

**STUDENT ACADEMIC HONOR AND CONDUCT
CODE COLORADO SCHOOL OF PUBLIC HEALTH
August 2020**

The Colorado School of Public Health (ColoradoSPH) comprises programs in three separate universities in different locations: the University of Colorado Anschutz Medical Campus, Colorado State University, and University of Northern Colorado, hereafter referred to as “the partner institutions.”

Collaboration and cooperation are vital among the partner institutions relative to academic honor and conduct code policies and practices. While each university has a set of policies and practices related to academic honor and conduct that apply to violations at that university, the administration of the ColoradoSPH and its partner institutions have agreed that in addition to policies of individual universities, students enrolled in the programs of the ColoradoSPH are subject to the policies and practices detailed in this document.

This document demonstrates compliance with the requirement that each school at the University of Colorado Denver/Anschutz Medical Campus is responsible for development and implementation of a specific school academic honor and conduct code. In this document, when Associate Dean is mentioned, this will be the ColoradoSPH 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 (ColoradoSPH) is conducted under the honor system. **Matriculation at the ColoradoSPH implies the acceptance of, and adherence to, the ColoradoSPH Student Academic Honor and Conduct Code, hereafter referred to as the 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 their 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 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 violate these standards include, but are not limited to: plagiarism (including the undocumented or improperly documented use of internet and web-based information), cheating, copying solutions from solutions manuals or from tutors, and using it as your own work, citing references not used in your work, 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, study participants, or the public; violation of patient or study participant confidentiality; institutional review board (IRB) violations; forgery, alteration, or misuse of any university document, record, or instrument of identification; disorderly, lewd or indecent conduct; disrespectful communications in all forms including verbal, written, and email; failure to be accountable or take responsibility for one's actions; and any other conduct unbecoming a professional public health practitioner, researcher, or educator.

3. Alcohol and Drug Use

Excessive alcohol and/or drug use compromises the student's ability to learn and to practice as a public health professional and thus is considered unprofessional conduct. Students who misuse alcohol and/or drugs should seek assistance from services available on campus or elsewhere. The sale of drugs or the possession of narcotics (unless prescribed by a medical doctor) is against the law. To minimize the potential for excessive alcohol use 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 prohibited behavior include: theft, damage to University or personal property of others, disruption of educational or other activities on campus, illegal use of University facilities, sexual harassment, physical assault, violation of academic honesty standards in a way that affects other students or faculty, such as in a group or collaborative project, and any conduct that threatens the health or safety of others.

5. Adhere to all state and local public health and safety orders and campus public health and safety policies.

Students are responsible for knowing and following all health and safety orders and policies. Examples include the wearing of face coverings, guidelines for social gatherings and events, quarantines, isolation and orders to shelter in place.

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

The partner institutions and ColoradoSPH 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 should be informed and involved regardless of on which campus it occurred.

In all such cases of suspected violation of local, state, or federal laws, the Dean and ColoradoSPH Director of Communications & Marketing 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 partner institution 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 CU Anschutz and one each from CSU and UNC) to serve as members on the Honor and Conduct Committee. These individuals will only be called upon if needed.

When the need for a hearing is imminent, 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 have been identified as described above. 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). If there is a perceived or real conflict of interest related to the Associate Dean, the Dean will appoint another Associate Dean (e.g. Associate Dean for Faculty Affairs) to serve in their place.

The chairperson shall be one of the three serving faculty members, appointed by the Committee. A minimum of two (2) faculty members, including the committee chair, and one (1) student must be present for a meeting of the Honor and Conduct Committee and for any decision making.

The primary focus of this Committee is to examine alleged violations of the Honor and Conduct Code, to hear testimony, and to make recommendations to the Associate Dean as appropriate. The Associate Dean is not present for hearings. Decisions of the Committee shall be reached based on a simple majority vote. The chair of the committee will only vote in situations of a tie. 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 Honor and Conduct Committee shall be confidential.

D. PROCEDURES

The primary responsibility for reporting violations of the Honor and Conduct Code rests with the individual student who has committed the violation. However, fellow students, members of the faculty, and 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 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 ColoradoSPH and University communities are the cornerstones of the procedures to be used. In every case of reported violation of the Honor and Conduct Code, the associated department chair, concentration director, and CSU or UNC campus 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 ColoradoSPH faculty, administration, or Honor and Conduct Committee.

Procedures for notification of students, established by the Associate Dean, provide written notification templates that 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. Official correspondence to students, such as notice of hearing, logistics and process for the hearing, and results of hearing, will be sent to the student's university email address with a request for acknowledgment upon reading.

