



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

BOARD OF REGENTS

LAWS OF THE REGENTS

ARTICLE 5: FACULTY

Part A: Faculty Governance

5.A.1 Principle of Shared Governance

- (A) The Regents of the University of Colorado is the governing board charged with the governance of the university. It is a guiding principle of the shared governance recognized by the Board of Regents that the faculty and the administration shall collaborate in major decisions affecting the academic welfare of the university. The nature of that collaboration, shared as appropriate with students and staff, varies according to the nature of the decisions in question.
- (B) Tenured and tenure-track faculty with appropriate participation by instructional, research, and clinical faculty have the principal responsibility for decisions concerning pedagogy, curriculum, research, scholarly or creative work, academic ethics, and recommendations on the selection and evaluation of faculty. The development of general academic policies shall be a collaborative effort between the faculty and administration.

In light of the differences in expectations of faculty at the Anschutz Medical Campus, particularly those with clinical responsibilities, the practice of shared governance may differ from the other campuses. The review and evaluation of faculty and how faculty and/or faculty governance groups participate in the preparation of unit budgets may differ from the other campuses and will be incorporated into bylaws, policies and procedures that will be approved at the primary unit, school/college and campus levels using a shared governance process.

- (C) The administration has the principal responsibility for the internal operations and external relations of the university. Issues concerning the academic calendar, course scheduling, and teaching modalities shall be determined in collaboration with the faculty.
- (D) In every case, the faculty and the administration collaborate in the governance and operation of the university as provided by, and in accordance with, the laws and policies of the Board of Regents and the laws and regulations of the state of Colorado.
- (E) The governance roles and responsibilities of the faculty are further elaborated in regent policy 5.A.

5.A.2 Faculty Government

- (A) The faculty shall form a Faculty Senate for the purpose of faculty participation in shared governance and other activities deemed important by the faculty.
 - (1) The university president shall be the president of the Faculty Senate.
 - (2) Faculty Senate membership shall be defined in the Faculty Senate constitution. Voting membership shall include those members who have a faculty appointment of 0.5 FTE or greater.
- (B) The Faculty Senate constitution shall provide a system for participation of faculty in the governance of the university.
- (C) On specific matters of shared governance, the Faculty Senate shall assign a spokesperson to address the Board of Regents.
- (D) Consistent with the governance responsibilities articulated in regent policy 5.A, each school/college/library shall have a faculty governance body. The structure and operating rules shall be determined by the school/college/library faculty.

Part B: Academic Freedom

5.B.1 Freedom of Inquiry and Discourse as a Core Principle of the University

- (A) The University of Colorado was created and is maintained to afford individuals a liberal education in the several branches of literature, arts, sciences, and the professions and to create knowledge through the pursuit of research. These aims can be achieved only in an atmosphere of free inquiry and discourse.
- (B) The core principle of free inquiry and discourse is recognized by the Board of Regents as academic freedom.
- (C) All members of the university community have the right to free expression as stated in article 1.D of regent law and further elaborated in regent policy 1.C; however, this right is distinct from academic freedom.

5.B.2 Principles of Academic Freedom

- (A) Academic freedom is the freedom to inquire, discover, access, publish, disseminate, and teach truth as the individual understands it, subject to no control or authority, save the control and authority of the rational methods by which knowledge is established in the field.
- (B) All university employees, whose duties include independent teaching, scholarly or creative work are afforded the right of academic freedom relative to these duties (see corresponding APS 1043 - Independent Teaching and Scholarly/Creative Work) and have the right to grieve perceived violations of academic freedom through the Faculty Senate grievance process.

- (C) The rights and responsibilities associated with the principles of academic freedom are elaborated in regent policy 5.B.

Part C: Faculty Appointments and Tenure

5.C.1 Faculty Appointments

- (A) The faculty directly serves the teaching, research, service, and health care missions of the university and each faculty member plays a distinct role in achieving these missions. The types of faculty appointments, as further discussed in regent policy 5.C, reflect the different faculty roles and responsibilities that exist within the university.
- (B) Faculty appointments shall be made in accordance with section 2.A.4(B) of regent law or section 3.A.1(G)(1) of regent policy. Appointments may only be terminated in accordance with applicable regent laws and policies, campus policies, and applicable state and federal law.
- (C) Faculty tenure, privileges and rights as enumerated in regent law and policy, shall conform to the constitutions, laws, and regulations of the United States and the state of Colorado.

5.C.2 Tenure

- (A) Tenure-track faculty are awarded tenure in the university based upon the recommendation of the president and the approval of the Board of Regents.
- (B) A tenured appointment shall be held only by a professor or associate professor. When a faculty member is hired at the rank of associate or full professor, the award of tenure remains subject to Board of Regents approval.
- (C) The standards and procedures to be employed in making recommendations throughout the tenure process shall be in accordance with regent policy 5.D.

5.C.3 Instructional, Research, and Clinical Faculty

- (A) The Board of Regents recognizes the importance of all members of the faculty in achieving the teaching, research, service, and health care missions of the university.
- (B) The Board of Regents further recognizes that each campus has a distinct role and mission that directly affects the extent and manner to which they employ the expertise of instructional, research, and clinical faculty.
- (C) The Board of Regents, subject to the framework provided in the corresponding administrative policy statement, delegates to the chancellor of each campus the responsibility to maintain appropriate policies for the appointment, reappointment, promotion, and termination of instructional, research, or clinical faculty. Campus policies shall also include rights of appeal and associated procedures for instructional, research, and clinical faculty. All policies shall be developed in collaboration with the appropriate faculty governance bodies and must adhere to

state law, regent law and policy, and any associated administrative policy statements.

5.C.4 Dismissal for Cause

- (A) The administration may terminate a tenured or tenure-track faculty appointment for cause when in the judgment of the Board of Regents and subject to the Board of Regents constitutional and statutory authority, the good of the university requires such action.
 - (1) The grounds for dismissal shall be demonstrable professional incompetence; conviction, whether by a plea or a verdict of guilty or following a plea of nolo contendere, for any felony or any offense involving moral turpitude; violation of university policies pertaining to discrimination, sexual misconduct, or fiscal misconduct; violation of the weapons control policy; material or repeated neglect of duty; or other conduct that falls below minimum standards of professional integrity.
- (B) Dismissal for cause proceedings for tenured and tenure-track faculty shall follow the rules and procedures stated in regent policy 5.E. Only the Board of Regents may revoke tenure.
 - (1) Nonrenewal of a tenure-track appointment shall not be regarded as dismissal for cause and the provisions of regent policy 5.E shall not apply.
- (C) Nonrenewal or termination of an instructional, research, or clinical faculty appointment is subject to campus policies and the terms of the individual's letter of offer or employment agreement, which shall align with the framework established in the corresponding administrative policy statement. See article 5.C.3(C). The provisions of regent policy 5.E shall not apply.

Part D: Faculty Grievance

5.D.1 Grievance Rights

- (A) Tenured and tenure-track faculty members who are denied reappointment, promotion or tenure and believe there have been serious procedural or factual errors in the case, or the denial occurred through the material violation of the laws of the regents or regent policy, may submit a grievance to the Faculty Senate grievance committee, as specified in regent policy 5.G.
- (B) Tenure and tenure-track faculty members who believe they have been unjustly dismissed for cause may submit a grievance to the Faculty Senate grievance committee, as specified in regent policy 5.G.
- (C) Instructional, research, and clinical faculty members who believe they have been denied reappointment or promotion contrary to campus policies, or have been terminated contrary to campus policies, may appeal in accordance with campus policies. See article 5.C.3(C). The provisions of regent policy 5.G shall not apply.

- (D) Members of the Faculty Senate who believe their academic rights (as provided for in regent law and policy) have been violated may file a grievance with the Faculty Senate grievance committee, as specified in regent policy 5.G.
 - (E) Additionally, any university employees afforded academic freedom under article 5, part B, who feels their academic freedom has been violated may file a grievance with the Faculty Senate grievance committee, as specified in regent policy 5.G.
 - (F) The Faculty Senate grievance committee is authorized by the Board of Regents to investigate, mediate, hear grievances, and make recommendations to the administration on specific grievance cases.
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History:

- Adopted: September 14, 2018 (Moved from the old article 5.B, 5.C., 5.D, and 5.E); Became effective July 1, 2020.
- Revised: N/A.
- Last Reviewed: April 10, 2025.
- Non-substantive Changes: January 2024; July 30, 2025 (Conforming amendments made for renumbering of regent laws and policies: Reference to article 1.E changed to article 1.D and reference to regent policy 1.D changed to regent policy 1.C in Article 5.B: Academic Freedom).



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ARTICLE 7: STUDENTS

Part A: Admissions

- 7.A.1 The goal of the admissions process is to identify individuals with qualifications that indicate a high probability for degree completion. Admission is based on evidence of scholarly ability and accomplishment, general level of academic performance before admission to the university, motivation and potential for academic growth, and ability to work in an academic community.
- 7.A.2 The university reserves the right to deny admission or readmission to applicants whose credentials reflect an inability to assume obligations of performance and behavior deemed essential by the university and relevant to any of its lawful missions, processes, and functions as an educational institution.
- 7.A.3 University admission policies shall comply with state law and the policies of the Colorado Commission on Higher Education.

Part B: Standards of Conduct

- 7.B.1 Each campus shall establish standards of student conduct and processes for determining violations and any subsequent sanctions. See regent policy 7.B.

Part C: Academic Freedom

- 7.C.1 The core principle of free inquiry and discourse is recognized by the Board of Regents as academic freedom. For students, academic freedom pertains to their course discussions, course assignments, and course/credit-based scholarly and creative work. See regent policy 7.C.
 - (A) Note that all members of the university community have the right to freedom of expression as stated in article 1.D of regent law and further elaborated in regent policy 1.C; however, this right is distinct from academic freedom.
- 7.C.2 In any course, students shall be free to discuss topics or ask questions related to the course, provided that students follow applicable campus policies and reasonable procedures established by the faculty member to ensure orderly discussion and progress toward class and course goals. See regent policy 7.C.
- 7.C.3 Students should be evaluated solely on academic performance, according to the published requirements established by the instructor or academic unit.

- 7.C.4 Each campus shall have policies and procedures to investigate claims of, and remediate confirmed violations of, student rights of academic freedom.

Part D: Student Government

- 7.D.1 On each campus, the students shall be represented by a campus student government organization that reports to the chancellor.
- 7.D.2 Each campus student government organization shall operate in accordance with a constitution that defines its governing structure and principles. The constitution is subject to approval by the chancellor.
- 7.D.3 An Intercampus Student Forum shall serve as the universitywide student representative body for communicating with the president and the Board of Regents. The Intercampus Student Forum shall assign a spokesperson to address the Board of Regents.
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History:

- Adopted:
- Revised: December 19, 2002; January 24, 2008; September 14, 2018 (revisions included moving article 7.C to policy 7.B); June 4, 2025.
- Last Reviewed: June 4, 2025.
- Non-substantive Changes: July 30, 2025 (Conforming amendments made for renumbering of regent laws and policies: Reference to article 1.E changed to article 1.D and reference to regent policy 1.D changed to regent policy 1.C in Article 7.C: Academic Freedom).



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Version: DRAFT-4

NOTE: This is the redline changes from the previous clean draft. To see the prior drafts click below.

[Draft-1](#)

[Draft-2](#)

[Draft-3](#)

ADMINISTRATIVE POLICY STATEMENT

Policy Title: Responsible Use of Artificial Intelligence (AI)

APS Number: 6012

APS Functional Area: **INFORMATION TECHNOLOGIES**

Brief Description: The University of Colorado (“University” or “CU”) is committed to supporting the responsible exploration of the rapidly growing field of AI tools while encouraging and supporting innovation, protecting privacy, ensuring security, and upholding transparency, fairness, and appropriate human oversight in alignment with its mission and values

Effective: TBD (Pending)

Approved by: President Todd Saliman (Pending)

Responsible University Officer: Associate Vice President and Chief Information Officer

Responsible Office: University Information Services

Policy Contact: University Information Services

Supersedes: N/A

Last Reviewed/Updated: TBD (Pending)

Applies to: Universitywide

Reason for Policy: This Policy establishes a basic framework for the responsible, ethical, and secure use of AI, including GenAI, across the University of Colorado (“University” or “CU”).

Generative AI (GenAI) is a ~~subset specific branch under the broad umbrella~~ of Artificial Intelligence (AI) that can generate - ~~While traditional AI focuses on analyzing data, identifying patterns, and making predictions or decisions, GenAI takes those learned patterns and uses them to create entirely new, original content like~~ text, images, code, ~~or~~ music or other forms of synthetic content based on patterns learned from training data.

