

December 6, 2011

Mechanical Engineering's Graduate Student Academic Integrity Agreement

The purpose of the ME Graduate Program Policy on Academic Integrity is to be explicit about what we as a faculty who teach graduate students expect with regards to academic integrity, what we will do if we find cheating in the classroom, and how we will educate our students regarding the Honor Code. This policy was decided upon by the faculty to set clear expectations for the students in the Graduate Program.

The purpose of CU's Honor Code is to secure an environment in which academic integrity is valued and students and faculty act accordingly. The following principles are to be upheld: honesty, trust, fairness, respect, and responsibility.

Mechanical Engineering Department Graduate Program Policy on Academic Integrity

1. All graduate students in the program will review and sign the Department's Academic Integrity Agreement within their first semester of matriculation.
2. All graduate students in the program will take the Honor Code quiz within their first semester of matriculation. This quiz is designed to educate the students on CU's Honor Code. Students must pass with 100%. If a student does not complete this requirement, a flag will be put on their registration so they can't register for the next semester until they pass the quiz.
3. All faculty members who teach graduate students should include a description of the Honor Code and our department policy in their syllabus. Each faculty member should set very clear expectations for their students, including descriptions of what constitutes cheating and what sanctions will be imposed if cheating is discovered.
4. If a faculty member suspects a student of cheating, the faculty member is expected to document the event(s) in writing. Documentation should be submitted to the Graduate Committee within two weeks of the event. The Graduate Committee will review the event(s) and documentation and recommend an academic sanction to the faculty member. This review can include an interview with the faculty member and/or the student. The recommended academic sanction should be implemented within four weeks of the event. Minimum sanctions could include a zero score for homework or a zero score for an exam. If the faculty member invokes an academic sanction, the faculty member shall communicate the decision to the student in writing and include a brief summary of the faculty member's reasoning.

5. If a faculty member would also like to submit the case to the student-run Honor Code Council for review and possible non-academic sanctions, the Graduate Committee chair will assist the faculty member in this process.
6. Any academic or non-academic sanction that has been applied to a student in the ME department must be documented in their department file. This includes sanctions and cases of cheating found in other programs and departments at the University of Colorado. The student's advisor will also be notified when such an event has occurred and has been documented in their file.
7. The College of Engineering and Applied Science has an appeals process to provide remedies on occasion when a student wishes to appeal a final grade. The most current College Policy on Grade Appeals can be accessed at the following URL:
<http://www.colorado.edu/engineering/sites/default/files/Grade-Appeal-Policy.pdf> (accessed Jan. 15, 2014).

What is cheating? What is a Violation of the Honor Code?

PLEASE NOTE: Academically dishonest behaviors include, but are not limited to, the brief examples described below. If you're concerned about what constitutes academic dishonesty we encourage you to speak with your professor or if you do not feel comfortable doing so please contact the honor code office at honor@colorado.edu.

Plagiarism: Portrayal of another's work or ideas as one's own.

- Buying a paper off the internet and turning it in as if it were your own work
- Improperly citing references on a works cited page or within the text of a paper

Cheating: Using unauthorized notes or study aides, allowing another party to do one's work/exam as one's own, or submitting the same or similar work in more than one course without permission from the course instructors.

- Taking an exam for another person
- Looking off another person's exam for answers
- Bringing and using unauthorized notes during an exam

Fabrication: Falsification or creation of data, research or resources, or altering a graded work without the prior consent of the course instructor.

- Making up a reference for a works cited page
- Making up statistics or facts for academic work

Aid of Academic Dishonesty: Intentionally facilitating plagiarism, cheating, or fabrication

- Helping another person do a take home exam
- Giving answers to an exam
- Collaborating with others on work that is supposed to be completed independently

Lying: Deliberate falsification with the intent to deceive in written or in verbal form as it applies to an academic submission.

Bribery: Providing, offering, or taking rewards in exchange for a grade, an assignment or the aid of academic dishonesty.

- Paying a student to do work on your behalf
- Attempting to pay a teacher to change a grade

Threat: An attempt to intimidate a student, staff, or faculty member for the purpose of receiving an unearned grade or in an effort to prevent the reporting of an Honor Code violation.

I have read this document, which states the ME Department Graduate Program Policy on Academic Integrity and examples of cheating and violations of the Honor Code. I agree to comply with the above Policy and the Honor Code provisions; and further agree that the submission of any academic work shall constitute a representation on my part both that such work has been done, and its submission is being made, in compliance with all applicable provisions of the Code.

Sign Name

Print Name

Date