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CSUEB Policy on **ACADEMIC DISHONESTY**

The University, like all communities, functions best when its members treat one another with honesty, fairness, respect and trust. Students should realize that deception for individual gain is an offense against the members of the entire community, and it is their responsibility to be informed of University regulations on Academic Dishonesty by reading the catalog. It is a duty of faculty members to take measures to preserve and transmit the values of the academic community in the learning environment which they create for their students and in their own academic pursuits. To this end, they are expected to instill in their students a respect for integrity and a desire to behave honestly. They are also expected to take measures to discourage student academic dishonesty, to adjust grades appropriately if academic dishonesty is encountered, and, when warranted, to recommend that additional administrative sanctions be considered. Grading policies are the exclusive prerogative of the faculty; administrative sanctions are under the authority of the Student Disciplinary Officer (SDO). This document provides policies and procedures to be followed when academic dishonesty is encountered.*

1. Examples of Academic Dishonesty (not exhaustive)

1.1. Cheating

- 1.1.1. Possessing unauthorized notes, crib sheets, additional sources of information, or other material during an examination.
- 1.1.2. Copying the work of another student during an examination; or permitting another student to copy one's work during the examination.
- 1.1.3. Taking an examination or any portion of a course for another student; writing a paper, lab report, computer program, or other assignments for another student.
- 1.1.4. Submitting material written or produced by someone else; or having an examination taken by someone else.
- 1.1.5. Preparing a written answer to an exam question outside of class and submitting that answer as part of an in-class exam.
- 1.1.6. Altering or falsifying a graded work after it has been evaluated by the instructor, and re-submitting it for re-grading.
- 1.1.7. Possessing term papers, examinations, lab reports or other assignments which were supposed to be returned to the instructor.
- 1.1.8. Submitting the same paper for two different classes without the explicit permission and approval of the Instructors involved.
- 1.1.9. Inventing data in a piece of work or providing a false account of the method by which data were generated or collected.

*Portions of the opening statement are reprinted by permission from the "Statement of Principles" appearing in the catalogue of the University of North Carolina, Charlottesville. Portions of the definitions are reprinted by permission from the "College of Arts and Sciences Statement of Academic Dishonesty," University of Colorado, Boulder.

1.2. Plagiarism

Students are expected to do their own work. Plagiarism consists of taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source. Some examples are:

- 1.2.1. Failure to properly cite ideas, statements of facts or conclusions derived from another.
- 1.2.2. Failure to use quotation marks when quoting directly from another whether it is a few words, a sentence or a paragraph.
- 1.2.3. Failure to reference close and/or extended paraphrasing of another.

1.3. Other Forms of Academic Dishonesty

- 1.3.1. Providing material or information to another person with knowledge that these materials will be used improperly. It is students' responsibility to protect the integrity of their work.
- 1.3.2. Possessing another student's work without permission.
- 1.3.3. Selling or purchasing examinations, papers, computer programs, or other assignments.
- 1.3.4. Altering another student's examination, term paper, laboratory work, computer program or other assignment.
- 1.3.5. Knowingly furnishing false or incomplete academic information.
- 1.3.6. Altering documents affecting academic records.
- 1.3.7. Forging a signature of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established University academic regulation.

2. Prevention of Academic Dishonesty: Faculty are expected to maintain the academic integrity of the educational process and to take active measures to prevent academic dishonesty. Faculty are strongly encouraged to include on their syllabi the following statement: "By enrolling in this class the student agrees to uphold the standards of academic integrity described in the catalog at <http://www.csueastbay.edu/ecat/current/i-120grading.html#section12>."

2.1. The University's policy on academic integrity is described at <http://www.csueastbay.edu/ecat/20092010/i-120grading.html#section12>. In general, students should be made aware of the standards of academic integrity and the consequences of academic dishonesty.

- 2.1.1. Students should be provided with a clear definition of academic dishonesty and with a clear set of expectations and standards.
- 2.1.2. Students should be informed of the seriousness of instances of academic dishonesty and of the possible consequences.
- 2.1.3. Students should be informed that it is their responsibility to protect the integrity of their work.
- 2.1.4. Faculty are encouraged to take measures that insure that students understand these

standards and consequences.

- 2.3.3. Faculty are expected to systematically apply their methods of discouraging and detecting academic dishonesty.

2.2. Discouraging Cheating on Exams:

- 2.2.1. Exams should be kept in a secure location.
- 2.2.2. The use of multiple or scrambled versions of exams in large classes or among sections of the same class is encouraged.
- 2.2.3. The development of an exam question pool will help prevent too frequent repetition of questions.
- 2.2.4. Exams should be proctored.
- 2.2.5. The use of standard exams from instructors' manuals is to be discouraged.
- 2.2.6. Instructors should provide space on exams for students' responses or provide official exam books.

2.3. Discouraging Plagiarism:

- 2.3.1. Instructors might meet periodically with students to review students' topics and their progress.
- 2.3.2. Submission of a preliminary draft might be required.
- 2.3.4. The term project components may be assigned in sequence; e.g., proposal, progress report, oral presentation, discussion with instructor, and so on throughout the quarter.
- 2.3.5. Instructors should seek appropriate opportunities to become familiar with students' capabilities; e.g., by giving in-class writing, frequent quizzes, and the like.
- 2.3.6. Instructors are encouraged to utilize plagiarism detection software such as Turnitin for papers, presentations and take home exams, informing students of this practice in their classes.
- 2.3.7. Instructors should acquaint students with proper research methods and citation practices in their disciplines and resources for academic support on campus.