The policy establishes a systemwide governance framework to support the responsible use of GenAI across academic, research, administrative, and operational contexts at the system and campus levels.

As per Regent Law 5.A.1.B: *“(B) Tenured and tenure-track faculty with appropriate participation by instructional, research, and clinical faculty, have the principal responsibility for decisions concerning pedagogy, curriculum, research, scholarly or creative work, academic ethics, and recommendations on the selection and evaluation of faculty. The development of general academic policies shall be a collaborative effort between the faculty and administration.”* This principal responsibility includes decisions about the use of AI tools within those contexts and consistent with other Regent Laws and Policies.

Beyond the contexts noted in Regent Law 5, final decision-making authority on the use of AI at CU rests with the President and the Chancellors. This Policy (“Policy”) establishes the framework within which system and campus responsibilities are defined and carried out.

I. INTRODUCTION

The use of any AI tool (stand-alone or embedded) for University academic, research, scholarly and creative work (hereafter noted as research) or administrative activities (“University Activities”) must comply with CU’s data security, privacy, and intellectual property policies.

Users need to consider the security, privacy and handling of any information they provide to GenAI tools and vendors, as well as evaluating the quality and accuracy of the output of the system.

II. ETHICAL PRINCIPLES FOR AI USE

AI should be used in ways that [are advanceconsistent with](#) the University’s mission of education, research, service, and public impact. AI should be used in ways that preserve academic freedom, safeguard privacy and institutional data, maintain appropriate security and risk management, promote fairness and inclusion, and support appropriate and equitable access to AI capabilities, recognizing that tools and implementations may vary across disciplines and use cases.

AI should not be used to deceive, manipulate, misrepresent, circumvent established requirements or controls, or compromise the integrity of research, scholarship, teaching, or other academic work.

Consistent with applicable laws, regulations, and University policies, individuals and units may determine that certain activities should not rely on AI and may establish appropriate alternative processes where feasible.

AI should be used in ways that maintain and prioritize human judgment and creativity, aligning with the University’s mission to provide high-quality education and to advance research and service. Use of AI does not replace or alter existing decision-making authority. Responsibility and accountability for decisions and outcomes cannot be delegated to an AI system. Users must recognize that AI systems may reflect or amplify inaccuracies, biases, or incomplete information and should exercise judgment when relying on AI-generated outputs. Oversight requirements will be defined through campus AI governance processes.

AI should be used with awareness of potential impacts on individual wellbeing. Users should exercise caution when applying AI in contexts involving sensitive personal, emotional, or psychological matters, and should not rely on AI as a substitute for qualified professional or institutional support services.

The University recognizes that digital technologies, including AI, consume significant computational and natural resources. Consistent with CU’s commitment to responsible stewardship, institutional decisions regarding the procurement, implementation and use of AI tools should, where feasible, consider resource consumption and environmental impact as part of broader technology evaluation.

III. POLICY STATEMENT

A. Scope and General Requirements: This Policy governs the use of AI for University activities by all CU students, faculty, staff, and other individuals or entities using University information technology resources or acting on behalf of the University (“Users”). All use of AI for University activities must comply with applicable laws, regulations, and University policies and procedures, including those related to classified data. Key applicable CU policies and practices include, but are not limited to:

1. Acceptable Use Policies: Users of AI tools must adhere to campus IT acceptable use policies which require ethical and legal use of IT resources.
2. APS 6005 – IT Security Program: CU’s baseline security standards (APS 6005) apply to AI and data. Users must protect University data when using AI tools. Confidential and highly confidential data (including but not limited to Social Security numbers, financial account numbers, driver’s license/state IDs, HIPAA Protected Health Information, FERPA-protected student information or other data classified as “confidential” or “highly confidential” under APS 6010) may only be entered into AI approved for the applicable data classification.

3. APS 6010 – Data Governance: Any AI tool that handles University data must comply with CU’s data governance and data classification requirements (APS 6010). In practice, this means data used by AI must be classified (e.g., public, confidential, or highly confidential) and protected accordingly. The input of confidential and/or highly confidential data into an AI tool that has not been reviewed and approved for use by campus IT is strictly prohibited.
4. APS 2027 Code of Conduct: The use of AI tools at CU must reflect the University’s commitment to upholding the highest ethical, professional, and legal standards. AI tools may not be used in ways that violate conduct expectations for CU faculty, staff and students.

~~ies and 5.I, APS 1013 and APS 1014: Use of AI tools must comply with these policies, applicable agreements, and U.S. copyright law. Individuals may submit copyrighted or other protected materials to an AI tool only when they own the materials or are otherwise authorized to use them for that purpose. Any restrictions on use, disclosure, licensing, or model training must be observed. Ownership and permitted use depend on the nature of the material, the individual’s relationship with the University, and any applicable policy, employment, research, sponsorship, or other agreement. Intellectual Property related to discoveries, patents and educational material: Faculty intellectual property (IP), such as course materials and other instructional materials, may not be submitted to AI tools for model training or other secondary uses without their express permission.~~

5. Intellectual Property

- A. ~~Regent Policies 5.H and 5.I, APS 1013 and APS 1014 Intellectual Property related to discoveries, patents and educational material: Faculty intellectual property (IP), such as course materials and other instructional materials, may not be submitted to AI tools for model training or other secondary uses without their express permission. See Regent Policies 5.H and 5.I, APS 1013 and APS 1014 for further details on faculty intellectual property ownership.~~
- B. Students retain ownership of their original work except where University policy, employment agreements, sponsored research agreements, or other applicable law or contractual obligations provide otherwise.

~~5.~~

6. APS 2006 Records Retention: AI-related content, including prompts, outputs, and related records that are retained, must be managed in accordance with University records retention requirements. Users are responsible for ensuring that such records are retained, managed, and disposed of in compliance with APS 2006 and applicable records management guidance.

7. University procurement policies and procedures: The procurement of AI tools must follow the University’s procurement policies and procedures, including appropriate fiscal, cybersecurity and accessibility reviews.

- ~~7.8.~~ Users may not input, upload, or provide data to any AI tools if doing so would violate legal, contractual, or licensing restrictions, including by enabling unauthorized access, retention, reuse, disclosure, or training by AI tool vendors.

Examples of materials subject to external data protection requirements include, but are not limited to:

- A. Protected Health Information (PHI) regulated by the Health Insurance Portability and Accountability Act (HIPAA)
- B. Student information protected by the Family Educational Rights and Privacy Act (FERPA)
- ~~B.C.~~ United States Copyright Law (Title 17 of U.S. Code)
- ~~C.D.~~ Research data protected by conditions specified in grants and contracts which may include adherence to standards like ITAR/EAR, CMMC, FISMA, etc.

~~D.E.~~ Payment card data protected by contractual agreement to adhere to the Payment Card Industry Data Security Standard (PCI-DSS).

~~8-9.~~ As a public institution, the University is subject to the Colorado Open Records Act (CORA). Prompts, outputs, and related records (including logs, where applicable) may be subject to disclosure upon request. The University will comply with CORA while continuing to protect information that is exempt from disclosure under applicable law.

~~9-10.~~ Responsible Implementation: University units and individuals procuring and deploying AI tools ~~are remain~~ responsible, within the scope of their roles and authority, for ~~complying ensuring compliance~~ with applicable laws, regulations, and University policies and procedures.

~~10-11.~~ Branding standards: AI-derived content used for official communications must comply with branding, communication, marketing, photography, videography, and web policies.

~~11-12.~~ AI Model Training: University data, including information related to students, faculty, and staff, must not be used for external or commercial AI model training unless explicitly authorized through approved agreement and campus or system governance and in compliance with applicable privacy, security, and data governance policies. Data subject to third-party ownership or intellectual property rights must not be used for any AI model training without affirmative and informed consent by all intellectual property owners.

The University will maintain and communicate guidance on approved AI tools and any applicable restrictions or conditions associated with their use.

B. Governance Structure:

The University shall establish a structure of advisory committees to inform and support decision making regarding the procurement and use of AI tools and to support and not stifle innovation. These groups shall include members with expertise in the committee's scope of responsibility to ensure that their actions are well informed.

The University's AI governance structure is intended to encourage responsible use and support innovation while managing institutional risk.

Campus AI Committees: Each campus Chancellor (or designee) shall appoint a Campus AI committee(s) to implement this Policy on their campus and develop further campus-specific policy in this area. The Chancellor (or designee) shall appoint the members of the committee and shall include representation from current members of campus shared governance bodies. Campus governance groups shall provide 1-3 nominations for the chancellors to select from. The Chancellor shall designate a chair to provide coordination and leadership for this work. Directed by guidance from the Chancellor (or designee), the campus AI Committees should support coordination, responsible use and innovation, consistent with this Policy, campus practices and the Chancellor's (or designee) guidance. Campus AI Committees shall not supersede the faculty responsibilities established in Regent Law 5.A.

Faculty AI Committees: Consistent with shared governance principles, and Regent Law and Policy, including academic freedom, campus faculty shared governance bodies are responsible for establishing and maintaining faculty-led committees or processes to address campus level concerns in the academic and instructional use of AI tools, including guidance for teaching, learning, and research. Consistent with academic rights and responsibilities, individual fFaculty shall ensure that AI use aligns with academic standards, disciplinary norms, institutional practices, and pedagogical goals.

Systemwide AI Committee: The President shall appoint a Systemwide AI Committee to support coordination and oversight of AI use across the University. The President (or designee) shall appoint the members of the committee and designate a chair to convene the committee. The Systemwide AI Committee will include representation from each campus's AI committee, representatives from each systemwide shared governance body, and other members as designated by the President. System-wide shared governance groups shall provide the President 1-3 nominations to select from.

~~The charge to the Systemwide AI committee will be determined by the President and will include, but not be limited to:~~

- ~~Support campus efforts to use AI responsibly and as a tool for innovation;~~
- ~~Serve as a centralized AI support and coordination body;~~
- ~~Facilitate sharing of information and resources across campuses;~~
- ~~Recommend common guidance (e.g., templates for AI risk assessment);~~
- ~~Support consistent understanding of this Policy;~~
- ~~With input from Campus AI Committees, review and recommend AI tools proposed for systemwide use and procured with systemwide funds.~~

The Systemwide committee shall meet as needed and, ~~will receive their charge from the President. At the President's request, the committee~~ may recommend updates to this Policy ~~and will provide review of feedback and proposed changes to this Policy at the request of the President.~~ Committee members are expected to serve as liaisons to their respective groups, and the chair will help ensure effective coordination and information flow across the University.

- C. AI Risk Assessment: Before implementing or deploying any new AI tool for University Activities, all University units must ensure that appropriate review and approval processes are followed consistently with applicable University procedures and policies.

~~AI tools being procured, deployed, integrated, or implemented for University use must undergo review, as defined by applicable System or Campus procedures and policies, when the tool will access, store, transmit, or otherwise process University data, significantly shape decisions affecting individuals, or integrate with University systems. Any AI tool that may process University data, significantly shape decisions affecting individuals, or be integrated with University systems must undergo review as defined by the appropriate System or Campus procedures and policies.~~ Such review may include evaluation of:

- Data privacy and data classification requirements
- Information security controls and compliance with APS 6005
- Data governance requirements under APS 6010
- Accessibility requirements under applicable laws and University policy
- Legal and contractual obligations
- Potential risks related to bias, fairness, or unintended effects on individuals
- Effects on existing content, data, technology and business processes
- Fiscal and other resource requirements

- D. Responsible Use of GenAI tools: GenAI, as a subset of AI, is governed by the scope and general requirements set forth earlier in this policy. Consistent with those provisions, the University of Colorado commits to a transparent and appropriate human-centered approach to GenAI. To that end:

1. Disclosure of GenAI Involvement: Users must disclose their use of GenAI to an appropriate audience when such use contributes to University decisions or other high-impact outputs created in an official University capacity, considering the context and potential impact. High-impact outputs generally include those that significantly affect individuals, communicate important institutional positions or decisions, or are distributed broadly to the University community or external audiences.
2. Human Oversight and Accountability: The human oversight principles established in Section II apply to all uses of GenAI. Because GenAI systems can generate inaccurate, biased, incomplete or fabricated content, individuals using GenAI are responsible for reviewing outputs for accuracy, appropriateness, and consistency with applicable University requirements before relying on or using them in University activities.
3. Use of GenAI tools in CU Coursework: In alignment with CU Regent Law 5.B (academic freedom), this policy does not dictate the use or non-use of AI tools in coursework. Schools, colleges, departments, or academic programs, through appropriate shared governance processes, may establish guidance regarding the use of GenAI in coursework or instructional activities within their academic units. Such guidance must be consistent with this APS and applicable campus policies and procedures.

