

# ACADEMIC CONDUCT

## Academic Misconduct

Academic misconduct is any form of cheating that results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work that is not their own. In cases of academic misconduct, the instructor will follow protocol as identified by their department. Academic misconduct is grounds for disciplinary action by both the instructor and the Director of Student Conduct and Community Standards. Any student found to have engaged in academic misconduct may receive a failing grade for the work in question, a failing grade for the course, or any other lesser penalty that the instructor finds appropriate.

To dispute an accusation of academic misconduct, the student should first consult with the instructor. If the dispute remains unresolved, the student may then state their case to the department chair (or the dean if the department chair is the instructor of the course). A student may appeal a grade through the Academic Appeals Board, if eligible.

Academic misconduct is a behavioral issue as well as an issue of academic performance. As such, it is subject to the University conduct process as defined in the CSU Pueblo Student Code of Conduct. Whether or not disciplinary action has been implemented by the faculty, a report of the infraction should be submitted to the Office of Student Conduct and Community Standards who may initiate additional disciplinary action. The decision by the Office of Student Conduct may be appealed through the process outlined in the Student Code of Conduct.

In the event of a serious incident or repeat offense of academic misconduct in which a student is found responsible by the Office of Student Conduct and Community Standards, the Director, or designee, shall decide with the faculty member of the course (or designee in the event the faculty member may be unable to be present) whether or not the action for which the student was found responsible was so egregious to the effect that it should be noted on a student's transcript with a notation of AM. The notation of AM will indicate that the student was given the grade of F for the course as a result of a finding of Academic Misconduct. Grades marked with AM will not be eligible for grade appeal or retroactive withdrawal. A record of the infraction will remain within the Office of Student Conduct and Community Standards as detailed in the Student Code of Conduct.

## What Are Specific Acts of Academic Misconduct?

The following acts are considered acts of academic misconduct:

1. Cheating—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
2. Fabrication—intentional and unauthorized falsification or invention of any information or citation in an academic exercise; or of documentation meant to excuse or justify adjustments related to attendance or completion of work (exams, exercises, etc.)
3. Facilitating Academic misconduct—intentionally or knowingly helping or attempting to help another commit academic misconduct.
4. Plagiarism—the deliberate adoption or reproduction of ideas, words, or statements of another person as one's own without acknowledgment.

5. Unauthorized Collaboration—intentionally sharing information or working together in an academic exercise when such actions are not approved by the course instructor.

This is not meant to be an exhaustive list of all acts of academic misconduct, but a guide to help faculty and students understand what constitutes academic misconduct.

## Classroom Behavior

The classroom instructor is responsible for setting standards for all classroom conduct, behavior, and discipline. Only enrolled students, administrative personnel, and persons authorized by the instructor are permitted in classrooms and other instructional areas during scheduled periods. University policy and Colorado state laws also prohibit all forms of disruptive or obstructive behavior in academic areas during scheduled periods or any action which would disrupt scheduled academic activity. Use of classrooms and other areas of academic buildings during non-scheduled periods are permitted only in accordance with University practices and/or policy. Anyone in unauthorized attendance or causing a disturbance during scheduled academic activity may be asked to leave by the instructor. If a person refuses such a request, he or she may be removed by a deputy of the Pueblo County Sheriff's Office located at the University and may be subject to legal prosecution, as well as through the student conduct process.

All communications with instructors, whether in class, face-to-face, on paper, by telephone, by email, or by other electronic means, are subject to the same standards for conduct, behavior, and discipline as classroom behavior. Standards of conduct outlined elsewhere (Student Code of Conduct, Policy on Discrimination, Protected Class Harassment, Sexual Misconduct, Intimate Partner Violence, Stalking, & Retaliation, etc.) also apply. Faculty and staff are responsible for notifying the Office of Student Conduct and Community Standards of disruption at the time of the occurrence so that proper disciplinary action may be taken. Incidents not reported when they occur may be unable to be addressed.