

Academic Integrity

Introduction

Observing high ethical standards is integral to the reliability of and trustworthiness of our academic community. Academic integrity describes the behaviors and actions of students, faculty, and staff to build and maintain trust in our work. In our academic community, all students, faculty, and staff are accountable for their work and actions. Here, we outline our Academic Integrity principles, expectations of our academic community members, and protocols for addressing concerns related to violations of our principles.

Policy on Academic Integrity and Expected Conduct

The Department of Chemistry and Biochemistry at UCCS will uphold the following principles of academic integrity to [ensure our department vision and mission](#). These principles of academic integrity follow:

1. All students, faculty, and staff receive appropriate credit for their ideas, results, assessments, and other scholarly accomplishments.
2. The work and ideas of other scholars is properly cited and attributed.
3. All students should receive fair treatment, support, interaction, and evaluation such that no student gains inappropriate advantage(s).
4. The quality and value of our undergraduate and graduate degrees are maintained because we value and practice academic integrity.

Expectations of Academic Conduction for Department of Chemistry and Biochemistry Members

All persons associated with our department, including faculty, students, and staff, are reminded to:

- Act with personal integrity and responsibility,
- Uphold the department and university policies regarding academic integrity,
- Respect intellectual property,
- Create learning, research, advising, and mentoring environments that are:
 - Fair, open to ideas, and safe;
 - Free from discrimination, harassment, bullying, dishonesty, misrepresentation, and abuse;
 - Free from violations of academic integrity principles or academic misconduct (defined below).

Faculty members are expected to:

- Clearly define when and how students may collaborate or cooperate on course assessments;
- Establish an academic environment that promotes academic integrity to prevent academic misconduct;
- Be proactive in recognizing possible issues and violations of misconduct;

- Report instances of academic misconduct timely and confidentially to the instructor and/or faculty advisor, who will share information with the relevant instructor; and
- Discuss instances of academic misconduct with suspected students and report the situation to the department chair, who has the prerogative to take further action if necessary.

Students are expected to:

- Read, understand, and acknowledge the [UCCS Academic Ethics Code Policy](#);
- Complete all course assessments, whether they be examinations, quizzes, laboratory reports, problem sets, essays, presentations, etc., **privately** unless otherwise specified by their course instructor;
- Submit individual work that was privately completed unless specified by the instructor;
- Properly cite all sources; and
- Report instances of academic misconduct timely and confidentially to their instructor and/or advisor.

Intellectual Property

All course materials provided to students by their instructor are considered intellectual property of the instructor and UCCS. These course materials include, but are not limited to, lecture slides or notes, problem sets, exams, answer keys, study guides, outlines, etc. Students are actively encouraged to use these materials provided by their instructor to support and foster learning. In instances in which the instructor has encouraged collaborative learning, these materials may be shared with peers in the course who are registered and enrolled. Unauthorized distribution of these materials to any website, such as Chegg, PaperCoach, School Solver, etc., either during or after the semester, is strictly prohibited. Uploading course materials that are provided by your instructor to third party websites, even if modified for your personal use, is a violation of our academic integrity principles.

Academic Misconduct

Our department defines academic misconduct to include:

- Cheating
- Plagiarism
- Misrepresentation
- Falsification
- Unauthorized collaboration
- Obtaining prior knowledge of examination materials in an unauthorized manner
- Selling or offering to buy assessment materials (answers to examinations, quizzes, problem sets, laboratory reports, etc.)
- Using a commercially prepared paper or other materials, including materials found on tutoring sites like Chegg or School Solver, in whole or in part, for academic credit
- Submitting the same or similar work for separate courses without express permission from instructor(s)

- Altering or falsifying academic records or evidence
- Intimidating peer students or faculty member
- Providing non-valid or false excuses to change an assessment time or date for unfair advantage
- Taking an examination or other assessment in place of another student
- Deliberately destroying or damaging another person's academic work
- Recording and/or disseminating instructional content without permission of the instructor
- Research misconduct
- Violating course policies defining academic conduct
- Using university resources in an academically dishonest manner

Procedures for Addressing Instances of Academic Misconduct

If a student is accused of engaging in some form of academic misconduct by a peer student or by a faculty member, these procedures are followed:

1. Peer students who suspect academic misconduct by a fellow student should report the incident to their instructor, department chair, or to the provost with any supporting evidence.
2. In the case where a faculty member suspects academic misconduct, that faculty member should provide the student an opportunity to respond to the suspicion and associated evidence, as deemed appropriate by the instructor, within two weeks of the violation. Communication and discussion of the suspected violation will be conducted in a manner to protect the confidentiality of students, though other department faculty members, including the department chair or associate chair, may be alerted. Accused students should contact the Office of the Vice Chancellor for Student Affairs concerning rights, processes, and procedures. In cases where a faculty member observes suspicious behavior, they may choose to issue a cautionary letter to the student prior to filing a formal complaint.
3. When there is clear and convincing evidence of academic misconduct and after discussion with the student, the faculty member is authorized to award a course grade of **ZF**. This course grade indicates academic dishonesty by the student, and it is an irrevocable mark on the transcript. Furthermore, the student is immediately dropped from the course and prohibited from participating or engaging in the course. The instructor must report the incident, in writing, to the Dean of Students office via the department chair and attach all relevant documentation.

Students and faculty members are encouraged to review the [UCCS Academic Ethics Code Policy](#) for additional information.

Acknowledgements:

Thanks to Terry Geiger for initiating this conversation and for providing documents. Several policy statements were reviewed in developing this document. For additional resources and information, please see:

[UCCS Academic Ethics Codes Policy](#)

[Chemistry Code of Conduct](#), University of Utah

[Academic Integrity](#), School of Engineering, Rutgers University

[Academic Misconduct](#), University of Washington

[Academic Conduct Policy](#), Chemical Engineering, UC Santa Barbara

[Policy on Academic Integrity](#), College of Engineering, Cal Poly Pomona