UNIVERSITY OF COLORADO HONOR CODE’S GUIDE TO CONFRONTING SUSPECTED VIOLATORS

Introduction:

It is often difficult to confront a student that you feel has violated the Honor Code. We at the Honor Code office have prepared this document to give faculty some ideas on what to do and say in different situations concerning academic dishonesty. This document outlines suggested methods of contact when a student is suspected of cheating, plagiarizing, or aiding another student in academic dishonesty, as these are the most common violations reported to the Honor Code Council. However, there are seven ways in which a student can violate the Honor Code. If you have any questions regarding violations not discussed here please contact our office at honor@colorado.edu or at (303) 735-2273 for additional assistance.

Violations of the Honor Code include:

- Plagiarism
- Cheating
- Aid of Academic Dishonesty
- Fabrication
- Lying
- Bribery
- Threat

Cheating on an Exam:

What Do I Do?

The Honor Code Council suggests two methods for documenting cheating during exams. You may choose either, according to your preference:

1. Closely observe the suspected student.
   - Ask another neutral party, such as a TA, to observe the suspected student also.
   - Once the test has been turned in, examine it for any suspicious signs—similarities to other tests, etc.

2. Go over to the student and discreetly mark on their exam at the point you witness him/her cheating.
   - At this point the student will (likely) stop cheating because they know that they are being closely observed.
   - This will allow you to compare the number of questions correctly answered before and after the mark. If there is a substantial difference, cheating has likely occurred.

What Do I Say?

When a student turns in their exam they may inquire why you marked their exam. At this point we suggest setting up a private meeting with the student.
• It is probably best if you schedule the meeting once the exam is over so you do not interrupt the other students.

• You can set up a time to meet while you are face-to-face with the student or you can contact them via campus e-mail.

• If there are two or more students involved in the incident we suggest that you meet with them separately.

When the student(s) meet with you to discuss the alleged academic violation:

• Explain what you saw during the exam, and why you marked their exam, if applicable.

• Explain that you feel the student has violated the University Honor Code, and that you are turning the case over to our office.

• Ask whether they accept or deny responsibility.

• Fill out either the violation or accusation report form (both of which can be found on our website).

• Submit the online web form, either the violation or accusation report form, with a detailed report of the events and additional documentation, if necessary.

• Determine the academic sanctions you wish to impose on the student. (These are solely the jurisdiction of the accusing professor and are entirely separate from the non-academic sanctions assigned by the Honor Code office.) You may impose these before or after the Honor Code office has determined responsibility for the accused student, but we kindly request that you wait to respect the student’s due process.

Plagiarism:

What Do I Do?

Plagiarism is a very common variety of academic dishonesty. Plagiarism can be detected quickly and easily through Turnitin.com, a web-based plagiarism detection service to which the university subscribes. To set up an account fill in the TurnItIn Passcode Request form on our Forms & Resources page.

What Do I Say?

• After you have identified a probable case of plagiarism, set up a time for the student(s) to meet with you. You can do this in person or via campus e-mail.

• You might say: “I would like to meet with you to discuss the paper you submitted to me; are you available during office hours?” If the student cannot meet during your office hours, set up a time that is convenient for you and the student.

When the student meets with you:

• Discuss why you feel that the paper has been plagiarized.
• Explain that you feel that the student has violated the University Honor Code, and that you are turning the case over to our office.

• Ask whether they accept or deny responsibility.

• Submit the online web form, either the violation or accusation report form, with a detailed report of the events and additional documentation, if necessary.

• Determine the academic sanctions you wish to impose on the student. (These are solely the jurisdiction of the accusing professor and are entirely separate from the non-academic sanctions assigned by the Honor Code office.) You may impose these before or after the Honor Code office has determined responsibility for the accused student, but we kindly request that you wait to respect the student’s due process.

_Aid of Academic Dishonesty:_

**What Do I Do?**

It is essential to the prevention and discovery of aid of academic dishonesty that you be clear and up-front with students about your expectations for group work.

• You need to specify whether the students’ work needs to been completed independently or with peers.

• Include your policy for each class on the class syllabus. Additionally, include this policy on any assignment sheets and discuss it orally when assigning work.
  o If you do not want students to work with one another on an assignment, you may have a syllabus statement like: “All assignments are to be completed independently. It is expected that you will not collaborate with your peers on any work that is assigned in this course.”

**What Do I Say?**

If you suspect that a student has worked with a peer on the assignment (usually because the students turned in similar work), set up a time to meet with each of them.

• Discuss why you feel the student has collaborated on the assignment.

• Mention again your stated policy prohibiting group work.

• Explain that you feel that the student has violated the University Honor Code, and that you are turning the case over to our office.

• Ask whether they accept or deny responsibility.

• Fill out either the violation or accusation report form (both of which can be found on our website).

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• Determine the academic sanctions you wish to impose on the student. (These are solely the jurisdiction of the accusing professor and are entirely separate from the non-academic sanctions assigned by the Honor Code office.) You may impose these before or after the Honor Code office has determined
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