

## **MAE Policy: MAE-STU-001**

**Subject: Departmental Academic Ethics Code Policy**

**Effective Date: December 15, 2011**

**Supersession: None**

**Approved by vote of the MAE faculty: December 15, 2011**

**Introduction:** The campus 200-019 Student Academic Ethics Code Policy provides appropriate implementation and due process for students accused of violating the Student Academic Ethics Code. The campus policy requires that (a) if a faculty member believes that a sanction more severe than a course-level sanction be levied, then the faculty member shall follow all department and college procedures for such sanctions and (b) if the student disputes the faculty member's findings then the student may appeal the findings by following departmental and college processes. This policy identifies the Department of Mechanical and Aerospace Engineering procedures and processes as required in (a) and (b). Campus policy provides for input and resolution of appeal by the Academic Ethics Code Committee (AECC). Hence, the Department policy limits the appeal process within the Department.

### **Policy:**

1. In accordance with the Campus Student Academic Ethics Code Policy (200-019), the faculty member, with reason to believe that a Code violation has occurred, shall discuss the matter with the student, provide the student with the supporting documentation, and ask the student for a response.
  - a. If the student admits to the Code violation, the faculty member shall impose a sanction at the course level. Course level sanctions include, but are not limited to downgrading the student on the assignment/exam/activity in which the academic Code violation occurred; failing the student on the assignment/exam/activity in which the academic Code violation occurred; lowering the student's grade for the course; failing the student for the course.
  - b. If the student denies the violation, the faculty member shall determine whether the matter is, based on the preponderance of the evidence, a violation of the Code. If the faculty member finds that a Code violation has occurred, the faculty member shall present his/her findings and evidence to the student and provide the student with an opportunity to respond to the findings.
  - c. The student has 15 calendar days from the date the faculty member presents the student with his/her findings that a Code violation has occurred to respond to the faculty member. UCCS email will be deemed an official form of communication. Failure of the student to respond to the faculty member within 15 days will result in the course-level sanction being imposed. Failure of the student to respond to or meet with the faculty member within the 15 day time frame precludes the student's right to appeal the faculty member's finding that a Code violation has occurred.

- d. If, after meeting with the student, the faculty member still believes a Code violation has occurred, the faculty member may impose a course-level sanction upon the student.
2. Upon a finding of a Code violation the faculty member shall document the violation in the Department's Academic Integrity File held in the Department's front office.
3. After the student and faculty member have met, in accordance with Section 1 (above), the student may appeal the faculty member's finding or the course-level sanction to the Chair of the Department. The student must submit his/her appeal, in writing, to the Chair of the Department within 15 calendar days from the date the faculty member levied the sanction against the student.
4. If the student appeals the faculty member's findings or the course-level sanction to the Chair of the Department, the faculty member will forward to the Chair of the Department his or her recommendation for sanctions along with all documents used in making the decision.
5. The Chair will review the recommendations of the faculty member and the documentation provided to impose a sanction. The Chair may meet with the student at his/her discretion to review the violation and ascertain the basis for the sanctions imposed; however, the faculty member must be present in any discussions regarding the violation with the student. The Chair will inform the student, faculty member, and the Dean of EAS of his/her decision of the appeal.
6. If the faculty member believes that a sanction more severe than the course level sanction should be levied, the faculty member will make a recommendation for more severe sanctions including probation, suspension, expulsion, or withholding or revoking a degree to the Chair of the Department. The Chair will forward his/her recommendation along with the recommendation of the faculty member to the Dean of EAS.
7. The student can appeal the decision of the Chair for sanctions by following the campus policy and the EAS policy.
8. Disruptive behavior in the classroom can also result in course-level sanctions by a faculty member. In such a case, the notification, reviewing of findings and evidence, and appeal process will be the same as outlined above for an Honor violation. If the faculty member believes that a sanction more severe than the course level sanction should be levied, the faculty member will make a recommendation to the Chair of the Department. The Chair will forward his/her recommendation along with the recommendation of the faculty member to the Dean of EAS.