4. Use of GenAI tools in Research and Academic Works: Faculty shared governance bodies [and professional academic organizations](#) can develop best practices for risk management strategies regarding the use of GenAI tools in research and academic works.
5. Use of GenAI tools in ~~administrative and~~ staff work: University staff may use GenAI tools to support administrative, operational, and service functions, provided such use complies with this policy, [including II.D.1,2,](#) and other applicable University policies and procedures regarding data privacy, information security, and records management.
6. Supervisors and units may establish additional guidance for the appropriate use of GenAI in administrative functions, consistent with this policy and in coordination with campus and systemwide guidance where appropriate.
7. GenAI depiction of real people: GenAI representations, [or GenAI driven representations](#) (images, [3D objects](#), video or voice) of real people must not be created or distributed without their explicit, informed consent, unless the use is intended to support academic freedom.

~~7.~~ —

These expectations also apply to university-created, public-facing content, including communications, marketing, and promotional materials, particularly where AI is used to generate or modify depictions of real individuals.

8. Creation of sexualized content using GenAI: GenAI tools may not be used to intentionally create sexualized content (including images, [3D objects](#), video or audio) depicting real individuals. [Under- no circumstances may sexualized or suggestive depictions of minors be created, regardless of their relation \(or lack thereof\) to real people, including minors.](#)
 9. Users of GenAI tools must perform due diligence to ensure that outputs do not infringe copyright.
- E. Violations: Policy violations may result in disciplinary action consistent with applicable University policies and procedures, including but not limited to employee discipline, student conduct processes, termination of access to University systems, and other administrative or legal remedies as appropriate.

IV. RELATED POLICIES

- A. [APS 5065 - Protected Class Non-Discrimination.](#)
- B. [APS 6005 - IT Security Program.](#)
- C. [APS 6010 – Data Governance](#)
- D. [APS 2027 – Code of Conduct](#)
- E. [APS 2006 – Records Retention](#)
- F. [APS 1013 - Intellectual Property Policy on Discoveries and Patents for Their Protection and Commercialization](#)
- G. [APS 1014 - Intellectual Property That is Educational Material: Administrative and Instructional Use](#)
- H. [Campus IT Acceptable Use Policies](#)
- I. [Colorado Consumer Protection Act on Artificial Intelligence \(CRS 6-1-1701 - 6-1-1707\)](#)
- J. [Regent Law 5.A and 5.B.4](#)
- K. [Regent Policy 5.H and 5.I](#)

V. HISTORY

Review Cycle: This Policy will be reviewed on a periodic basis and more frequently as needed to address changes in technology, applicable law, and University practices.

- Adopted: TBD (Pending)
- Revised: N/A
- Last Reviewed: TBD (Pending)

Definitions

AI tool – a commercial or non-commercial technology that includes artificial intelligence-based capabilities. This includes tools that are open-source projects and tools developed by members of the CU community. These tools may be primarily focused on AI capabilities (like a Large Language Model chat tool) or may provide AI capabilities as an addition to the core capabilities (like a word processor with AI-based content feedback).

Generative AI (GenAI) is a ~~specific branch under the broad umbrella~~subset of Artificial Intelligence (AI) that can generate. ~~While traditional AI focuses on analyzing data, identifying patterns, and making predictions or decisions, GenAI takes those learned patterns and uses them to create entirely new, original content like~~ text, images, code, ~~or~~ music, or other forms of synthetic content based on patterns learned from training data.

~~Material Influence—To provide AI-generated outputs that are a meaningful factor in making a consequential decision by informing, ranking, scoring, recommending, classifying, predicting, or otherwise substantially altering how a consequential decision is made. Incidental, clerical, or administrative uses that do not meaningfully affect the outcome are not considered to materially influence a decision.~~

~~Meaningful Human Review—Review conducted by an individual with appropriate authority who understands the intended use and limitations of the AI system, considers relevant information beyond the AI output, and has the ability to approve, modify, or override AI-assisted recommendations before or after a consequential decision, as appropriate.~~

~~Consequential Decision—A legal or material decision, that influences an individual's access to education, employment, financial services, disciplinary outcomes, health care services, housing benefits, or other similarly significant effect on an individual. Consistent with applicable law, routine administrative, instructional, operational, or support activities that do not materially influence such outcomes are not considered consequential decisions.~~



UCCS CAMPUS POLICY

Policy Title: Student Academic Ethics Code Violations

Policy Number: 200-019

Policy Functional Area: Academic

Effective: February 1, 2018

Approved by: Venkat Reddy, Chancellor

Responsible Vice Chancellor: Executive Vice Chancellor of Academic Affairs (EVCAA)

Office of Primary Responsibility: EVCAA

Policy Primary Contact: EVCAA, 719-255-3700

Supersedes: January 7, 2013

Last Reviewed/Updated: June 27, 2017

Applies to: Students, faculty, and staff

Reason for Policy: The Student Academic Ethics Code sets forth the academic standards of students enrolled at the University of Colorado Colorado Springs.

I. INTRODUCTION

Consistent with the *Laws of the Regents* and University of Colorado *Administrative Policy Statements*, the University of Colorado at Colorado Springs has adopted a Student Academic Ethics Code and a campus policy and procedures designed to provide appropriate implementation and due process for those accused of violating the Code.

II. POLICY STATEMENT

- A. Authority for the creation administrative policies is found in the *The Laws of Regents*, as amended in 2017, Policy 3 Section B.1 (A) which states:

The chancellor of each campus shall be the campus's chief executive officer and shall be the chief academic, fiscal and administrative officer responsible to the president for the conduct of the in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these Laws or regent policy or as may be delegated by the president.

- B. Purpose

As members of the University community, students are obligated to maintain high standards of integrity and are expected to take an active role to encourage other students to respect high standards of integrity. The Student Academic Ethics Code (“Code”) is intended to help maintain the high academic standards of UCCS. This policy applies to all students enrolled in credit or non-credit courses at the University of Colorado Colorado Springs (“University” or “UCCS”).

C. Policy.

1. Code. All students are subject to the Academic Ethics Code, attached to this policy as Attachment A. All members of the University community have an obligation to report good faith allegations of violations of the Code. The Code shall be administered in accordance with the procedures outlined in Attachment B.
2. Academic Ethics Code Committee. The Academic Ethics Code Committee (“AECC”) has authority to administer the academic ethics system in accordance with its procedures, attached to this policy as Attachment C.
3. Reporting Violations. Any individual who has a good faith belief that a Code violation has taken place should immediately report the circumstances to the faculty member of the course involved or to the chair (unit head) of the department (or, if unknown, to the provost) where the course is offered. This duty to report does not supersede any legal confidentiality obligations. It shall be a violation of this policy when a person knowingly or recklessly alleges a false Code violation, and violations may be subject to disciplinary action.
4. Confidentiality. All documentation relating to a Code violation is considered a student educational record and, to the extent required by law, is kept confidential. Documentation concerning Code violations will be kept in the Office of the Associate Vice Chancellor for Academic Affairs.
5. Additional Policies. Schools, colleges, and departments should publish their policies and processes concerning Code violations in public places so that students may easily find them.

III. KEY WORDS

- A. Academic Ethics Code Committee (“AEC Committee” or “AECC”)
- B. Academic Ethics Code Committee Chair (“AECC Chair”)
- C. Enrollment Management
- D. Faculty
- E. Review
- F. Student

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
 1. Regent Law, Article 7 <http://www.cu.edu/regents/laws-and-policies/regent-laws/article-7-students>
 2. Academic Ethics Code, attachment A.
 3. APS 1007 Misconduct in Research, Scholarship and Creative Activities

B. Procedures

1. Academic Ethics Code Committee Appeal Process, Attachment B.
2. Process Flowcharts 1-4
3. UCCS Research Misconduct Procedures
4. Graduate School Rules, Article VI, Graduate Student Appeals

C. Forms

D. Guidelines

E. Other Resources (i.e. training, secondary contact information)

F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval	July 19, 2011
Revised	January 7, 2013
	June 27, 2017

VI. APPENDICES

ATTACHMENT A
University of Colorado—Colorado Springs Student
Academic Ethics Code

- A. Students shall observe complete honesty in all academic matters to include course requirements, classroom activities, research, and scholarship.
- B. Violations of the Code include, but are not limited to, taking or attempting to take any of the following actions:
1. Committing the act of plagiarism: the use of distinctive ideas or words belonging to another person, without **adequately acknowledging** that person's contribution. Plagiarism does not require an intention to plagiarize. If there is sufficient evidence of copying, use without acknowledgment, or submission of another's work, plagiarism is committed, regardless of the student's knowledge or lack thereof. Plagiarism includes, but is not limited to, the following:
 - a. Copying phrases and/or sentences from a **source** without putting the material in quotation marks and/or **adequate acknowledgement** of the **source**.
 - b. **Mosaic** copying phrases and/or sentences from a **source** without putting the material in quotation marks and/or **adequate acknowledgement** of the **source**.
 - c. Using a **source's** ideas, opinions or theories without **adequate acknowledgement** of the source.
 - d. **Paraphrasing** a **source's** words, ideas, opinions, or theories without adequate acknowledgement of the **source**.
 - e. Using a **source's** facts, statistics, or illustrative material without adequate acknowledgement of the **source**.
 - f. Submitting as one's own work that is **written** or **published** by another **author**.
 - g. For the purposes of this violation:
 - i. A **source** is an individual, team, or unnamed author of some published or publicly presented or written piece of work. Sources can include other students.
 - ii. An **author** is the originator of some idea(s) or string of words, either a phrase or phrases or a sentence or sentences.
 - iii. A piece of work is **published** if it is (a) a book by some commercial or private press; (b) an article in a journal or magazine or newspaper (c) a working or professional paper of some recognized organization; (d) the content of a website; or (e) other technological forms of archiving not covered by (a) – (d).
 - iv. A piece of work is **presented** if it is: (a) a public oral presentation; (b) a radio/television/video/compact disc/digital video disc presentation; or (c) other technological forms of archiving not covered by (a) and (b).
 - v. A piece of work is **written** if it is available either as a hard copy or an electronic copy.
 - vi. **Acknowledgement** of a source is providing correct bibliographical information, in an accepted disciplinary format, for phrases, sentences, ideas, opinions, theories, statistics, or illustrative material used from a source.
 - vii. **Adequate** acknowledgment is **acknowledgment** for each phrase, sentence, idea, opinion, theory, statistic, or illustrative material used from a source (**Acknowledging** a source once in a paper (or paragraph) and subsequently

copying, **mosaic** copying, using or **paraphrasing** from that **source** without subsequent **acknowledgment** is plagiarism.)

viii. **Mosaic** copying is copying in which certain words of some phrase and/or sentence from a source are changed in some way (deleted, replaced).

ix. **Paraphrasing** a source is the act of replacing some or most words in a phrase and/or sentence from a source with synonyms for those words.

2. Using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit. Unauthorized materials include, but are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers or other supplementary items.
3. Giving false or misleading information regarding an academic matter.
4. Copying information from another student during an examination.
5. Rendering unauthorized assistance to another student by knowingly permitting him or her to see or copy all or a portion of an examination or any work to be submitted for academic credit.
6. Obtaining prior knowledge of examination materials (including using copies of previous given examinations obtained from files maintained by various groups and organizations) in an unauthorized manner.
7. Selling or giving to another student unauthorized copies of any portion of an examination.
8. Using a commercially prepared paper or research project or submitting for academic credit any work completed by someone else.
9. Falsifying or attempting to falsify class attendance records for oneself, or for someone else, or having another falsify attendance records on your behalf.
10. Falsifying material relating to course registration or grades, either for oneself or for someone else.
11. Falsifying reasons why a student did not attend a required class or take a scheduled exam.
12. Taking an examination in place of another student.
13. Making unauthorized changes in any reported grade or on an official academic report form.
14. Falsifying scientific or other data submitted for academic credit.
15. Collaborating in an unauthorized manner with one or more other students on an examination or any work submitted for academic credit.
16. Using computing facilities or library resources in an academically dishonest manner.
17. Falsifying evidence in connection with an academic ethics violation investigation, hearing or appeal.
18. Attempting to intimidate a student, staff, or faculty member for the purpose of receiving an unearned grade or in an effort to prevent the reporting of an Academic Ethics Code violation.
19. Accessing or altering any academic record by any means without authorization.
20. Turning in same or similar work for multiple courses without permission from faculty to do such.