3. Dealing with Instances of Academic Dishonesty.

- 3.1. Cheating. The student should be informed promptly, in private if possible, that he/she is suspected of cheating. If an exam is in progress, unauthorized materials should be confiscated, and the student be allowed to finish. If relevant, the names of students in adjoining seats should be noted.
- 3.2. Plagiarism. Documentation supporting the charge of plagiarism should be assembled, and the student promptly informed of the charge in private.
- 3.3. The instructor should review these procedures and initiate the appropriate action.

4. Actions Available to Faculty

- 4.1 Whenever an instructor encounters an instance of academic dishonesty, some appropriate action should be taken and a report must be filed (see below). Depending

upon the circumstances of the situation, one or more of the following actions is considered appropriate:

1) a warning; 2) a requirement that work be resubmitted under qualified conditions and with a possible grade penalty; 3) a requirement that an exam be retaken under qualified conditions and with a possible grade penalty; 4) an adjustment in the grade of an assignment; 5) an adjustment in the grade for a course. Grade adjustments include, of course, the possibility of assigning an **F**. The use of grades to address questions of academic dishonesty is at the sole discretion of the faculty.

- 4.2. Academic Renewal procedures may not be applied to any grade modified as a result of the imposition of academic dishonesty policies.
- 4.3. If the instructor feels the nature and severity of the offense warrant it, the instructor should refer the case to the Director of Student Development and Judicial Affairs (DSDJA) or equivalent administrator by checking the appropriate box on the Academic Dishonesty Incident Report (ADIR). Upon such a referral, the SDO will determine if further action beyond the instructor's action should be taken. Available administrative sanctions include warning, probation, suspension, and expulsion. The imposition of such sanctions is at the sole discretion of the Director of Student Development and Judicial Affairs or equivalent administrator
- 4.4. Academic Dishonesty Incident Report.
 - 4.4.1. Any time an instructor takes action under the provisions of Section 4.1, an Academic Dishonesty Incident Report must be completed. This report (attachment 1) describes the details of the infraction and the action taken by the instructor. The report is filed with the Academic Affairs Office, and a copy given to the student.
 - 4.4.2. Academic Dishonesty Incident Report(s) will be kept on file in the Academic Affairs office for five years or until the student completes his or her course of studies (whichever occurs first). The ADIR is not part of the student's official transcript. An ADIR is filed in order to determine whether multiple reports have been filed against a student.
 - 4.4.3. No action beyond that of the faculty member shall be taken for a first offense unless explicitly recommended by the faculty member. This includes but is not limited to contact by the Director of Student Development and Judicial Affairs or equivalent administrator. Departments and programs may develop their own policies regarding forwarding first offenses to the Director of Student Development and Judicial Affairs or equivalent administrator. Should the Academic Affairs Office receive two or more Academic Dishonesty Incident Reports on a particular student, the office shall notify the Director of Student Development and Judicial Affairs or equivalent administrator for possible initiation of administrative sanctions.
 - 4.4.4 After an Academic Dishonesty Incident Report is filed in the Academic Affairs Office the student will be sent a letter informing them of the filing. This letter will include as an attachment a copy of the original report. In the case of a first offense this letter will be copied to faculty member (without enclosure), the chair of the Department (without enclosure), Presidential Appointee of the Fairness Committee (with enclosure), and the Vice President of Planning and Enrollment Management (w/o enclosure). For a second

offense will also be copied to the Director of Student Development and Judicial Affairs (with enclosure).

5. Appeal Procedures Available to the Student.

5.1. Appeal of an Instructor's Action (See Section 4.1): A student appeal of an instructor's action is governed by the "Fairness Document" (<http://www.csueastbay.edu/senate/documents.htm>, click on "Fairness Document"). Consult the current catalog under "Fairness Committee" (<http://www.csueastbay.edu/ecat/current/i-120grading.html#section11>) for information on initiating an appeal.

5.2. Appeal of an Administrative Sanction.

The imposition and appeal procedures for administrative sanctions are governed by Title 5, Section 41301 and 41304, and Chancellor's Executive Order No. 148, "Revised Student Disciplinary Procedures" (1972).

2/8/88
2009

ACADEMIC DISHONESTY INCIDENT REPORT

Policy on Academic Dishonesty (form revised in 2014)

Name of Student: _____
Last First Initial Net ID (Required)

Name of Instructor: _____
Last First

Quarter: _____ Department: _____

Date of Incident: _____ Office: _____

Phone: _____

Course Name & Number: _____

Location of Incident: _____

Brief Statement of Incident (use attachment if necessary): _____

Was the Student Informed? (see 3.1, 3.2, of the Academic Senate Policy 08-09cFAC7)

If so, how and when? _____

Please select which action is being taken as a result of this incident (check all that apply):

- Student has been issued a warning.
- Student is required to resubmit work or retake an exam under specified conditions and with a possible grade penalty.
- Grade has been adjusted for the assignment. The grade has been changed to: _____
- Grade for the course has been adjusted. The grade has been changed to: _____
*Please note if the course grade is adjusted, academic renewal will not be permitted.
- Other: _____
- I recommend that this incident be reported to the Director of Student Conduct, Rights & Responsibilities for further possible action. (If this is not a first offense, this form will automatically be forwarded.)

Instructor's Signature: _____ Date: _____

Department Chair's Acknowledgement: _____ Date: _____

Dean's Acknowledgement: _____ Date: _____