1. RELATED TO CASES OF ACADEMIC HONESTY

Minor Violations of the Honor and Conduct Code

It is the policy of the ColoradoSPH to resolve honor and conduct code issues at the most appropriate, local level possible – between student and faculty member, for example, for a minor violation. For example, a student may make an error in citing sources due to the student's lack of understanding of proper citation standards. If the faculty member assesses that the error was of this (or a similar) nature and results in a new understanding by the student, at the discretion of the faculty member, the case need not proceed to a hearing of the Honor and Conduct Code Committee. 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 give 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 and a brief explanation of the faculty member's decision. For any violations in which the faculty member determines that the consequences should be stronger than a zero on an assignment or exam, or in which the consequences would result in a failing grade (F) in the course, the violation is considered major and the faculty member must provide documentation to and consult with the Associate Dean (see Major Violations, below). The Associate Dean will be available for consultation on procedures and possible remedies for minor violations.

If the student is unwilling to accept the remediation specified by the faculty member, the student can request review by the Associate Dean. The Associate Dean will then discuss the incident with both the student and faculty member involved and suggest appropriate remediation. In the situation of a contested minor violation, after consultation with the Associate Dean, the faculty member will have the primary decision-making responsibility. If the student does not accept the faculty member's decision, the

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student may request a hearing, whereby 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. 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.

Multiple Minor Violations

As described above, a “minor violation” is a violation that can be addressed by the faculty member involved, without referral to the Honor and Conduct Committee. It is the responsibility of the faculty member to submit, and the Associate Dean to receive and track, minor violations by students. More than one minor violation of the same type may constitute a major violation. In the event that a student accumulates multiple minor violations, the Associate Dean may, at their discretion, call a hearing of the Honor and Conduct Committee to review the student’s history of violations. Upon review of the history of violations, the Honor and Conduct Code may impose additional penalties beyond those already imposed for each individual violation (see section on Case Referral to the Honor and Conduct Committee below).

Major Violations of the Honor and Conduct Code

For any violations in which the faculty member determines that the consequences should be stronger than a zero on an assignment or exam, or in which the consequences would result in a failing grade (F) in the course, the violation is considered major and the faculty member must provide documentation to the Associate Dean before implementing any penalty. This will typically be the case when the faculty member determines that the student intentionally and knowingly committed the violation, or the violation is of a high magnitude regardless of the student’s intentionality. For example, it would be considered a major violation if the student submitted a substantial amount of another person or people’s work as their own without attempts to properly cite the other’s work. The faculty member, in consultation with the Associate Dean, will review the nature of the charge and evaluate the strength of the supporting evidence. If the faculty member and Associate Dean conclude that the violation is minor, the faculty member will have the discretion of imposing a penalty as described in the section on minor violations. In the case where the faculty member and Associate Dean agree that it is a serious violation with strong supporting evidence, the case will be referred directly to the Honor and Conduct Committee. In the event of a disagreement between the faculty member and the Associate Dean about the seriousness and viability of the case, the case will be referred to the Honor and Conduct Committee.

The Associate Dean will send an email notification to the student that specifies the alleged charges, indicates the existence of supporting evidence, and notifies the student that a hearing of the Honor and Conduct Committee is pending. See below for procedures related to hearings of the Honor and Conduct Committee.

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 threat 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. The Associate Dean may contact the Care team, the Office of Equity, a local crisis center, law enforcement, or other on- or off-campus entities at any of the partner institutions at their discretion to assist in any decision- making regarding the need for immediate action and possible referral to the Honor and Conduct Committee. The Associate Dean may also notify any relevant ColoradoSPH faculty or staff (e.g., chairs, faculty, directors), with the primary purpose of ensuring the protection of members of the ColoradoSPH and University communities. Once immediate protection concerns and any legal charges are addressed, the Associate Dean will determine whether the actions of the student are also likely to be violations of the Honor and Conduct Code. If the actions are deemed as violations, the case will be referred to the Honor and Conduct Committee.

3. CASE REFERRAL TO THE HONOR AND CONDUCT COMMITTEE

If a case is referred to the Honor and Conduct Committee for any of the violations described above or if the student requests a hearing, the Associate Dean will arrange a hearing by the Honor and Conduct Committee. The hearing will be held, if possible, not more than thirty (30) calendar days from the Associate Dean's receipt of the case. If the outcome of the hearing could affect the student's final grade in a course and the final resolution cannot be made prior to the time a grade must be assigned, a grade of Incomplete will be assigned while awaiting the outcome of the process.