C. It is the responsibility of students to make sure they understand what types of conduct are authorized or unauthorized in each course and academic activity.

D. Any member of the University community who has reason to believe that a Code violation has taken place should immediately report the circumstances to the faculty member of the course involved or

to the chair (unit head) of the department where the course is offered, or if unknown, to the Provost.

Helpful Links:

UCCS Writing Center

<http://web.uccs.edu/wrtgcntr/>

Kraemer Family Library Citation Information

<http://libguides.uccs.edu/cite>

Citing Online Sources

<http://www.bedfordstmartins.com/online/citex.html>

Citation Machine (you enter information and they provide citations)

<http://citationmachine.net/>

Copyright Information

<http://www.uccs.edu/copycenter/copyright.html>

ATTACHMENT B

Procedures

1. Resolution by a Faculty Member.

- a. Violations that occur in the context of research (defined in CU System APS 1007 Section III. A. as “all forms of scholarship or creative activities within the responsibilities of...students... that are designed as original works or are intended to contribute to generalizable knowledge in a field of academic inquiry”) should be reported to the designated Research Integrity Officer (RIO). This should include all violations associated with formal undergraduate or graduate theses or dissertations even though those activities took place within the context of registered courses. After the RIO’s investigation and any subsequent proceedings conclude, the processes described in this document may be resumed.
- b. If a faculty member has a good faith belief that a Code violation has occurred, due either to the faculty member’s own observation or due to a report by a third party, the faculty member shall: 1) discuss the matter with the student; 2) provide the student with the supporting documentation; and 3) ask the student for a response. If the student admits to the Code violation, the faculty member shall proceed as described below. If the student denies the violation, the faculty member shall then determine whether the matter is a violation of the code based on a preponderance of the evidence, meaning that that it is more likely than not that the violation occurred.
- c. When a student has been accused of a Code violation, the student should contact the Office of the Vice Chancellor for Student Success concerning rights, processes, and procedures.
- d. If the faculty member determines that the evidence does not indicate that a Code violation occurred by a preponderance of the evidence, then the faculty member shall so advise the student, no further action shall be taken, and the matter shall be closed.
- e. If the faculty member finds that a Code violation has occurred by a preponderance of the evidence, the faculty member shall present the finding to the student and provide the student with an opportunity to respond.
- f. Either after a student admits to a Code violation or the faculty member determines that a Code violation has occurred, the faculty member shall work through the college or school process to determine whether there have been past violations of the Code. The faculty member may take this information into account in determining the appropriate sanction.
- g. Upon imposing the sanction, the faculty member shall report, in writing via the faculty portal form “Report Ethics Code Violation,” the details of the Code violation, the student’s responses, the sanction, and the student’s acceptance of the sanction to the Academic Ethics Code Committee (AECC) Chair.

2. Sanctions.

- a. Course-Level. If the student admits to the Code violation or the faculty member finds that a Code violation has occurred, then the faculty member has discretion to impose a sanction at the course level. Such sanctions may include, but are not limited to, the following:

- i. Downgrading the student on the assignment/exam/activity in which the Code violation occurred, with or without the opportunity to redo;
 - ii. Failing the student on the assignment/exam/activity in which the Code violation occurred, with or without the opportunity to redo;
 - iii. Lowering the student's grade for the course; or
 - iv. Failing the student for the course.
- b. Beyond Course-Level. If the faculty member believes that a sanction more severe than a course-level sanction should be levied, then the faculty member shall follow all department and college procedures for such sanctions. The Dean of the applicable school or college, or designee, shall make a decision concerning such a sanction and shall inform, in writing via UCCS email, the faculty member, the student, and the AECC Chair of the decision. The Dean or Dean's designee may not expel or suspend a student who is not matriculated in the school or college in which the Code violation occurred. If a faculty member wants to recommend expulsion or suspension in this situation, they must make that recommendation to the Dean of the college or school where the student is matriculated.
- c. Restrictions on Graduation. A student who has been charged with a Code violation or has appealed a decision related to a Code violation may not graduate from the University until the case has been resolved. A student who is found responsible for, or admits to, a Code violation may not graduate from the University until the student completes any additional course work resulting from the penalty and any suspension period has expired.
- d. Expulsion. A student who has been expelled from UCCS due to a Code violation shall neither graduate from nor re-enroll at UCCS without explicit evaluation based on the previous expulsion. Accordingly, notice of a UCCS expulsion for Code violation will be placed on the student's transcript by the Office of the Registrar.

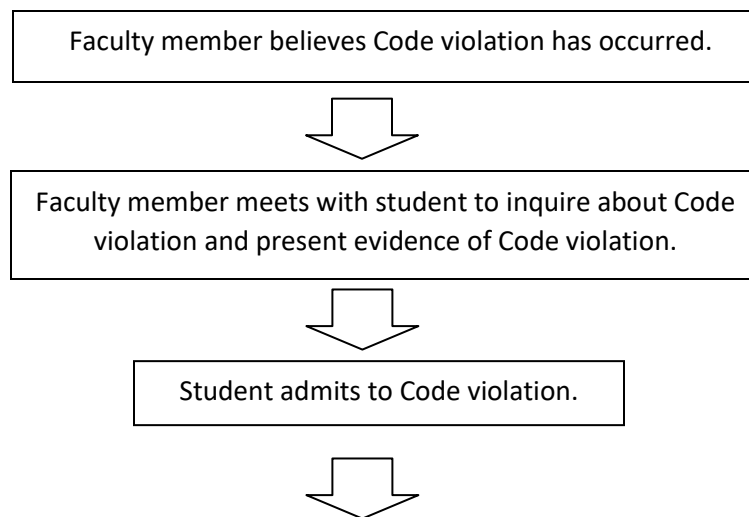
3. Student Appeals.

- a. Appealing a Faculty Member's Decision.
 - i. A student may appeal a faculty member's finding that the student violated the Code by following the applicable policies of the college or school in which the violation occurred.
 - ii. For graduate students, after the student exhausts the appeal options within the appropriate college or school, the student may appeal to the Graduate School, which will consider the appeal in accordance with its procedures.
 - iii. If the student exhausts the appeal options within the appropriate college or school, to include the Graduate School for graduate students, the student may appeal to the AECC, which will consider the appeal in accordance with its procedures.
- b. Appealing a Course-Level Sanction.
 - i. A student may not appeal a course-level sanction unless the applicable college or school policies provide for such an appeal.
 - ii. The resolution of that appeal at the college or school level is final and may not be appealed to the Graduate School or AECC.

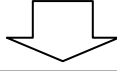
- iii. Course-level sanctions may, in some instances, lead to additional academic penalties. Nothing in this policy precludes a student from appealing those penalties, as long as the basis for the appeal is not the reversal of the course-level sanction.
- c. Appealing a Sanction More Severe than a Course-Level Sanction.
 - i. A student may appeal a sanction that is more severe than a course-level sanction by following the applicable policies of the college or school in which the violation occurred.
 - ii. For graduate students, after the student exhausts the appeal options within the appropriate college or school, the student may appeal to the Graduate School, which will consider the appeal in accordance with its procedures.
 - iii. If the student exhausts the appeal options within the appropriate college or school, to include the Graduate School for graduate students, the student may appeal to the AECC, which will consider the appeal in accordance with its procedures.
- d. Appealing the Process. The student may appeal any procedural error to the AECC if the student can prove, by a preponderance of the evidence, that the error substantially harmed the student. If the AECC determines that a procedural error has occurred and that the error substantially harmed the student, the AECC shall remand the matter to the appropriate person for correction. The AECC's decision shall be final.

Process Flowcharts 1-4

FIGURE 1.
Student Admits to Code
Violation and Faculty
Member Imposes a
Course-level Sanction



Faculty member determines sanction and informs student of sanction.



Faculty member reports violation to chair of AECC.

FIGURE 2.
Student Denies Code
Violation

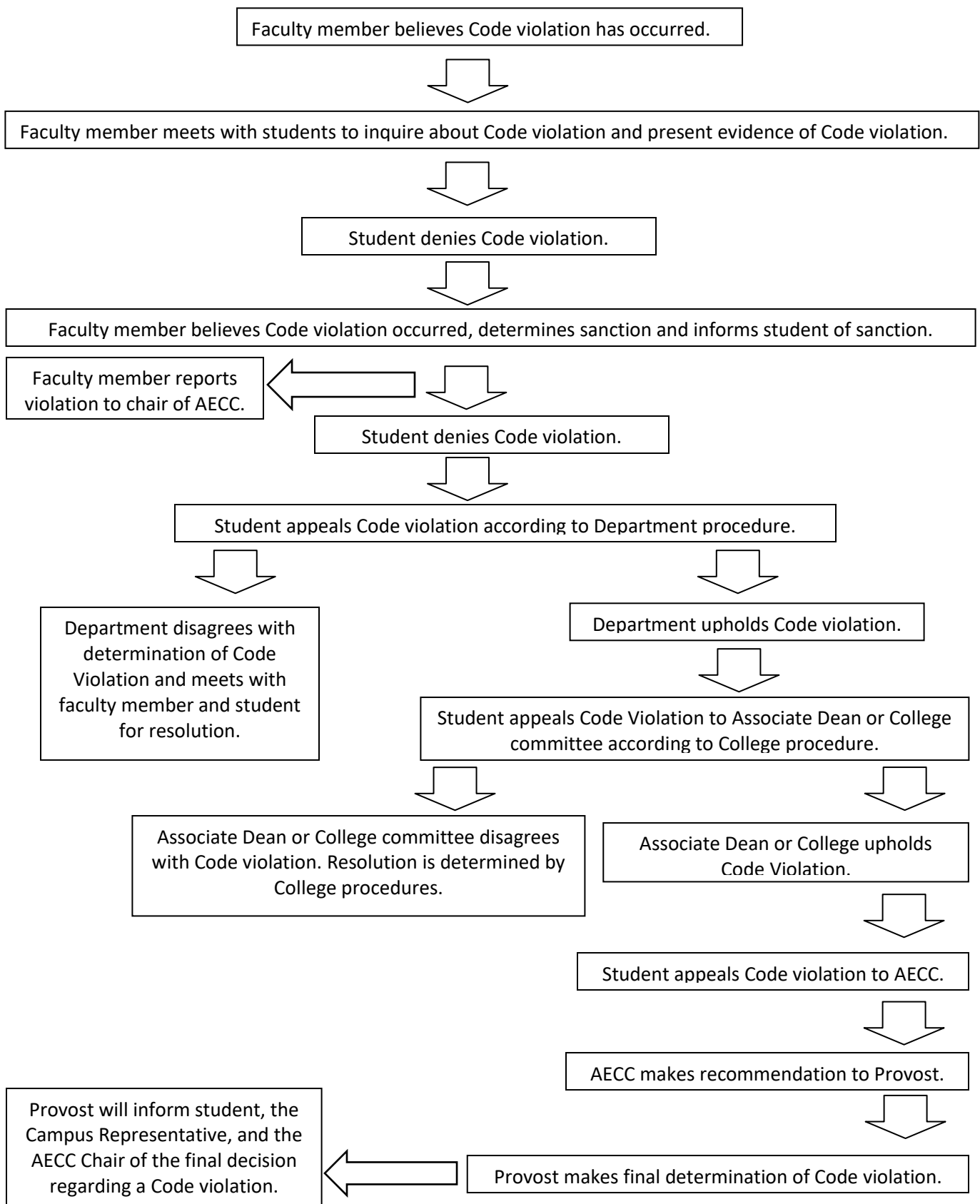


FIGURE 3.
Student Admits to Code
Violation,
Faculty Member
Recommends
A Sanction More
Severe than a Course-
Level Sanction and
Student Does Not
Appeal the Sanction

