

## POLICY AND PROCEDURES ON CHEATING & PLAGIARISM

### PREAMBLE

**PHILOSOPHY:** Honesty and integrity are two of the most important values of the university in its pursuit and dissemination of truth and knowledge. Faculty and students share the responsibility for maintaining the probity of the educational experience and preserving high standards of excellence. Academic dishonesty--cheating and plagiarism - - is unacceptable behavior morally, ethically and legally; and it cannot be justified or tolerated. To do otherwise undermines the ideals and purposes of higher education and severs the bonds of respect and trust between teacher, student and society. Cheating and plagiarism compromise the process of fair and equitable evaluation of all students' academic performance and erode the quality and value of degrees conferred by the. University. Students engaging in such practices are denying themselves the benefit of an instructors' accurate assessment and feedback, thereby hindering their academic and personal development. Moreover, intellectual dishonesty reinforces the false idea that success in life, personally and professionally, can come to those who deviate from community norms and who lack the requisite expertise in their chosen careers.

**RESPONSIBILITY:** Although faculty set the standards for moral and academic excellence in teaching and learning, such standards cannot be attained without full cooperation and support of students. Therefore, each student is expected to accept her/his responsibility to maintain honesty and integrity in all endeavors inside and outside of the classroom, studio, or laboratory. Faculty must encourage this by: establishing an atmosphere of mutual respect in their classrooms; stating her/his own standards and expectations for academic performance; structuring learning situations that encourage honesty and deter cheating and plagiarism; presenting the University's policy on cheating and plagiarism and the penalties for violations thereof; and holding accountable those who infringe on this policy. The policies herein on cheating and plagiarism and the accompanying due process procedures are designed to accomplish the above stated objectives, while protecting the rights of the accused. This policy, along with the related procedures, should be followed scrupulously.

### INTRODUCTION

Adjudicating cases of cheating and plagiarism involves at least two aspects of the student's status within the university. The first directly affects the student's academic status in the university. The second may involve disciplinary action, which also may jeopardize the student's ability to remain enrolled in the university. When an instructor believes a student is cheating and/or plagiarizing, he/she must still preserve the student's right to due process and confidentiality in handling the situation according to this policy on cheating and plagiarism and *Executive Order 628, Student Disciplinary Procedures for the California State University*.

#### I. STUDENT'S ACADEMIC STATUS/STANDING

##### A) Academic Work and Grading

Faculty expect students to maintain honesty and integrity in their academic performance. On the other hand, students expect faculty to maintain integrity and fair play in the performance of their teaching and grading responsibilities. Students are expected to be familiar with university policies on cheating and plagiarism which can be found in the university's General Catalog and Schedule of Courses. Instructors shall include a statement in their syllabus on intellectual honesty and integrity as it relates to the University's policies on cheating and plagiarism.

Since proving cheating and/or plagiarism can result in severe penalties and consequences, students are expected to clarify with their instructors whether or not certain actions would or would not be acceptable behavior in- taking examinations, writing papers, doing homework, and performing other activities pertaining to any given class and/or laboratory. If a student observes one or more students cheating and/or plagiarizing, it would be proper for the student to confront those students directly and/or to notify the instructor so that the instructor could take appropriate action.

## B) Definitions

## 1. Cheating

Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Inappropriate behavior reasonably interpreted as evidence of the intent to cheat is also interpreted as cheating for the purpose of this policy. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term "cheating" not be limited to examination situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. [See **Appendix A: Examples of Cheating.**]

## 2. Plagiarism

Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work. [See **Appendix B: Examples of Plagiarism.**]

## C) Procedures

When a faculty member responsible for a course has reason to believe that an action of a student falls within one or both of the above definitions, the faculty member is obliged to initiate a faculty-student conference [Section 1, paragraphs a) through c)] or refer it directly to a departmental hearing [Section 2, paragraphs a) through e)]. If the alleged cheating and/or plagiarism occurred at the end of the semester, the faculty member shall submit a grade of "I", rather than an "F" or other letter grade, which will stand until the allegation has been resolved. Given the sensitive nature of the events referenced by this policy, all parties involved should act and respond in a timely fashion.