The Associate Dean will coordinate the hearing process but will not be present for the hearing. Legal counsel can be present to support either the student or University parties during the hearing, but will **not** be permitted to speak to the Honor and Conduct Committee or represent either of the 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 by email. Best efforts will be used to find a date and time for the hearing that is mutually agreeable.

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 will be 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 Honor and Conduct Committee. The student may review the evidence against them by making a written request for the evidence to the Honor and Conduct Committee prior to the hearing. As deemed appropriate, the Associate Dean may remove identifying information from the evidence in order to protect the identities of those involved in the case.
 2. In the event that a person associated with the complaint has concerns about their safety or the safety of others resulting from their testimony related to the complaint, that person can designate another individual to speak on their behalf while maintaining their anonymity during the hearing.
 3. The student may present witnesses at the hearing to support their position, but the Honor and Conduct Committee does not have the power to compel anyone to participate in the hearing process.
- c. The standard of proof for the hearing shall be preponderance of the evidence. This means that the individual(s) asserting that an Honor or Conduct Code violation has occurred has the burden of proving by a preponderance of the evidence (more likely than not) that a violation has occurred.
- d. A detailed, confidential record of the proceedings will be kept, and will be maintained in the Secure File related to the hearing. The committee may opt to tape record the hearing, but may not tape record the deliberation process.

The Honor and Conduct Committee shall make a recommendation for subsequent action to the Associate Dean. Among the recommendations the Honor and Conduct 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; and/or a recommendation of suspension or dismissal of the student from the program. If the student is enrolled in coursework at the time of a recommendation for suspension or dismissal, the Honor and Conduct Committee will make a recommendation regarding whether the student should be allowed to complete current coursework.

When making a recommendation, the Honor and Conduct Committee may consider prior Honor and Conduct Code violations of the student. For example, the Honor and Conduct Committee could recommend that a student with prior violations should receive more serious consequences than might have been imposed for a first violation.

Upon receipt of the recommendation of the Honor and Conduct Committee, 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 of the Associate Dean, the appeal along with the rationale for the appeal shall be submitted in writing to the Dean within seven (7)

calendar days after the letter notifying the student of the actions of the Honor and Conduct Committee has been sent by email.

The Dean will review the recommendation of the Honor and Conduct Committee, the decision of the Associate Dean, and the student's appeal and notify the student of the decision within thirty (30) calendar days of receiving the student's notice of appeal.

The Dean will only reverse or modify the decision of the Associate Dean if they conclude 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 and Conduct Code, which was previously unknown to the student or the Honor and Conduct Committee, is discovered; (b) there was an error in the process that prevented the student from presenting relevant information to the Honor and Conduct Committee that could have materially changed the Honor and Conduct Committee's decision; or (c) there is evidence that the Honor and Conduct Committee acted in an arbitrary or capricious manner. The decision of the Dean is final.

The student may remain in courses until a decision is made, but will be informed that their enrollment could be interrupted depending on the outcome of the case. If the student is suspended, expelled, or otherwise unable to continue their 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 or remove the student's registration. If the student is suspended or dismissed after the add/drop deadline for the semester, they can be held responsible for the tuition for unfinished coursework.

E. 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, both minor and major. 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 a subsequent honor or conduct code violation involving the student and can affect the penalties imposed on a student. The file 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 ColoradoSPH in any degree program.

F. STUDENT NOTIFICATION

The following statement (or one that includes the same information) will be on every syllabus of courses offered by the ColoradoSPH at the partner institutions:

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: https://www.ucdenver.edu/docs/librariesprovider151/default-document-library/coloradosph-honor-code.pdf?sfvrsn=5d211eb9_4

or the Student Resources Section of the ColoradoSPH 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 ColoradoSPH Honor Code.

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

As a student in the ColoradoSPH, you are reminded that your enrollment in a ColoradoSPH 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: https://www.ucdenver.edu/docs/librariesprovider151/default-document-library/coloradosph-honor-code.pdf?sfvrsn=5d211eb9_4 or as modified.

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

G. PREVENTION OF HONOR CODE VIOLATIONS

All new students to the ColoradoSPH, upon enrollment in their first semester of coursework, will be required to complete an online module on Academic Integrity, which reviews expectations for honesty in all academic endeavors. Students will be prevented from registering for courses in subsequent semesters if they have not submitted a certificate showing they have completed this module.

All MPH core courses will require that students submit a certificate showing that they have completed this module.

All online and out-of-classroom exams administered through the ColoradoSPH will begin with a statement that defines the parameters of the exam, including which resources the student may or may not use in the course of completing the exam. Students are required to acknowledge that they have read and will abide by the expectations for that exam.