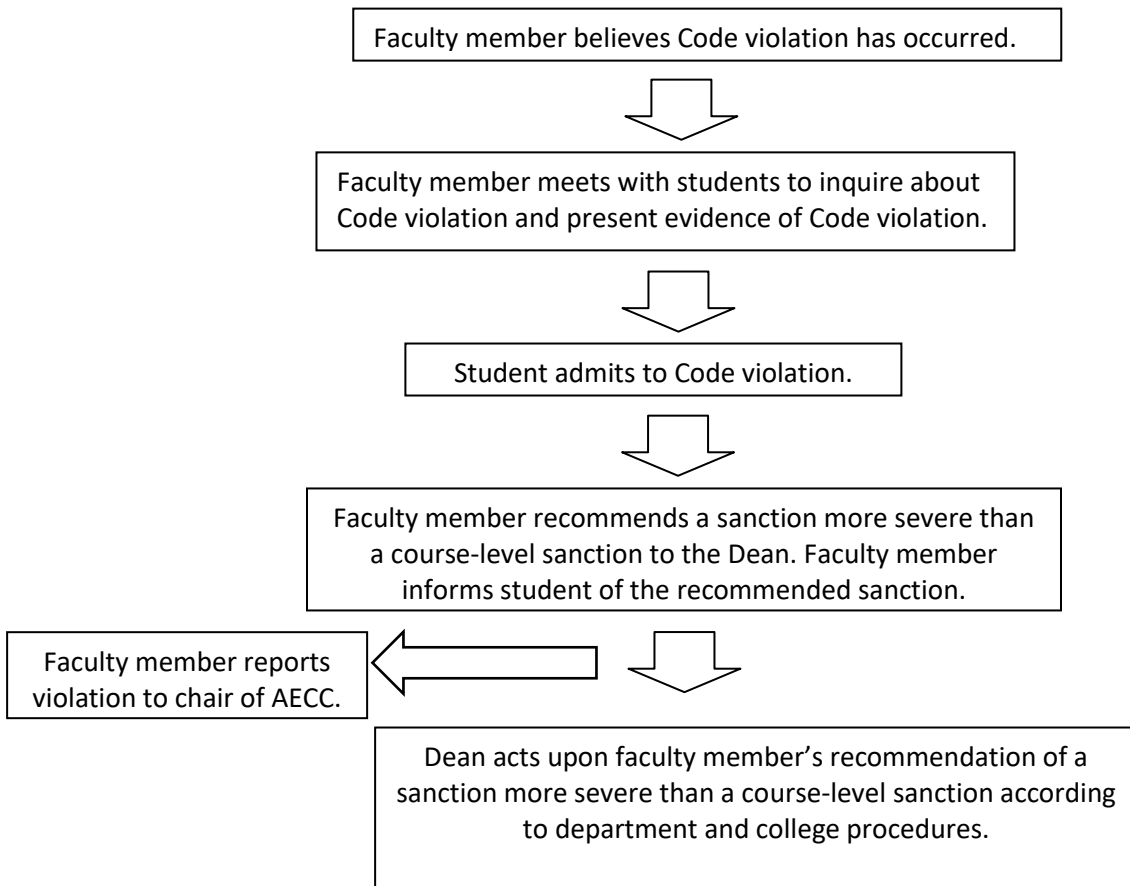
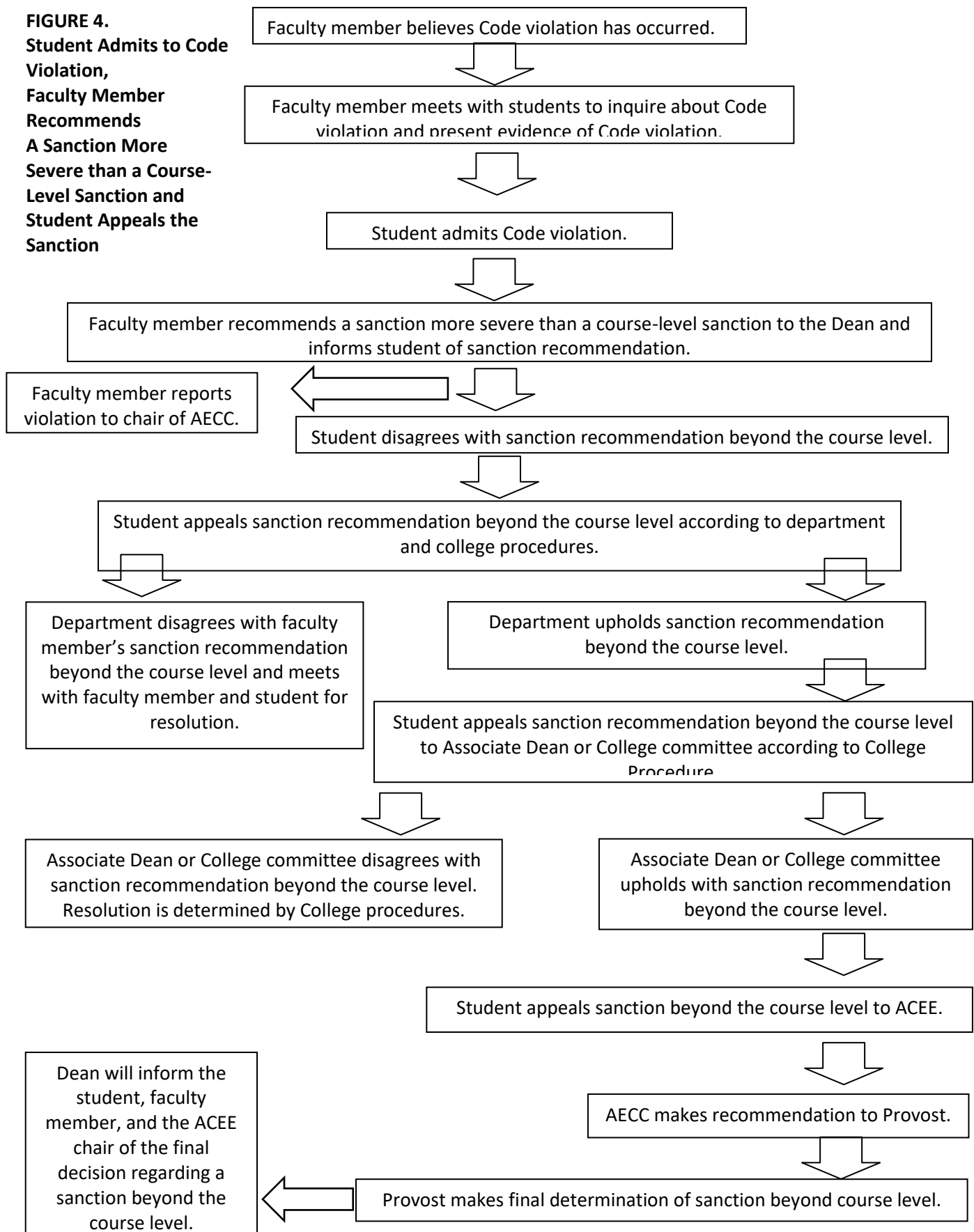


FIGURE 4.
Student Admits to Code
Violation,
Faculty Member
Recommends
A Sanction More
Severe than a Course-
Level Sanction and
Student Appeals the
Sanction



ATTACHMENT C
Academic Ethics Code Committee

- A. Charge. The Academic Ethics Code Committee (“AECC”) shall have authority to administer the academic ethics system, including the Student Academic Ethics Code (“Code”), in accordance with its procedures.
- B. Composition.
1. AECC Chair. The Associate Vice Chancellor for Academic Affairs shall act as the AECC Chair. In the event that the Associate Vice Chancellor for Academic Affairs is unable to fulfill the duties as AECC Chair, the Executive Vice Chancellor of Academic Affairs shall designate a replacement. The AECC Chair or replacement shall vote only in the event of a tie vote.
 2. Members.
 - a. The Dean of each school or college shall select and appoint the following number of voting representatives: Beth-El College of Nursing (1), College of Business (2), College of Education (1), College of Engineering (2), College of Letters, Arts, and Sciences (4), Library (1), School of Public Affairs (1).
 - b. The AECC shall include a member of the student body selected by the Student Government Association and approved by the Office of the Vice Chancellor for Student Success.
 - c. The AECC shall include a representative selected by the Faculty Assembly.
 - d. All member shall be voting members.
 3. Quorum. Seven members of the AECC shall constitute a quorum.
- C. Reviews.
1. Purpose. The AECC shall conduct Reviews, which are opportunities for the AECC to gather information and hear all aspects of alleged Code violations from faculty and accused students.
 2. Initiating a Review. Students may initiate a Review in accordance with UCCS Policy 200-019 Student Academic Ethics Code Violations. When a student initiates a Review, the student should contact the Office of the Vice Chancellor for Student Success concerning rights, processes, and procedures.
- D. Pre-Hearing.
1. Composition. For each Review, the AECC shall include: 1) a representative from the student’s college; 2) a representative from the college where the alleged Code violation occurred; and 3) a Campus Representative.
 - a. For appeals that relate to a finding or procedural error, the Campus Representative shall be the Dean or the Dean’s designee of the college in which Code violation is alleged to have occurred.
 - b. For appeals that relate to sanctions more severe than course-level sanctions, the Campus Representative shall be the Dean or Dean’s designee of the college in which the student is matriculated.
 2. Setting and Documents. The AECC Chair shall select the date, time and place for the Review hearing. The AECC Chair shall notify the Campus Representative and the student by UCCS

email a minimum of ten business days prior to the Review hearing with this information, as well as the make-up of the AECC. To be considered, the student or faculty member must submit copies of any documents or other materials, as well as a list of witnesses, to the AECC Chair within five (5) business days prior to the Review hearing. The AECC Chair shall promptly provide copies to the other party within two (2) business days in advance of the Review hearing.

3. Expedited Review. The student may submit a request for an expedited Review contemporaneously with the student's appeal. The AECC Chair shall determine if an expedited Review will occur and shall inform all involved parties of that decision through UCCS email. If the AECC Chair determines that an expedited Review is warranted, then the AECC Chair shall notify the parties of the new timeline.
4. Impartiality. If any member of the AECC believes there are circumstances that may impair the member's ability to render a fair judgment or to fulfill the member's responsibility with respect to a Review in an unbiased manner, that member shall request to be excused from that member's responsibilities with respect to that Review. If an accused student challenges the impartiality of any such member, presents the challenge as soon as the accused student becomes aware of the relevant circumstances, and the Chair determines that there is reasonable justification for such a challenge, the member shall be excused from the member's responsibilities with respect to that Review. In the event of such recusal, a substitute for the excused member shall be appointed by the Dean of the college in which the excused member resided.

E. Hearing.

1. Recording. The Review hearing shall be audio recorded by the AECC. No other recording of the Review hearing is permitted. Audio recordings shall be kept for six years by the office of the Associate Vice Chancellor for Academic Affairs from the date the hearing occurred. The audio recording of the Review hearing shall be copied and provided upon written request from the student. AECC deliberations are a closed session and shall not be recorded.
2. Burden of Proof. The student bears the burden of demonstrating that the Code violation is either: 1) not supported by a preponderance of the evidence; 2) that the sanction issued is arbitrary and capricious; or 3) that a procedural error occurred and that it substantially harmed the student. In order to not be supported by a preponderance of the evidence the student must demonstrate that it was more likely than not that the violation did not occur. In order to be considered arbitrary and capricious, the student must demonstrate that the sanction is without reasonable grounds or is not based upon consideration of relevant facts.
3. Advisors. The student has the right to be accompanied by an advisor, who, with at least five (5) business days' written notice to the AECC Chair, may be an attorney. If the student brings an attorney, the University will also be represented by legal counsel. Advisors are not permitted to speak for, or on behalf of, the charged student. However, with permission from the AECC Chair, advisors may make a statement and/or ask questions of the student, present relevant information after the Committee has completed discussions with the student and faculty member(s).
4. Evidentiary Requirements. Legal rules of evidence and procedure do not apply to Review hearings. The AECC may accept any evidence it deems relevant to the matter before it.
5. Closed Hearings. Review hearings are closed to the public.

6. Absence of Student. If the accused student fails to appear for the hearing, the AECC may hear the case and make a decision based on the evidence presented.
7. Process. To accommodate the nature of the incident to be investigated, the character of the information to be examined, and the kind of appeal the student is making, the AECC Chair has discretion to determine the hearing process. The following steps are generally recommended:
 - a. The student and the Campus Representative should each have an opportunity to briefly summarize the matter, maximum ten (10) minutes, including any relevant information and arguments.
 - b. The Campus Representative may present witnesses having knowledge of the incident, and offer documents or other materials bearing on the case. The AECC Chair may allow witnesses to make narrative statements, and may also allow AECC members to ask questions of witnesses. The AECC Chair should allow the student an opportunity to ask relevant questions, directed through the AECC Chair.
 - c. The student may present witnesses having knowledge of the incident and offer documents or other materials bearing on the case. The AECC Chair may allow witnesses to make narrative statements, and may also allow AECC members to ask questions of witnesses. The AECC Chair should allow the Campus Representative an opportunity to ask relevant questions, directed through the AECC Chair.
 - d. The AECC should allow AECC members to request additional material or the appearance of other persons, as needed.
 - e. The Campus Representative and the student should each have an opportunity to make closing statements, maximum ten (10) minutes.

