

UNIVERSITY OF COLORADO DENVER
College of Architecture and Planning
Master's and PhD Student Honor Code

A university's reputation is built on a standing tradition of excellence and scholastic integrity. As members of the University of Colorado Denver academic community, 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.

Academic Honor Code

Education at UC Denver is conducted under the honor system. All students entering an academic program should have developed the qualities of honesty and integrity, and each student should apply these principles to his/her academic and subsequent professional career. All students are also expected to have achieved a level of maturity that is reflected by appropriate conduct at all times. The Office of Community Standards and Wellness has established a Student Code of Conduct, which can be found on its web site:

<http://www.ucdenver.edu/life/services/standards/Documents/UCD%20Code%202008-2009.pdf>.

The College of Architecture and Planning (CAP) students are required to follow the Student Code of Conduct in addition to the Honor Code. Questions about the Student Code of Conduct may be directed to UC Denver's Vice Chancellor for Student Affairs.

For the students in the CAP undergraduate program located on the Boulder campus, student conduct is governed by the honor code of the Boulder campus, which can be found on its web site:

<http://www.colorado.edu/ralphie/resources/honor-code/index.html>.

The type of conduct that violates the CAP Student Honor Code may include but is not limited to the following:

1. Academic Dishonesty;
2. Complicity with Academic Dishonesty;
3. Plagiarism;
4. Cheating;
5. Fabrication and Falsification;
6. Submission of the same work and/or paper more than once and for different classes;
7. Misuse of Academic Materials;
8. Intoxication or being under the influence of drugs or alcohol in a classroom setting;
9. Any conduct, both on and off campus, that interferes with the student's ability to maintain a level of professionalism or reflects poorly on the student's academic pursuits;
10. Disruptive or disorderly conduct in a classroom setting, such as disregard of rights of faculty and peers, threatening behaviors in any medium of communication, and sexual harassment; and
11. Violation of any University of Colorado Denver or CAP policy.

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, the following: plagiarism, including improper use of web information, cheating, illegitimate possession and/or use of examinations, fabrication and falsification, multiple submissions, misuse of academic materials and facilities, and complicity in academic dishonesty.

Substance Abuse

Substance abuse compromises the student's ability to learn and participate in educational activities and may constitute an honor code violation. Students who have a problem with alcohol and/or other substances should seek assistance from services available on campus.

Respect for the University and College Property and the Rights and Property of Others

Students should conduct themselves in a manner that recognizes the rights and property of others. Examples of inappropriate behavior include, but are not limited to, the following: theft, damage to University, College, or personal property of others, disruption of educational or other activities on campus, illegal use of University facilities, harassment or physical assault, and any other conduct that threatens the health or safety of others. Students should adhere to the standards outlined in the Student Code of Conduct administered by the Office of Community Standards and Wellness.

Reporting Violations of the Honor Code

The primary responsibility for reporting violations of the student honor code resides with the individual who has committed the violation, however, fellow students and members of the faculty and staffs also share in this responsibility.

**GUIDELINES FOR IMPLEMENTING
University of Colorado Denver
College of Architecture and Planning
Master's and PhD Student Honor Code**

Members of the University community, including faculty and students, accept the responsibility to maintain the highest standards of intellectual honesty and ethical and professional conduct. All students in the Master's Degree and PhD Programs in CAP have an obligation to familiarize themselves with the College guidelines and procedures for implementing the CAP Honor Code. Ignorance of the guidelines and procedures may not constitute an affirmative defense to a violation. All questions and/or concerns regarding guidelines and procedures should be directed to the CAP Associate Dean's office.

All allegations of discrimination shall be referred to the UC Denver EEO/AA Compliance Officer. When an individual files a complaint pertaining to allegations of discrimination on the basis of race, color, national origin, gender, sexual orientation, disability, or sexual harassment to the CAP Associate Dean of Academic Affairs Office, the Associate Dean's Office will refer it to the UC Denver EEO/AA Compliance Officer for proper investigation. Upon completion of the EEO/AA Compliance Officer's investigation, those findings shall be submitted to the CAP

Associate Dean's Office, which in turn forwards the findings to the CAP Academic Affairs Committee. This committee shall take those findings into consideration in determining whether a violation of the CAP Honor Code has occurred. The findings of the EEO/AA Officer shall be considered during Honor Code proceedings and the Academic Affairs Committee will determine what weight should be afforded to the findings. Factors to be considered in determining what weight should be afforded to the findings include, but are not limited to, the thoroughness of the investigation and the amount of corroborating information.

CAP has developed the following guidelines and procedures to review alleged violations of the Honor Code and to make recommendations concerning violations of the Code. The CAP Academic Affairs Committee will be convened as necessary by the Chairperson. The Committee shall follow these guidelines to the extent possible. However, the Committee reserves the right to modify these procedures if necessary based on extraordinary circumstances to be determined on a case by case basis.

