources/Pages/index.aspx>

or as modified.

Colorado State University and the University of Northern Colorado have agreed to notify CSPH students enrolled in CSPH courses that they are subject to the CSPH honor code policies and procedures.