F. Post-Hearing.

1. Deliberations. Upon concluding the Review hearing, the AECC shall meet privately to deliberate about the matter(s).
2. Voting. At the conclusion of the deliberations, the AECC shall determine whether: 1) based on a preponderance of the evidence, a Code violation has occurred; 2) whether the sanction imposed was arbitrary or capricious; or 3) whether a procedural error occurred and that procedural error substantially harmed the student. The determination by the AECC shall be made by a majority vote of the members present.
3. Written Report of Decision(s). The AECC Chair shall provide a written report within three days of the AECC reaching its conclusion(s). This report shall be provided via UCCS email to the Dean or Provost, the Campus Representative, and the student. The written report shall contain an explanation of the AECC's process, the evidence shared during the Review, the AECC's findings, the basis for its decision(s), and its decision(s). If the student appeals a procedural error, the report shall include the identification of the error and the corrective action required.

- G. Final Decision. Based on the written report of the AECC, the Provost shall make a final determination regarding the appeal. The Provost's decision shall be final and not subject to further appeal.



Campus Administrative Policy

Policy Title: **Academic Integrity**

Policy Number: 7050 **Functional Area:** **Student Affairs**

Effective: January 1, 2020
Date Last Amended/Reviewed: August 13, 2019
Date Scheduled for Review: July 1, 2027
Supersedes: N/A—New Policy

Approved by: Dorothy A. Horrell
 Chancellor, University of Colorado Denver

Prepared by: Academic Integrity Task Force

Reviewing Office: Provost and Executive Vice Chancellor for Academic and
 Student Affairs

Responsible Officer: Interim Vice Provost and Senior Vice Chancellor for
 Student Success

Applies to: CU Denver

A. INTRODUCTION

This policy defines academic misconduct and sets forth a uniform process for handling allegations of student academic misconduct at the University of Colorado Denver (CU Denver). This policy is the product of collaboration between Academic Affairs and Student Affairs and involved representation from the deans' offices of all CU Denver's schools and colleges.

B. TABLE OF CONTENTS

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C. POLICY STATEMENT

1. As members of the CU Denver community, students are expected to know, understand, and comply with the standards of the University and to “accept the responsibility to maintain the highest standards of intellectual honesty and ethical

conduct in completing all forms of academic work at the university” (CU Denver Catalog). In particular, students must refrain from academic misconduct, defined as (1) a student’s use of unauthorized assistance with intent to deceive an instructor or other person who is assigned to evaluate the student’s work in meeting course and degree requirements, or (2) actions that interfere with the ability of the instructor to fairly judge the work of the student or other students. This term is defined in more detail in the Definitions section (Section E.1) of this policy.

2. Academic integrity standards assist in promoting an academically sound, fair, and respectful community. CU Denver views the Academic Integrity process set forth in this policy as a learning experience that can result in growth and personal understanding of one’s responsibilities and privileges within both the CU Denver community and the greater community. All students must adhere to these standards. Students who allegedly violate these standards and commit academic misconduct will be subject to the procedures described in this policy. These procedures have been designed with the following guiding principles in mind:
 - **Learning:** Providing means for students and faculty to learn about the importance of academic integrity is a top priority.
 - **Communication:** There must be open lines of communication that enable students and faculty to engage in meaningful conversations about academic integrity and the consequences of academic misconduct.
 - **Due process and burden of proof:** Students must have access to due process concerning allegations of academic misconduct made against them, and the burden of proof is on the faculty member or other reporting party to substantiate the allegations. The Academic Integrity Committee uses the preponderance of the evidence standard to make determinations about whether academic misconduct has occurred in any given case.
 - **Availability of internal resolution process within the academic unit:** Given the guiding values of learning and communication, faculty and students are encouraged to informally resolve issues related to academic integrity at the level of the academic unit in which the issue occurred.
 - **Timely resolution:** The requirement of due process must be balanced with the interests of both student and faculty in resolving the allegations of academic misconduct in a timely manner.
 - **Consistent and fair sanctions:** Sanctions for academic misconduct should be consistent across all schools and colleges and should reflect similar treatment of similar violations of the Academic Integrity Policy.
 - **Centralized record keeping:** Due to the diversity of courses required for CU Denver’s Core Curriculum, students take courses across schools and colleges. Without a centralized system for records of academic misconduct, individual schools and colleges may not be aware of prior findings of academic misconduct and are not able to effectively sanction repeated occurrences of academic misconduct.
 - **Balancing academic authority with centralized oversight:** As an academic issue, ultimate authority over student and faculty integrity rests

with the Deans and the Provost. However, several crucial issues warrant the establishment of centralized procedure and oversight for academic misconduct, including: (1) consistency in practices, process and sanctions and, therefore, ensuring evenhandedness to all students regardless of academic unit; (2) the campus-wide nature of the educational mission concerning academic integrity; (3) centralized record keeping for tracking and communicating allegations that cross school/college boundaries and repeat findings of responsibility for academic misconduct; and (4) the efficacy of one faculty-student-staff adjudicating body, rather than seven. Therefore, this policy provides a faculty-governed but centralized process that balances academic authority with centralized oversight.

3. Resolution of matters involving academic integrity has traditionally been the purview of faculty at each school and college. This policy continues the practice of encouraging the informal resolution of academic integrity matters at the level of the individual faculty member and the school or college. Additionally, this policy provides centralized hearing procedures for contested allegations or sanctions and repeat allegations of violations of this policy. These procedures are overseen by the Academic Integrity Committee (“AIC”), which consists of faculty and students representing all schools/colleges, and university staff.
4. The purpose of this policy is to detail an administrative process designed to resolve and prevent academic misconduct. The formal rules of process, procedure, or evidence as established and applied in the civil or criminal justice system do not apply to this policy.

D. PROCESS

1. The discovery of alleged academic misconduct by faculty, staff, university office, students and/or external parties (“reporting party”) initiates the process by which allegations are raised, investigated and resolved according to the Procedures outlined in Appendix 1 of this policy.
2. An initial conversation between the reporting party and the accused student(s) may be held, which is recommended.
3. The reporting party must submit the allegation via an online form to Student Conduct and Community Standards (SCCC). This process ensures maintaining centralized records of all academic misconduct allegations and findings.
4. SCCC will review the form and records of prior findings to determine whether the allegation moves forward to an AIC hearing, or it may be resolved through an informal process between the faculty member and the student, in accordance with the Procedures.
5. A student may request an AIC hearing if the student denies responsibility for academic misconduct or disagrees with the sanction designated by the faculty.

6. If a hearing is held, the AIC Hearing Panel reaches a decision, which will be communicated by the AIC Chair, who will issue a written decision of the finding, any assigned sanction(s), and grounds for appeal within ten business days after completion of the hearing.
7. The decision of the AIC should generally be considered final. A student may petition for an appeal of the AIC hearing decision only if there is apparent bias and evidence to support this claim, a failure to follow designated procedures that significantly impacted the outcome of the hearing, and/or an assigned sanction that is largely disproportionate to the finding of responsibility for academic misconduct.
8. Appeals that meet the ground(s) for appeal (and are timely) will be decided by the Academic Integrity Appeal Body.

E. DEFINITIONS

1. **Academic misconduct.** Academic misconduct is defined as (1) a student's use of unauthorized assistance in attempt to deceive an instructor or other person who is assigned to evaluate the student's work in meeting course and degree requirements, or (2) actions that interfere with the ability of the instructor to fairly judge the work of the student or other students. Academic misconduct includes any of the following behaviors:
 - a. **Plagiarism:** Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own requires appropriate identification, regardless of the means of appropriation. Plagiarism includes but is not limited to the following, when the source is not disclosed:
 - (1) Word-for-word copying of another person's ideas or words;
 - (2) The mosaic (the interspersing of one's own words here and there while, in essence, copying another's work);
 - (3) The paraphrase (the rewriting of another's work, yet still using their fundamental idea or theory);
 - (4) Fabrication of references (inventing or counterfeiting sources);
 - (5) Submission of another's work as one's own; or
 - (6) Neglecting quotation marks on material that is otherwise acknowledged.
 - b. **Cheating:** Cheating involves the possession, communication, or use of information, materials, notes, study aids, or other devices not authorized by the instructor in an academic exercise, or communication with another person during such exercise for the purpose of obtaining or providing unauthorized information or materials. "Authorization" is legitimate only if given by the faculty member responsible for the evaluation of the student's work. Examples of cheating include but are not limited to:

- (1) Copying from another's work or receiving unauthorized assistance from another person during an academic exercise or in the submission of academic assignments;
 - (2) Using an electronic device when not permitted;
 - (3) Collaborating with another student during an academic exercise without the prior consent of the instructor.
 - c. **Fabrication and falsification:**
 - (1) Fabrication: inventing or counterfeiting information, such as creating results not obtained in a study or laboratory experiment.
 - (2) Falsification: deliberately altering or changing results to suit one's needs in an experiment, creative work or other academic or creative exercise.
 - d. **Multiple submissions:** The submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.
 - e. **Misuse of academic materials:** The misuse of academic material includes, but is not limited to, the following:
 - (1) Stealing or destroying library or reference materials or computer programs;
 - (2) Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission;
 - (3) Receiving assistance in locating or using sources of information in an assignment when such assistance has not been authorized by the instructor;
 - (4) Possessing or using prior examinations or answer keys, unless authorized by the instructor;
 - (5) Altering, forging, copying and pasting, or falsifying academic materials;
 - (6) Selling or purchasing prior examinations, digital media, quantitative formulae, papers, or assignments.
 - f. **Complicity in academic misconduct:** Complicity involves knowingly allowing, or contributing to another's academic misconduct.
- 2. **AIC Hearing.** The AIC Hearing is the forum for investigating and resolving contested findings or repeated violations of the Academic Integrity Policy.
 - 3. **Academic Unit Representative.** A person who has been delegated by the faculty member (or the academic program chair/director) to serve the role of the faculty member in academic misconduct cases.
 - 4. **Chair.** Refers to the Academic Integrity Chair. This position is filled by the SCCS Director (or his/her designee).

5. **Confidentiality.** All AIC members are expected to abide by confidentiality policies as established by FERPA.
6. **Faculty Member.** Rostered CU Denver faculty.
7. **Preponderance of the Evidence.** This shall be the standard of proof used in all conduct proceedings under this Policy: information sufficient to demonstrate that it was more likely than not that the academic misconduct occurred.
8. **Retaliation.** Means any adverse action threatened or taken against a person in connection with an allegation of academic misconduct, including but not limited to direct and indirect intimidation, threats and harassment.
9. **Sanction.** The consequence assigned when a student is found responsible for academic misconduct. The sanction is generally designed to prevent the recurrence of violations of Academic Integrity Policy.
10. **Supporting Person.** For the purposes of this policy, a supporting person is an individual chosen by the student alleged to have violated the Academic Integrity Policy. This person may be present to support the student throughout the process but may not speak for or on behalf of the student at any point in the process.

Notes

1. Dates of official enactment and amendments:
August 13, 2019: Adopted and Approved by CU Denver Chancellor
2. History:
August 13, 2019: This policy continues the practice of encouraging the internal resolution of academic integrity matters at the level of the individual faculty member and the school or college. Additionally, this policy provides centralized hearing procedures for contested allegations or sanctions and repeat allegations of violations of this policy. These procedures are overseen by the Academic Integrity Committee, which consists of faculty and students representing all participating schools/colleges, and university staff.
3. Initial Policy Effective Date: January 1, 2020
4. Cross References/Appendix:
 - [CU Denver Catalog](#)

APPENDIX 1

Procedures

1. The discovery of alleged academic misconduct by faculty, staff, university office, students and/or external parties (referred to below as the “reporting party”) initiates the process by which allegations are raised, investigated, and ruled on, according to these procedures. Some discoveries may lead directly to an initial conversation between the reporting party and the accused student(s). Regardless of whether or not this initial conversation takes place, all discoveries must follow the procedures detailed below.
2. When an individual discovers information, which indicates academic misconduct may have occurred, that individual (or another associated with the course) is encouraged to have an informational meeting with the student to inquire about the incident. Based on the information the inquiring individual may move the process forward or find there has been no academic misconduct and end the issue without reporting.
3. There are two methods by which allegations of academic misconduct proceed, depending on the position of the reporting party.
 - a. Any faculty member who suspects that a student may have committed an act of academic misconduct shall fill out the Faculty Allegation Form online as the reporting party.
 - b. Any other persons who observe or suspect alleged academic misconduct by a student should direct their concerns to the relevant faculty member(s). If concerns persist, these persons may submit the General Allegation Form online. In these cases, Student Conduct and Community Standards (SCCS) will review the allegation and consult with the appropriate authority, including faculty, department, school/college, and/or Academic Integrity Committee (AIC). In consultation with the appropriate faculty, the SCCS Director will determine if the allegation moves forward.
4. The Faculty Allegation Form initiates the academic misconduct process and ensures maintaining centralized records of all academic misconduct allegations and findings. When SCCS receives the completed form, SCCS will check for records of prior findings of responsibility for academic misconduct by the student. If any prior finding of responsibility exists, an AIC hearing is initiated. If an AIC hearing is initiated, SCCS will notify and provide instructions to the reporting party and the accused party, according to the AIC’s process.
5. The Faculty Allegation Form is submitted via a secure database by a faculty member, verified as such by CU Denver ID number. The form is automatically sent to SCCS for central record keeping. The Faculty Allegation Form includes the following:
 - a. A detailed description of the allegation outlining the time, place, and manner of the alleged misconduct. This description should reference any evidence supporting the allegation of misconduct.
 - b. The recommendation for the student to have a meeting with the faculty member with a proposed meeting date, time, and location, with a student option to

reschedule at a mutually agreed upon date and time. This meeting will take place in person, if possible, or via telephone or web conference if the student is unavailable to meet in person.

