Academic Integrity at Mines

The Colorado School of Mines affirms the principle that all individuals associated with the Mines academic community have a responsibility for establishing, maintaining and fostering an understanding and appreciation for academic integrity. The protection of academic integrity requires there to be clear and consistent standards, as well as confrontation and sanctions when individuals violate those standards. The Colorado School of Mines desires an environment free of all forms of academic misconduct and expects students to act with integrity at all times.

Types of Academic Misconduct

1. Dishonest Conduct - general conduct unbecoming a scholar. Examples include issuing misleading statements; withholding pertinent information; not fulfilling, in a timely fashion, previously agreed to projects or activities; and verifying as true, things that are known to the student not to be true or verifiable.

2. Plagiarism - presenting the work of another as one's own. This is usually accomplished through the failure to acknowledge the borrowing of ideas, data, or the words of others. Examples include submitting as one's own work the work of another student or a commercial writing service; quoting, either directly or paraphrased, a source without appropriate acknowledgment; and using figures, charts, graphs or facts without appropriate acknowledgment. Inadvertent or unintentional misuse of another's work is nevertheless plagiarism.

3. Falsification/Fabrication – inventing or altering information. Examples include inventing or manipulating data or research procedures to report, suggest, or imply that particular results were achieved from procedures when such procedures were not actually undertaken or when such results were not actually supported by the pertinent data; false citation of source materials; reporting false information about practical, laboratory, or clinical experiences; submitting false excuses for absence, tardiness, or missed deadlines; and, altering previously submitted examinations.

4. Tampering - interfering with, forging, altering or attempting to alter university records, grades, assignments, or other documents without authorization. Examples include using a computer or a false-written document to change a recorded grade; altering, deleting, or manufacturing any academic record; and, gaining unauthorized access to a university record by any means.

5. Cheating – using or attempting to use unauthorized materials or aid with the intent of demonstrating academic performance through fraudulent means. Examples include copying from another student's paper or receiving unauthorized assistance on a homework assignment, quiz, test or examination; using books, notes or other devices such as calculators, PDAs and cell phones, unless explicitly authorized; acquiring without authorization a copy of the examination before the scheduled examination; and copying reports, laboratory work or computer files from other students.

6. Impeding - negatively impacting the ability of other students to successfully complete course or degree requirements. Examples include removing pages from books and removing materials that are placed on reserve in the Library for general use; failing to provide team members necessary materials or assistance; and, knowingly disseminating false information about the nature of a test or examination.

7. Sharing Work – giving or attempting to give unauthorized materials or aid to another student. Examples include allowing another student to copy your work; giving unauthorized assistance on a homework assignment, quiz, test or examination; providing, without authorization, copies of examinations before the scheduled examination; posting work on a website for others to see; and sharing reports, laboratory work or computer files with other students.

Disciplinary action for academic misconduct

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<td>- A grade of “F” in the course</td>
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<td>- One-year academic suspension</td>
<td>- Permanent notation on the student's transcript</td>
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Protecting oneself from charges of academic misconduct

1. Familiarize yourself with the Code of Conduct, especially the information regarding academic misconduct.
2. Check each course syllabus for information regarding academic dishonesty. Faculty members may have additional information beyond the Cod of Conduct's standards. If you cannot find a written section in the syllabus, ask the faculty member what his/her expectations are.
3. Protect your computer login identifications and passwords. Other students could use them to access your work and subsequently implicate you in a cheating case.
4. Take the initiative to prevent other students from copying your exam or assignments by shielding your work. In exams, if you feel someone is trying to copy from you, ask the proctor if you may move.
5. Do not look around, particularly in the direction of other students’ papers, during an exam since it may appear you are trying to copy from others.
6. Do not share assignments you have finished with other students. Do not leave your finished assignments in a place where another student might be able to copy them.
7. If you are allowed to take materials into a testing site, make sure no notes or materials are exposed or accessible that could cause one to believe you are using unauthorized aids.
8. When working on a collaborative exercise, complete all written assignments individually unless the instructor specifically tells you otherwise.
9. Acknowledge the contributions of other sources by citing their name(s) on all work turned into the instructor. Consult with the writing center, talk with your professor, or use a recognized handbook for instruction on citing source materials.
10. When completing take-home exams, do not collaborate with others unless approved by the instructor.
11. Know that it is risky to electronically copy or transmit a computer program or file to other students. You could be implicated in a cheating incident if someone alters that program and submits it as their own work.
12. Do not share your former assignments, projects, papers, etc. with other students to use as guides for their work. Such a practice could lead to claims of collaboration if another student lifts part of all your work.
13. Do not use other students’ previous papers, lab reports, or assignments used in a course with the intention of copying parts or all of the material.
14. Prepare yourself thoroughly for examinations and assignments.
15. Should there be any doubt, clarify with your instructor how much collaboration, if any, is permitted or expected when working on projects or assignments with other students.