

Department of Mechanical Engineering Student Academic Integrity Policy

Our department is a broad community of scholars striving for excellence, working to create and disseminate knowledge in a profession with established professional ethics. As members of this community you are expected to be full participants in the educational process that results in accomplished mechanical engineers. Academic misconduct not only violates our professional ethics, it “short circuits” the knowledge and skills necessary to practice the profession. As such, the faculty of the department requires that each student exhibit academic integrity in all university related work. Doing any less violates the core of our profession and our academic community.

In the **Policies and Guiding Principles** Section of the *Colorado State University General Catalog*, academic integrity is defined as “doing and taking credit for one’s own work.” The section further notes that “Academic misconduct undermines the educational experience at Colorado State University, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and instructors.” This section of the catalog describes (i) academic honesty that all students in the university are expected to adhere to, (ii) examples of academic misconduct, and (iii) processes established and used when academic honesty is violated. You are expected to be aware of, and meet, these obligations. As applied in our department, academic misconduct may further occur in the following ways*:

1. Homework Assignments

Defns: *Answer* – The final response to a question.

Solution – All work done on a problem in order to reach an answer.

Homework is given to ensure that you understand and can correctly apply course material. These are cornerstones of the educational process. Academic misconduct eliminates the educational discovery process (the “aha” moment) necessary in understanding. For all problems given in a homework assignment:

- a. You may freely obtain help (but not explicit solutions) from tutors, your instructor, your GTA’s, or in study groups of students in the same class, and you may check your answers with these sources if available.
- b. Joint development of solutions in student study groups is allowed - evidence suggests that groups greatly aid the educational process. However, all work turned in for credit must be explicitly written up by you.
- c. Copying solutions and/or answers from any source (past or current students, joint work in a student group, solutions manuals, internet sources, course and/or exam files, network drives...) is plagiarism and is prohibited.
- d. Consulting material containing solutions (solutions manuals, internet sources, past students, course files...) is prohibited. Unauthorized possession or disposition of such materials is also prohibited.
- e. Allowing students access to your homework solutions, or offering or making available homework solutions is considered “facilitation of academic misconduct” and is prohibited.

2. Examinations and Quizzes

Examinations (all quizzes, examinations and finals whether in-class or take-home) must consist of your own personal work without consultation with others and without prohibited materials or processes.

- a. You are prohibited from possessing or using any materials of any form (electronic devices, books, notes, equations, tables ...) except those which the current instructor has explicitly authorized.
- b. You must neither consult nor possess previous examinations (even if publicly available) and/or their solutions unless they are either provided by, or explicitly approved by the current course instructor.
- c. Offering or making available exams, exam solutions, and/or exam answers is considered “facilitation of academic misconduct” and is prohibited.

3. Group Assignments

Defn: *Participation* –applying effort, and creating positive accomplishments, that support group goals.

* An instructor may deviate from these rules for a specific class - if so, explicit guidance will be provided in the syllabus handed out at the beginning of the semester.

Group assignments are accomplished through joint participation of the members. You must participate in accomplishing group goals: lack of participation in an assigned group may result in grading penalties or in more serious cases, in penalties for academic misconduct. Examples of lack of participation include:

- a. Being unresponsive in communication with group members, the instructor or the project adviser(s)
- b. Attending a group meeting but working on unrelated activities (or no activities at all).
- c. Not delivering results to the group in a manner sufficient to meet group timelines and deadlines.
- d. Investing effort with no tangible results, or with results that are not intended to lead to positive accomplishment – that is, working to undermine group effort.

Furthermore:

- e. You may request advice and/or support from experts both within and without CSU, as long as their support is acknowledged.
- f. You must not take or give credit for any group accomplishment you or your group members did not participate in, or for any decisions you or your group members did not explicitly make.
- g. Any work used but not explicitly created by one or more in the group (analysis, photographs, data, descriptions, decisions, work done by prior groups ...) must be appropriately and clearly acknowledged in discussion, and cited during oral and written presentations – otherwise the group has committed plagiarism.

4. Harassment-Free Academic Environment

The faculty of the Mechanical Engineering department are committed to providing open and honest environments for our intellectual pursuits. Any action in a group situation (whether or not in relation to race, color, religion, sex, national orientation, age, disability, or sexual orientation) resulting in the perception of an intimidating, harassing, retaliatory, hostile or offensive environment is a violation of our educational community's obligation to provide open, safe, conducive learning environments and will not be tolerated. Any perception of harassment will be reported to the Colorado State University Office of Equal Opportunity which is tasked by the state to investigate incidents of this nature.

5. Consequences for Academic Misconduct

The consequences of academic misconduct include failing the course, but will minimally result in loss of credit (including the possibility of negative credit) for the assignment(s) in question. Note that all cases of academic misconduct are referred to Student Conflict Services which may result in more serious sanctions.

Addition to MECH course syllabi

Academic Honesty

All Mechanical Engineering students are required to adhere to the [Policies and Guiding Principles](#) (section 1.6 of the CSU general catalog) governing student conduct, and the [Mechanical Engineering Student Academic Integrity Policy](#) (on the Current Students page of the ME web site). Please review both links.

<If circumstances require, add the following>

Special circumstances regarding academic integrity apply to this course this semester. <Add instructor additions here>