- c. The sanction that the faculty member intends to assign for the alleged violation of Academic Integrity Policy, subject to petition by the student (see Section 8.). If the student fails to respond to the request for this meeting and/or fails to attend the meeting, the determination of responsibility for academic misconduct and the assigned sanction detailed here will stand.
 - d. Student's rights include:
 - (1) to have a meeting with the faculty member to discuss the allegation, sanction, and/or process;
 - (2) to remain in the class, without prejudicial treatment or retaliation while the process is in progress;
 - (3) to invite the unit head or representative from the dean's office to the first or a subsequent meeting;
 - (4) to bring a single supporting person to any meeting(s), though only as non-speaking moral support;
 - (5) in cases of disagreement, to subsequently petition for a hearing with the AIC to resolve the allegation and/or the sanctions (see 8.c.).
 - e. Faculty member's rights include:
 - (1) to determine whether the student violated the policy;
 - (2) to assign an appropriate sanction, subject to petition by the student;
 - (3) to request a hearing before the AIC;
 - (4) to consult with, include, and/or delegate decision-making power to an academic unit representative in meetings with the student.
6. SCCS will automatically send a letter to the faculty and student notifying them of the reception of the allegations and the established meeting time.
7. The faculty member shall make a reasonable effort to meet or talk with the student, ideally in person, contingent upon the student's interest and cooperation. A meeting is not required but recommended. If a meeting does take place, it ideally should occur within five business days of the discovery of the alleged misconduct. The purpose of the faculty-student meeting is to provide the faculty member with an opportunity to explain the allegation of misconduct and to present supporting evidence to the student, and to allow the student an opportunity to explain the circumstances of the alleged misconduct. The faculty member and the student are encouraged but not required to reach consensus on the allegation and appropriate sanction.
8. Whether or not this meeting takes place, the faculty member, or academic unit representative, will determine whether the student is responsible for academic misconduct, and if so, assign a sanction.

Suggested academic sanctions for use by faculty include:

verbal or written warning, required additional assignments, reflection essay, academic integrity module review or seminar, other educational sanctions as assigned, grade reduction on assignment or test, grade of F on assignment or test, grade letter reduction in the course, or grade of F in the course.

The maximum sanction that may be assigned by the faculty member is an F grade in the course, although they may recommend to the AIC that the university consider a stronger sanction.

If the student is a graduate student, then the faculty person may choose to refer the case to the student's thesis or dissertation committee, which then has the prerogative to recommend the sanction. If the degree program is within the Graduate School, then the faculty person or committee should report the incident and its outcome to the graduate dean's office.

9. The next step is dictated by the outcome of the informal process. There are four possible outcomes:
 - a. The student accepts responsibility for academic misconduct and accepts the faculty member's sanction.
 - (1) The faculty member need take no further action beyond that already reported in the Faculty Allegation Form.
 - (2) SCCS will contact the faculty member to confirm the finding of responsibility for academic misconduct, the assigned sanction, and the resolution of the matter. After confirmation, this matter is closed.
 - b. The faculty member determines, after meeting with the student, that the alleged misconduct was not substantiated. The student will be found not responsible for academic misconduct, and no further action will be taken against the student.
 - (1) The faculty member is responsible for completing the online Resolution of Academic Misconduct (RAM) Form indicating that the allegation was not substantiated. This form automatically is sent to the student, SCCS, and the appropriate dean's office.
 - (2) Records of the allegation will only be maintained internally by SCCS and will not be included in the student's educational record or shared with external parties. Records will eventually be expunged according to the SCCS Record Retention Procedures.
 - c. The student denies responsibility for academic misconduct or disagrees with the assigned sanction.
 - (1) The student electronically submits the AIC Hearing Request Form within five business days of the meeting with the faculty member. This form automatically is sent to the AIC, SCCS, and the appropriate dean's office.
 - (2) The AIC will contact the faculty member and the student(s) to gather documentation to consider the alleged violation. This supporting evidence

will be distributed to all parties at least five business days in advance of the AIC hearing.

- (3) The AIC Chair will schedule the hearing and notify all involved parties of the date, time, and location of the hearing.
- (4) The determination of responsibility for academic misconduct and the assigned sanction are stayed until the completion of the hearing process. The accused student(s) must remain in the course in which the alleged violation occurred, and is not permitted to drop or withdraw from the course while the matter is pending.
- (5) Faculty must continue to interact with the accused student in a fair and impartial manner without prejudicial treatment or retaliatory behavior of any kind.

d. Student fails to respond to the request for an informal meeting or fails to meet.

- (1) The unexcused failure of a student to respond to and/or appear in the academic misconduct process does not prevent the University from proceeding with the academic misconduct process in the student's absence.
- (2) If the student fails to attend the meeting without rescheduling, or fails to respond to the request for a meeting after reasonable attempts are made to schedule it, the faculty member's determination of responsibility for academic misconduct and assigned sanction as outlined in the Faculty Allegation Form will stand without the involvement of the student.

10. If the student denies responsibility for academic misconduct or disagrees with the assigned sanction (8.c.), the AIC will convene the AIC Hearing Panel with both the faculty member and the student present (preferably in person but via telephone or web conference if necessitated by the circumstances) in a timely manner. Ideally this should be within ten business days after the SCCS/AIC receives the AIC Hearing Request form. Reasonable delays may occur, as determined by the AIC, for example in the case of an intervening campus holiday or personal circumstances of the reporting party or the student.

11. Those present at the Hearing Panel must abide by the procedures outlined in the Academic Integrity Policy and AIC Bylaws and, if found in violation, may be removed from the Hearing at the discretion of the AIC Chair. Those present at the Academic Integrity Hearing include:

- a. AIC Hearing Panel Chair;
- b. representatives from the AIC with a minimum of five voting members as determined by the AIC Bylaws. The accused student will be notified with the names of the Hearing Panel members at least five days in advance and may petition for recusal of members according to AIC Bylaws 10. Recusal of Members;
- c. reporting party;

- d. student(s) being accused of academic misconduct;
 - e. one optional supporting person of the student's choosing to provide non-speaking moral support only.
12. The AIC Hearing consists of four parts, the first three of which may be recorded by any party:
- a. Part 1. Presentation of the evidence by the reporting party: The reporting party should present to the AIC the reasons for the allegation and the evidence of violation of the Policy. This may include written statements by others with knowledge relevant to the allegations (e.g., witnesses). AIC Hearing Panel members are permitted to ask questions of the reporting party concerning points of clarification only, reserving detailed and involved questioning for part 3 of the hearing. The student is not allowed to speak during this portion of the hearing. If the reporting party fails to attend the hearing, the hearing will continue in the reporting party's absence.
 - b. Part 2. Defense of the student: The student accused of academic misconduct then has the opportunity to defend themselves against the allegation of violation of the Policy made by the reporting party. This may also include written statements by others with knowledge relevant to the allegation (witnesses). AIC Hearing Panel members are permitted to ask questions of the student concerning points of clarification only, reserving detailed and involved questioning for part 3 of the hearing. The reporting party is not allowed to speak during this portion of the hearing. If the student fails to attend the hearing, the proceedings will continue in her/his absence.
 - c. Part 3. Discussion and questions by the AIC Hearing Panel (with both parties present): During this part of the hearing, the Chair opens discussion to the AIC Hearing Panel members. They may ask more detailed questions of the reporting party or the student. The Chair will make every attempt to ensure that the reporting party and student each have the opportunity to defend or challenge any new information that results from this discussion.
 - d. Part 4. Discussion of the allegation by the AIC Hearing Panel (with only AIC Hearing Panel members present) and rendering of the decision of the finding and sanction. After the reporting party and the student leave, the AIC Hearing Panel discusses the information presented during the hearing. No new evidence is introduced at this time. If the AIC determines that additional evidence is required, the final determination is postponed until all evidence is reviewed. The AIC Hearing Panel reaches a determination on the finding based upon a preponderance of evidence and must be reached by a majority vote of the Hearing Panel. Those members of the Hearing Panel who do not concur with the majority decision may append a minority opinion to the decision.
13. The possible outcomes determined by majority vote of the AIC Hearing Panel are:
- a. Uphold the faculty finding of academic misconduct and sanction as is: the AIC Hearing Panel decides that the student is responsible for academic misconduct and the sanction(s) assigned by the faculty member is appropriate.

- b. Uphold the faculty finding of academic misconduct and increase the sanction: the AIC Hearing Panel decides that the student is responsible for academic misconduct; however, the sanction(s) assigned by the faculty member is not appropriate or is inconsistent with similar findings of academic misconduct, and the Academic Integrity Hearing Panel can choose to increase the sanction(s).
 - c. Uphold the faculty finding of academic misconduct but lower the sanction: the AIC Hearing Panel decides that the student is responsible for academic misconduct; however, the sanction(s) assigned by the faculty member is not appropriate or is inconsistent with similar cases findings, and the AIC can choose to decrease the sanction(s).
 - d. Reverse the faculty finding of responsibility for academic misconduct and reverse the sanction: the AIC Hearing Panel decides that the student is not responsible for academic misconduct. If the decision is to reverse the finding, a record of the allegation and all documentation is maintained internally by SCCS and will not be included in the student's educational record or shared with external parties. Records will eventually be expunged according to the SCCS Record Retention Procedures.
14. Notification: The AIC Chair will issue a written decision of the finding, any assigned sanction(s), and grounds for appeal within ten business days after completion of the hearing. The AIC Chair will send electronic copies of the decision to the student, the faculty member, and the appropriate deans' office AIC liaisons (dean of the student's school/college major, dean of the school/college offering the course in which the alleged academic misconduct occurred, and, for graduate students, dean of the Graduate School).
15. Appeal: The decision of the AIC generally should be considered final. A student may petition for an appeal of the AIC Hearing Panel decision only if there is sufficient evidence of bias, a failure to follow designated procedures that significantly impacted the outcome of the hearing, and/or an assigned sanction that is largely disproportionate to the finding of responsibility for academic misconduct. To petition for an appeal, the student must complete the online AIC Decision Appeal Form and provide it to SCCS within five business days from the day that the AIC hearing decision was sent electronically to the student. The AIC Decision Appeal Form should include the grounds on which the student is appealing and any supporting documentation or written statement. The Dean of Students will determine whether one or more of the grounds for appeal are met. Minor deviations from designated procedures will not be a basis for sustaining an appeal unless there is a demonstrable adverse effect on the outcome of the AIC Hearing.
16. If the request for appeal is received within the time limit and the ground(s) for appeal are met, SCCS will forward the appeal and all materials related to the case to the Academic Integrity Appeal Body. The appeal body consists of the Dean of Students, the VC for Faculty Affairs (or his/her designee), and either the dean of the school or college offering the course (if the sanction pertains only to the course itself) or the dean of the student's school or college (if the sanction pertains to more than the course itself, e.g., suspension or dismissal from a school or college, or suspension or expulsion from the university). If the student is a graduate student, the dean of the Graduate School also will be included. Any/all of the deans may nominate a designee.

Data Classification

University of Colorado System — Data Governance

Source: <https://www.cu.edu/data-governance/resources-support/data-classification>

Retrieved: October 23, 2026

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Sensitive university data must be protected from compromise, such as unauthorized or accidental access, use, modification, destruction or disclosure.

Classifying or labeling the data helps determine the minimum-security requirements necessary to keep it safe.

The University of Colorado has adopted the following data classification types:

- Highly Confidential Information
- Confidential Information
- Public Information

The type of classification assigned to information is determined by the Data Trustee— the person accountable for managing and protecting the information's integrity and usefulness.

