

ORE Honor Code Policy and Committee Procedures:

***The guidelines presented here follow and often are verbatim guidance provided previously by the Anschutz Graduate School.*

The University of Colorado (CU) Anschutz Medical Campus (AMC) conducts education under the honor system. As members of the CU AMC academic community, Anschutz faculty and students accept the responsibility to maintain the highest standards of intellectual honesty and ethical conduct in completing all forms of academic work at the university. In addition, CU adheres to all applicable local, state and federal laws, and cooperates with law enforcement 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.

Expectations, definitions, and procedures regarding student conduct with respect to other University policies and applicable laws are outlined in the Office of Student Affairs [Code of Conduct](#). This Office of Research Education (ORE) Honor Code policy provides specific guidelines regarding ORE's expectations regarding Academic Honesty, the ORE Honor Code, and processes to follow when concerns arise.

Academic Honesty

All ORE PhD programs expect students to adhere to the highest standards of academic honesty and integrity, including completion of individual work as assigned, adherence to department/ program requirements and standards and accurate documentation of sources of information and records in classroom and/or laboratory environments. Examples of behavior that violates these standards include academic dishonesty or complicity in such dishonesty, 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 fabrication or falsification of data and/or official records.

Reporting Violations of the Honor Code

The primary responsibility for reporting violations of the student honor code rests with the individual who has committed the violation. However, fellow students and members of the faculty and staff also share in this responsibility. Students, faculty, and staff must report apparent violations of the Honor Code to their Program and/or ORE.

ORE Honor Code Committee

The role of this ORE Honor Code Committee is to examine alleged academic misconduct and violations of the honor code as defined above, to hear testimony, and to make recommendations to the involved ORE PhD program and ORE Assistant Dean of Student Affairs. In response to allegations of academic misconduct and at the request of the involved ORE PhD Program, the ORE Assistant Dean of Student Affairs will

convene, as appropriate, a session of the ORE Honor Code Committee. For each session, the Committee will elect a Faculty Chairperson to lead consideration of the reported allegation by the convened Committee. All matters referred to the Honor Code Committee are addressed confidentially to the extent practical and permitted by law.

The ORE Honor Code Committee will be comprised of 5 faculty and 2 Graduate Students (3rd year or later) drawn from members of the ORE Faculty Council and ORE Student Council, respectively. The Chair will be a faculty member. Members of the Committee representing the ORE Program reporting the alleged violation and any faculty or student members involved in the incident who have a conflict of interest will recuse themselves from the Committee proceedings and deliberations. The Assistant Dean of Student Affairs will serve as an *ex officio*, non-voting member.

Procedures

1. All charges and allegations are submitted in writing with a formal letter by email.
2. Normally, disciplinary action will not be taken against the alleged violator until the Honor Code Committee has deliberated. However, if the alleged violation threatens the welfare or safety of others, or is against the law, the matter will be referred to the Office of Student Affairs and/or Anschutz Graduate School, as appropriate, for immediate attention (e.g., suspension).
3. Before submitting a charge or allegation, the party or a third party representing the reporting party will provide the alleged student an opportunity to self-report. If the student refuses to self-report, the party shall then report their suspicion to a faculty member, the Program Director (PD), or ORE Assistant Dean in a confidential manner. Options include email, delivery of a written statement in person or an approved transcript of a confidential conversation.
4. After discussion with a faculty member, PD or ORE Assistant Dean, if the reporting party wishes to forward their concerns, they should do so by submitting a written statement by email to the Assistant Dean for Student Affairs, including evidence, within 5 working days of discussing the situation with the student.
5. The reporting party may seek the counsel of a neutral person such as the Campus Ombudsperson or another faculty member.
6. If the student(s) has been confronted with the violation and admits having violated the Honor Code, the case may be referred immediately to the Honor Code Committee for review and action. If there is no admission of wrongdoing, the case will also be referred to the Honor Code Committee, in this case for a hearing and consideration of the evidence.
7. When an alleged violation is referred to the ORE Honor Code Committee, the reporting party and student(s) will be notified of the charges in writing by an emailed letter within 10 working days of the date of referral to the Committee and informed of the date of the scheduled hearing.
8. In the event that the Honor Code Committee holds a hearing, the ORE Assistant Dean of Student Affairs will coordinate the initial meeting and election of a Committee Chair. Thereafter the Committee Chair will oversee proceedings and activities of the Committee and the Assistant Dean will attend the hearings as a

non-voting observer. The hearing will be held, if possible, within thirty 30 days of the student(s) being notified of the alleged Honor Code violation.

