Dear AS&E Course Instructors,

We are writing to remind you of your responsibilities as instructors under AS&E's Academic Honesty Policy, as well as point you to further resources and guidance you can use to make sure your teaching and course practices meet those responsibilities.

First, be prepared to proactively set your expectations and verify your students' understanding in areas of general uncertainty. These may include knowing what counts as permitted versus prohibited collaboration; knowing what counts as authorized versus unauthorized materials; and knowing what counts as authorized versus unauthorized assistance. The instructor resources page at the AS&E Academic Honesty website includes material you can readily adapt to communicate your expectations to students.

As instructors in fully or partly online settings, you should be especially proactive in communicating with students about four particular areas:

- Under AS&E's Academic Honesty Policy, students may never share their NetID password or other login credentials used to access course materials and complete their coursework (see section V.B.8., "Misuse of a Username");
- AS&E's Academic Honesty Policy prohibits students sharing or distributing any *instructor-created* course materials without an instructor's expressed (set down in writing) permission, including pre-recorded lectures, recordings of Zoom meetings, and questions or problem sets from assignments and exams (students are not prohibited from sharing or posting materials they themselves have created but are advised to notify you of their plans to do so)(see section V.B.7., "Unauthorized Recording");
- Instructors should specify to students exactly *which* online resources students may or may not consult in completing an assignment or exam (and *when* they may consult them). We strongly recommend that you prohibit students from consulting Chegg.com as an aid of any kind in completing assignments or exams in your course (see section V.B.1., "Unauthorized Aid"). Some departments have developed specific policies and test honor pledges shared across some or all courses in the same department (one such set of policies and pledges can be found by clicking on this link).
- Instructors should also specify to students exactly which form(s) of collaboration, if any, are permitted on assignments in general, and in the context of remotely administered exams in particular. If your expectations for collaboration vary from assignment to assignment, we recommend being transparent with your students in explaining why that is (one such explanation as to why collaboration rules vary can be found by clicking on this link).

Second, if your course includes proctored exams, follow the policies AS&E has published governing how Zoom may be used for proctoring exams in AS&E courses. Read the complete guidelines and policies document here. Among other things, these policies:
- Requires informing students well in advance that Zoom will be used to proctor exams;
- Prohibits selective application of Zoom proctoring to subsets of students in a course;
- Requires recording the Zoom meetings used for proctoring and uploading those recordings via the AS&EIntranet within 7 days of the proctored exam. (To upload, select "Proctor Upload" from the "Staff Resources" menu.)

If you are planning on proctoring with Zoom, you should anticipate the possibility that technical challenges will arise last-minute, such as bandwidth issues, that will disrupt students' ability to take the exam while in a Zoom meeting with cameras on. Thus, be sure to plan alternative arrangements in advance (e.g., students upload each answer as soon as it is done rather than waiting for the end of an exam to upload everything, students email you an alert from their phones if their web cameras go down, etc), and to communicate those arrangements in writing to students.

Please direct questions of pedagogy (how to carry out instruction and assessment in ways that support honest completion of work) to: honestyliaison@ur.rochester.edu. Please direct questions about how to report cases of suspected dishonesty to college.honesty@ur.rochester.edu.

Thank you for your time and attention; we sincerely appreciate your attending to both the letter and the spirit of the academic honesty policy.

Best,

Greer Murphy, Academic Honesty Liaison
Elaine Sia, Chair of the Board on Academic Honesty