Review the Data Classification Table for the types of data you access, handle or store. (Be mindful this is not an exhaustive list of examples.)

IMPORTANT: Regulated data, such as **HIPAA. Controlled Unclassified Information (CUI)** and the **Payment Card Industry (PCI)**, may have additional security requirements. If you access, handle, or store such data, contact your campus-specific IT department for more information.

To fully understand the risk associated with a service, make sure to take into account both the data classification and impact.

Data Classification Table

Type	Description	Examples
Highly Confidential	This type includes data elements that require protection under laws, regulations, contracts, relevant legal agreements and/or require the university to provide notification of unauthorized disclosure/security incidents to affected individuals, government agencies or media. Requirements when accessing, handling or storing: • When possible, use university-supported services or systems that have been approved for handling highly confidential data. • Only share with the people who are authorized to use it for legitimate business purposes; this includes verbal and written information. • Encrypt the data when sending or storing. • Ensure networks or systems used to handle or store the data have appropriate firewalls, monitoring, logging, patching, anti-malware, and related security controls. • Use university-provided computers when accessing or processing data. If this is not possible and you must use a personal computer, use a remote desktop to connect to your university-provided computer. • Document the policy for data retention. • Contact your campus information security office to ensure protection of data if compensating controls are used to secure the data in place of the above-mentioned controls.	• Protected health data • Social Security numbers • Payment card numbers • Financial account numbers including university account numbers, student account numbers and faculty and staff direct deposit numbers • Driver's license numbers • Levels 4 and 5 of student data (See Use Guidelines for Student Data) • Grievances/disciplinary action records • Research, proposals, research plans and results to International Traffic in Arms Regulations/Export Administration Regulation (ITAR/EAR)
Confidential	This type includes data elements usually not disclosed to the public but are less sensitive than highly confidential data. If a legally required and applicable Colorado Open Records Act (CORA) request is submitted, these records may be released. Requirements when accessing, handling or storing: • Only share with the people who are authorized to use it for a legitimate business purpose. This includes verbal and written information. • Ensure networks or systems used to handle or store the data have appropriate firewalls, monitoring, logging, patching, anti-malware, and related security controls. • Use university provided computers when accessing or processing data. If this is not possible and you must use a personal computer, use a remote desktop to connect to your university-provided computer.	• Faculty and staff personnel records, benefits, salaries, performance evaluations and employment applications • University insurance records • Donor contact data and non-public gift amounts • Fundraising data • Non-public policies • Internal memos and emails, and non-public reports • Purchase requisitions, cashg records, budgetary plans • Non-public contacts • University and employee ID numbers • Levels 2 and 3 of student data (See Use Guidelines for Student Data) • Research proposals • Research plans and results • Internal/unpublished business documents
Public	This type includes any data on university websites to which the data trustee allows access without authentication and data made freely available through university print material.	• Directory data • Public policies • Published business documents

Spelling within the table (e.g., “evalautions,” “cashg”) is reproduced as it appears on the source page.

Other data classifications:

- Employee data use guidelines — <https://www.cu.edu/data-governance/resources-support/data-classification/employee-data-use-guidelines>
- Student data use guidelines — <https://www.cu.edu/data-governance/resources-support/data-classification/student-data-use-guidelines>

Adverse Impact

Equally important to classification, sensitive university information is also evaluated for the potential adverse impact to CU if the information has a loss of confidentiality, integrity or availability. The impact levels are high, moderate and low. The Adverse Impact Table below provides descriptions for each level.

The university considers the following when determining the adverse impact level:

- Financial costs, direct or indirect
- Reputational damage
- Safety of community members
- Legal or regulatory compliance action

Review the Adverse Impact Table (<https://www.cu.edu/security/about-adverse-impact>) for more information.

Academic Integrity Policy

University of Colorado Boulder — Compliance, Ethics and Policy

Source: <https://www.colorado.edu/compliance/policies/academic-integrity-policy>

Retrieved: October 23, 2026

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Effective:	December 12, 2017
Approved by:	Philip P. DiStefano, Chancellor
Policy owner:	Provost and Executive Vice Chancellor for Academic Affairs
Responsible Office:	Student Conduct and Conflict Resolution
Policy Contact:	Dean of Students and Associate Vice Chancellor for Student Life
Applies to:	Students, faculty

I. Introduction

The University of Colorado Boulder (CU Boulder) is dedicated to maintaining the highest standards of intellectual honesty. Commitment to those standards is a responsibility of every student, faculty, and staff member at CU Boulder. The intent of this policy is to support intellectual honesty at CU Boulder and provide for fair and expeditious resolution of reports of student academic misconduct.

This policy is adopted pursuant to Regent Law Article 7.B., which directs the chancellor or designee to develop a student code of conduct in consultation with the respective student governance group. The chancellor of CU Boulder has delegated this authority to the provost.

II. Definitions

Academic misconduct: Any act in which a student gains or provides, or attempts to gain or provide, an unfair academic advantage over other students. These acts include, but are not limited to, the following and any attempts to engage in the following: cheating, plagiarism, resubmission, fabrication, lying, bribery, threat, unauthorized access and aiding academic misconduct.

Academic sanction: An adjustment to a student's assignment grade or course grade or the requirement of additional and/or modified assignment(s) by the faculty member teaching the course in which the student has engaged in academic misconduct. Academic sanctions are exclusively the purview of the faculty member.

Disciplinary sanction: A determination by the Office of Student Conduct and Conflict Resolution that changes a student's status at the university due to their academic misconduct including, but not limited to, probation, exclusion, suspension and expulsion. Suspension or expulsion imposed by CU Boulder shall apply to all University of Colorado campuses.

Educational resolution: A requirement by the Office of Student Conduct and Conflict Resolution that a student complete an educational experience (for example, attend a class, program or lecture or be involved with the community) to attain a new understanding about how their academic misconduct impacted the CU Boulder community.

Hearing officers: CU Boulder faculty members, staff members or students authorized to review cases of alleged academic misconduct and determine appropriate educational or disciplinary sanctions.

Student Honor Code and Procedures: CU Boulder’s document, made available to faculty, staff and students, that defines acts of academic misconduct, procedures followed in cases of alleged academic misconduct, and sanctions and resolutions that may follow if academic misconduct is determined to have occurred.

III. Roles and Responsibilities

Chancellor: Holds authority under Regent Law Article 7.B to establish campus standards of student conduct and delegates authority to the provost for developing and administering the Student Code of Conduct.

Dean of Students and Associate Vice Chancellor for Student Life: Serves as the administrative policy contact responsible for providing guidance regarding interpretation and implementation of the Academic Integrity Policy.

Faculty Member (Instructor of Record): Determines academic sanctions for students determined to have engaged in academic misconduct in a course including, but not limited to, assignment grade adjustments, course grade adjustments, or the requirement of additional or modified assignments.

Hearing Officers: CU Boulder faculty, staff or students authorized to review cases of alleged academic misconduct and determine appropriate educational or disciplinary sanctions when violations are found.

Provost and Executive Vice Chancellor for Academic Affairs: Serves as the chancellor’s designee for establishing campus standards of student conduct and acts as the policy owner responsible for maintaining the Academic Integrity policy and overseeing its implementation across CU Boulder.

Student Conduct and Conflict Resolution (Office of): Adopts, publishes, maintains and implements the CU Boulder Honor Code and Procedures and related processes, guidelines and forms to be accessible to all CU Boulder students, staff and faculty; administers processes for reviewing alleged violations; authorizes disciplinary sanctions; and preserves the exclusive authority of faculty to determine academic sanctions.

Students: Abide by the CU Boulder Honor Code and Student Code of Conduct and refrain from acts of academic misconduct; students who violate the Honor Code or Student Code of Conduct may be subject to academic sanctions, educational resolutions or disciplinary sanctions.

IV. Policy Statement

- 1 All CU Boulder students must abide by the CU Boulder Honor Code. A student who violates the CU Boulder Honor Code may be subject to discipline including academic sanction, educational resolution, and disciplinary sanctions, as set forth in the CU Boulder Honor Code and related procedures.
- 2 The Office of Student Conduct and Conflict Resolution is responsible for adopting, publishing, maintaining and implementing the CU Boulder Honor Code and all related procedures.
- 3 The CU Boulder Honor Code and all related procedures must preserve the exclusive right of faculty to determine academic sanctions.

V. Procedure

- 1 The Office of Student Conduct and Conflict Resolution will publish the CU Boulder Honor Code and Procedures document and related forms and instructions in such a way that it is accessible to all CU Boulder students, faculty members and staff members.
- 2 The CU Boulder Honor Code and Procedures will:
 - a Integrate faculty and students with the opportunity to provide subject matter expertise about academic misconduct matters.
 - b Provide for hearing officers to resolve cases of alleged violations in conformance with applicable due process standards.
 - c Authorize educational resolutions and disciplinary sanctions and their application by the Office of Student Conduct and Conflict Resolution.
 - d Describe the exclusive right of faculty to determine academic sanctions.

VI. Related Policies, Procedures, Forms, Guidelines and Other Resources

- 1 Regent Law Article 7.B: Standards of Conduct
- 2 Regent Law Policy 7.B: Standards of Conduct
- 3 Student Honor Code and Procedures
- 4 Student Code of Conduct
- 5 Honor Code and Student Code of Conduct Reporting Forms

Honor Code and Student Code of Conduct materials:

<https://www.colorado.edu/sccr/students/honor-code-and-student-code-conduct>

VII. History

- 1 Adopted: December 12, 2017
- 2 Revised: N/A
- 3 Reviewed: March 18, 2026

Student Code of Conduct and Academic Integrity

University of Colorado Anschutz — Office of Student Affairs

Source: <https://www.cuanschutz.edu/student/resources/StudentCodeofConductandGrievanceProcesses>

Retrieved: October 23, 2026

Reproduced from the institution's web page, which has no official Word or PDF version. Formatting differs from the original; consult the source URL for the current text. Included: the page's student code of conduct and academic integrity sections. Omitted: unrelated sections on violence reporting, grade, tuition, billing and financial-aid appeals, and advocacy resources.

CU Anschutz Student Code of Conduct

In accordance with Article 7, Part B, of the Laws of the Regents of the University of Colorado requires each campus to develop a student code of conduct. The University of Colorado Anschutz Schools, College and Programs are the administrator of that code of conduct. Any questions regarding interpretation of this code or any of its provisions should be directed to your school or college or the Campus Dean of Students or their designee for final determination.

The CU Anschutz Student Code of Conduct is intended to provide structure and process to the individual programs professionalism processes. For specifics about the behavioral expectations for your program please contact your program administrator.

CU Anschutz Student Code of Conduct (PDF):

<https://www.cuanschutz.edu/docs/librariesprovider254/student-services/cu-anschutz-student-code-of-conduct.pdf>

Academic Integrity and Discipline Policies

A university's reputation is built on a standing tradition of excellence and scholastic integrity. As members of the University of Colorado Anschutz Medical Campus 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 dishonesty is academic in nature, and students are encouraged to contact their academic advisor for details of how policies and procedures differ from one college to another.

For issues and concerns related to student conduct and academic performance, students may file a grievance or appeal according to the procedures described by their program, college or school.

Reporting Suspected Violations of Student Honor Code

Students who suspect or observe violations of academic ethics should report them to their instructor, the department chair or the Office of the Dean of the applicable school or college. If your school/college's honor code and policy is not listed below, please contact your advisor or the Dean's Office for the code and procedures.

- Child Health Associate/Physician Assistant Program Academic Policies & Procedures
<https://medschool.cuanschutz.edu/physician-assistant-program/current-students/student-resources>
- College of Nursing Student Handbook
<https://nursing.cuanschutz.edu/student-life/policies-and-forms/student-handbooks>

- **Colorado School of Public Health Handbook**
<https://coloradosph.cuanschutz.edu/education/calendars-policies>
- **Graduate School Student Academic Honor Code**
<https://graduateschool.cuanschutz.edu/forms-resources/resources>
- **Medical Student Policies, Procedures, and Guidelines**
<https://medschool.cuanschutz.edu/education/current-students/support-for-students/policies-procedures-guidelines>
- **Physical Therapy Program Handbook in Canvas**
 (Canvas login required)
- **School of Dental Medicine Student Handbook**
<https://dental.cuanschutz.edu/current-students/student-life-resources>
- **Skaggs School of Pharmacy Student Ethics and Conduct Code**
https://www.cuanschutz.edu/docs/librariesprovider195/current-student-documents/pharmd/student-policies/student_ethics_and_conduct_code.pdf