- a. Full transparency will be provided to all parties for evidence provided to the Committee.
 - b. The student(s) shall have the opportunity to submit a written pre- hearing statement in response to the charges by email to the Committee Chair.
 - c. The student(s) shall have the opportunity to review any evidence against them prior to the hearing upon submission of a written request to the Committee Chair. The student will meet with the Committee Chair (or designated committee member) to view the submitted materials in person.
 - d. Similarly, the reporting party shall also have the opportunity to review any evidence presented by the alleged student(s) so that they might clarify or update their statements prior to them being considered by the Honor Code Committee.
9. The student alleged of violating the Honor Code will be given an opportunity to be heard during the hearing and to present any evidence or witness they wish. The reporting party may either attend the proceedings in person or submit a statement of the incident in lieu of personally attending the hearing. The Committee shall have no power to compel any individual to testify.
 10. Students with accommodations approved by the Office of Disability Access and Inclusion (ODAI) will work with ODAI and the ORE Assistant Dean of Student Affairs to request reasonable arrangement and/or accommodation (e.g. for disability, language barriers, or location/proximity concerns) to allow their full participation in the process. Requests must be received by the Committee as soon as possible and at least two (2) working days before the hearing. ODAI may request a delay of proceedings in order to review a request for such accommodations.
 11. Legal counsel will not be present for either the student or the University parties.
 12. The reporting and/or alleged student may have a representative of their choice present at the hearing for advice and/or support during the proceedings. This representative shall not advocate on behalf of the student.
 13. If the student has been properly notified of the charges and the date of the hearing yet elects not to attend, the hearing will proceed in their absence.
 14. The Committee shall keep an adequate record of the hearing. Evidence will be reviewed during the hearing and the allegation of a violation must be proven using the standard of a preponderance of the evidence.

Following the hearing, the Honor Code Committee will discuss the proceedings, outside the presence of the parties and determine a course of action to follow with respect to the student in question. Upon a majority vote of the Honor Code Committee, they will make their recommendations in writing to the requisite Program Director(s) and the Assistant Dean of Student Affairs.

Recommendations

Recommendations may include but are not limited to:

- Take no action against the student based on a finding of no violation.
- Change course, rotation, thesis or exam grades.

- Place the student on disciplinary academic probation for a specified period.
- Suspend student for a specified period.
- Dismiss the student from the ORE PhD Program and Graduate School
- If the reporting and alleged student wish, mediate concerns using restorative justice in conjunction with the Office of Adaptable Resolution.

In the event that the Committee vote results in a tie regarding whether the student violated the Honor Code and what, if any, discipline should occur, the Chairperson will act as the tiebreaker.

The PD(s) and appropriate governing body (e.g Graduate training or Steering Committee) of the involved ORE PhD program will review the decision and recommendations of the Committee. The Program can take the recommendation in full, in part, or reject the recommendations. The PD(s) will notify the student(s) of their decision by email within ten (10) working days of the hearing. The email notification will contain detail about the process, steps taken and evidence provided as well as a summary of the major points leading to the Program's decision. The reporting party will also be notified by email of the decision.

Appeals

If the student wishes to appeal the decision in the case, an appeal along with the rationale for the appeal shall be submitted in writing by email to the Associate Dean of Research Education within seven (7) working days.

The ORE Associate Dean will only reverse or modify the findings and recommendations of the Honor Code 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 Honor 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 Honor Code Committee acted in an arbitrary or capricious manner.

The ORE Associate Dean will review the appeal within fourteen (14) working days and notify the student of their decision by email. Should extenuating circumstances necessitate an extended review or additional time, all parties will be notified. The decision of the ORE Associate Dean is final.

In cases where the Graduate School has processed a Suspension or Dismissal for a student in consultation with an affiliated graduate program, students have the right to appeal that decision to the Dean of the Graduate School. Procedures governing the filing of an appeal related to a suspension or dismissal are available on the [Graduate School website](#).