## 1. Faculty – Student Conference

The instructor may choose to handle the alleged instance of cheating and/or plagiarism in conference with the student. During the conference, the instructor shall present the student with the charge and the evidence. Sooner is better, but normally the conference should occur no later than one month from the alleged incident or discovery of it. If the conference finds that cheating and/or plagiarism occurred, the Instructor's Report of Cheating and/or Plagiarism must be filed. [See attachment] The procedures for the faculty-student conference are detailed in paragraphs a) through c) below.

a) Academic Sanctions

If the student admits to the wrongdoing, the instructor shall impose an academic sanction. The instructor has the prerogative of lowering a grade, assigning a grade of "0" or "F" for the test/paper, assigning an "F" for the entire course, or recommending another penalty that seems appropriate. No sanction can be imposed without filing the Instructor's Report of Cheating and/or Plagiarism with the Vice President for Student Affairs and Dean of Students.

b) Disciplinary Sanctions

In addition to academic sanctions, faculty may also recommend students who admit to cheating and/or plagiarism be subject to additional disciplinary sanctions by the Vice President for Student Affairs and Dean of Students pursuant to *Section 41301 of Title 5; Executive Order No.628*. Following procedures consonant with due process, disciplinary action taken by the Vice President for Student Affairs and Dean of Students may include, but is not limited to, the following: blocking the possibility of substituting a grade earned later in the same course, a written reprimand, probation, suspension, or expulsion. Recommendations for these disciplinary sanctions will be considered upon receipt of the Instructor's Report of Cheating and/or Plagiarism filed

by the instructor as called for under Section I Subpart C within one month following the faculty-student conference.

c) Instructor's Report of Cheating and Plagiarism

If the faculty member is convinced that cheating and/or plagiarism did not occur, the conference is considered concluded and no report of the incident is made. If the faculty member and the student agree that cheating and/or plagiarism did occur and the student accepts the recommended sanction(s), the conference is considered completed to the satisfaction of both parties. At the successful conclusion of the faculty-student conference, the faculty member must file the Instructor's Report of Cheating and/or Plagiarism with the Vice President for Student Affairs and Dean of Students within one month of the faculty-student conference. The report will be placed in a confidential file in accordance with the federal *Family Educational Rights and Privacy Act of 1974* and *California's Education Code, Section 67100 et. seq.* Seven years after the cheating/plagiarism incident is resolved, the report shall be removed from the file and destroyed.. (See attachment.)

2. Departmental Hearing

At the initiation of the faculty member or in the event that no mutually agreeable settlement is reached as a result of the faculty-student conference, the faculty member immediately concerned will consult with the department chair or designee as soon as possible but normally no later than one week after the faculty-student conference or the alleged incident occurred and/or was discovered. At that time, the faculty member will describe the nature of the incident and present supporting evidence. In addition to the evidence presented by the instructor, the chair may conduct an investigation. The procedures for the departmental hearing are detailed in paragraphs a) through e) below.

a) Notification of Hearing

The department chair will forward a written statement of the allegation to the student as soon as possible, together with a brief description of the supporting evidence, a statement of the student's right to a meeting and to present evidence in his or her own behalf, in addition to a copy of the *Policy and Procedures on Cheating & Plagiarism* (APM 235). The student must be informed of where and when the full supporting evidence of academic dishonesty is available for review and be notified of his/her right to bring an advisor to the hearing. The student must be given time to prepare a defense.

b) Official Hearing

The department chair <sup>1</sup> will schedule a hearing as soon as possible -- normally, this should be no later than two weeks after the alleged incident occurred and/or was discovered. Every effort should be made to schedule the hearing at a time convenient to all parties involved. Those present at the hearing will include the department chair or designee, the faculty member, and the student charged. Also, a faculty/staff member or student of the student's choice may attend to act as an advisor. Legal counsel may not attend departmental hearings. In a case where two or more students are involved, the chair will schedule a group hearing unless one or more students request separate hearings or the chair believes separate hearings would be necessary or appropriate. The department chair will conduct the hearing and has the authority to negotiate a settlement between or among the principals, if agreeable to all parties. (For example, a different test might be constructed and administered, an essay might be rewritten, or a disinterested third party might be asked to grade the test/paper.) It should be remembered that the burden of responsibility is upon the instructor to provide evidence during the hearing that the student did cheat or plagiarize. If the departmental hearing finds that cheating and/or plagiarism did occur,

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<sup>1</sup> If the instructor alleging cheating/plagiarism is also the department chair or another administrator, the college/school dean will schedule and conduct this meeting.

the department chair's report of cheating/plagiarism must be filed. Actions on sanctions recommended after the departmental hearing cannot be taken without filing the department chair's Report of Cheating and/or Plagiarism (paragraphs c) through e) below). The department chair will notify the student and the instructor in writing of the decision resulting from the departmental hearing.