Membership of the CAP Student Honor Committee - the Academic Affairs Committee

The Academic Affairs committee is a standing committee of CAP that is composed of faculty and student members. The membership, election of members, and terms of appointment are clearly stated in the CAP Bylaws. The Committee will review cases alleging violations of the CAP Honor Code related to academic dishonesty, professional conduct, ethics, drugs and alcohol, and respect for the rights and property of others. *Issues other than academic dishonesty that are related to student course grade appeal will be processed separately according to the College Student Grade Appeal Policy, at:*

<http://www.cudenver.edu/Academics/Colleges/ArchitecturePlanning/Pages/CurrentStudents.aspx>

It is important to maintain confidentiality, to the extent practical and allowed by law, throughout the proceedings.

Procedures in Cases of Suspected Violation of the CAP Student Honor Code

1. Faculty, staff, and other students are strongly encouraged to report alleged violations of the Student Honor Code. The failure of a student to report an observed violation of the honor code may constitute a violation in itself and may subject the observer to an honor code proceeding. Any reasonable suspicion of a violation of the Student Honor Code shall be reported in writing to the Office of the Associate Dean. Normally, disciplinary action will not be taken against the alleged violator until the Academic Affairs Committee has deliberated. However, if the alleged violation threatens the welfare or safety of others, or is against the law, the Dean of the College will take appropriate action if necessary. This action may include immediate suspension.
2. When a party has evidence that a student has violated the Student Honor Code, he/she may meet with the student to discuss the issue. The reporting party may seek the counsel of a neutral person such as the Campus Ombudsperson. The party shall give the student the opportunity to self-report to the Office of the Associate Dean. If the student refuses to self-report, the party shall report the suspicion in writing to Office of the Associate

Dean. The party must submit this written report within five (5) working days of discussing the situation with the student.

3. Upon receiving the written report, the Associate Dean shall review the complaint with the Chair of the Academic Affairs Committee in order to determine whether the alleged conduct in question would constitute a violation of the Honor Code. If the Associate Dean and the Chair decide that the conduct, if proven to be true, could constitute a violation of the College Student Honor Code, then the matter would receive full review by the Academic Affairs Committee. If the Associate Dean and the Chair determine that the alleged acts would not constitute a violation of the College Honor Code, then there would be no further review.
4. When an alleged violation is referred to the Academic Affairs Committee, the student(s) will be notified of the charges and the date of the scheduled hearing, in writing, within ten (10) working days of the date of referral to the Academic Affairs Committee.
5. The Academic Affairs Committee will hold a hearing:
 - a. The hearing will be held, if possible, within thirty (30) days of the student being notified of the alleged Student Honor Code violation.
 - i. The student shall have the opportunity to submit a written pre-hearing statement in response to the charges.
 - ii. The student shall have the opportunity to review any evidence against him/her prior to the hearing upon submission of a written request to the Chairperson.
 - b. The student accused of violating the Honor Code will be given an opportunity to be heard during the hearing and to present any evidence or witness he/she wishes. 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.
 - c. No legal counsel will be present for either the student or the University.
 - d. The student may have a representative of his/her choice present at the hearing for advice and/or support during the proceedings. This representative may not speak on behalf of the student.
 - e. If the student accused of violating the Honor Code has been notified, in writing, of the date of the hearing and does not attend, for any reason, the hearing process will proceed in his/her absence.

The Committee shall keep an adequate record of the hearing. The standard of proof for the hearing shall be preponderance of the evidence. This means that the individual asserting that an Honor Code violation has occurred has the burden of proving by a preponderance of the evidence, more probable than not, that a violation has occurred.

6. Following the hearing, the Academic Affairs Committee will discuss the proceedings outside the presence of the parties or witnesses and determine a course of action to follow with respect to the student conduct in question. Upon a majority vote of the Academic Affairs Committee, the Committee will make its recommendation to the Dean that may include, but is not limited to, the following actions:
 - a) Take no action against the student based on a finding of no violation.
 - b) Place the student on disciplinary probation for a specified period of time.
 - c) Suspend the student's registration at UC Denver, including Extended Studies, for a specified period of time.
 - d) Make appropriate recommendations, such as requiring the student to receive professional counseling, substance abuse treatment or attend anger management courses.
 - e) Expel the student permanently from the UC Denver College of Architecture and Planning.

If the Committee is unable to reach a majority opinion on whether the student violated the Student Honor Code and what, if any, discipline should occur, the Chairperson will act as the tiebreaker.

7. A record of all documents associated with the case and a record of the action taken will be kept in a file in the Dean's office.
8. In all cases the student will be notified by certified U.S. mail of the Committee's recommendation to the Dean within five (5) working days of the hearing.
9. If the student wishes to appeal the decision in the case, the appeal along with the rationale for the appeal shall be submitted in writing to the Dean within seven (7) working days after the letter notifying the student of the actions of the College Academic Affairs Committee has been received.
10. The Dean will review the decision of the Committee and the student's appeal and notify the student of his/her decision within thirty (30) days of receiving the student's notice of appeal.
11. The Dean will only reverse or modify the findings and recommendations of the College Academic Affairs 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 Student 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 Student Honor Committee acted in an arbitrary or capricious manner. The decision of the Dean is final.
12. If the student is suspended, expelled, or otherwise unable to continue his/her academic studies either temporarily or permanently because of disciplinary or other action, the

Dean shall notify the UC Denver Registrar of the change in the student's academic status and order the Registrar to suspend the student's registration.

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