In the event the faculty member or the student involved does not attend the departmental hearing, the hearing shall proceed. The department chair shall render a decision and notify in writing all parties involved of the decision resulting from the departmental hearing, including a copy of the department chair's report of cheating/plagiarism. The faculty member shall forward a copy of the Instructor's Report of Cheating and Plagiarism if appropriate. 1 If the instructor alleging cheating/plagiarism is also the department chair or another administrator, the college/school dean or designee will schedule and conduct this meeting.

c) Academic Sanctions

If the departmental hearing finds that cheating and/or plagiarism did occur, the faculty member shall impose an academic sanction. The student will be informed in writing of the academic sanctions imposed. The instructor has the prerogative of lowering a grade, assigning a grade of "0" or "F" for the test/paper, assigning an "F" for the entire course, or assigning another penalty that seems appropriate. If the student does not acknowledge guilt, or acknowledges guilt but is not willing to accept the recommended sanction(s), the student has the right to appeal the decision to the Student Academic Petitions Committee in accordance with the *Policy & Procedures for Reviewing and Appealing an Assigned Grade* (APM 242). If a failing grade for the entire course is assigned, the instructor must inform the student that he/she should remain in the course --completing all assignments, and taking all tests to accommodate the student's option to appeal the instructor's grade and to allow for the time required by the appeal process to render a final decision. On the other hand, if the evidence does not support the charge, the Chair will so notify the student in writing and will request the instructor to record the appropriate grade. If the faculty member disagrees with the Chair's decision, the faculty member may appeal the decision to the Student Academic Petitions Committee. The faculty member must appeal the decision by formal memorandum within two weeks of the decision. If the alleged cheating and/or plagiarism occurred at the end of the semester, the faculty member shall submit a grade of "I", rather than an "F" or other letter grade, which will stand until the allegation has been resolved by due process as described above and in accordance with the *Policy & Procedures for Reviewing and Appealing an Assigned Grade* (APM 242).

d) Disciplinary Sanctions

In addition to academic sanctions, faculty may also recommend students who are found guilty of cheating and/or plagiarism be subject to additional disciplinary sanctions by the Vice President for Student Affairs and Dean of Students pursuant to *Section 41301 of Title 5; Executive Order No.628*. Following procedures consonant with due process, disciplinary action taken by the Vice President for Student Affairs and Dean of Students may include, but is not limited to, the following: blocking the possibility of substituting a grade earned later in the same course, a written reprimand, probation, suspension, or expulsion. Recommendations for these disciplinary sanctions will be considered upon receipt of the Instructor's Report of Cheating and/or Plagiarism filed by the instructor normally within one month of the hearing conducted by the department chair.

e) Instructor's Report of Cheating and/or Plagiarism

At the conclusion of the departmental hearing where cheating and/or plagiarism is found to have occurred, the faculty member shall file the Instructor's Report of Cheating and/or Plagiarism with the Dean of Students normally within one month of the hearing. If the student accepts the recommended sanctions(s), the departmental hearing is considered completed to the satisfaction of both parties. The report will be placed in a confidential file in accordance with the federal Family Educational Rights and Privacy Act of 1974 and California's Education Code, Section 67100 et. seq. Seven years after the cheating/plagiarism incident is resolved, the report shall be removed from the file and destroyed. [See attachment.]

D) Student Rights

Nothing in this policy statement is intended to deny students who come within its scope full access to due process, including the right to be informed of the charges against him or her, to be informed of the nature of the evidence supporting such charges, to have a meeting at which time statements and evidence in his or her own behalf may be submitted, and to appeal any decision resulting from such meeting through appropriate university channels. If the student does not acknowledge guilt, or acknowledges guilt but is not willing to accept the recommended sanction(s), the student has the right to appeal the decision to the Student Academic Petitions Committee in accordance with the *Policy and Procedures for Reviewing and Appealing an Assigned Grade* (APM 242). If a failing grade for the, entire course is assigned, the instructor must inform the student that he/she should remain in the course - completing all assignments and taking all tests to accommodate the student's option to appeal the instructor's grade and to allow for the time required by the appeal process to render a final decision. On the other hand, if the evidence does not support the charge, the chair will so notify the student in writing and will request the instructor to record the appropriate grade. The student has the right to appeal the faculty member's grade or other action and department chair's decision to uphold the grade or other action to the Student Academic Petitions Committee within two weeks of the written notification of the decision. A copy of the *Policy & Procedures for Reviewing and Appealing An Assigned Grade* may be obtained from the Office of Advising Services. In addition, the Policy is located in the Academic Policy Manual in each academic department office and in the Library.

**References:** Family Educational Rights and Privacy Act of 1974  
 California's Education Code, Section 67100 et. seq.  
 Title 5 Section 41301;  
 CSU Executive Order No.628  
 Policy & Procedures for Reviewing and Appealing an Assigned Grade (APM 242)

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## Appendix A Examples of Cheating

The following examples of Cheating are intended to be representative, but not all inclusive.

### 1. Seeking Unfair Advantage to Oneself

#### a) Examination/Tests

- Looking at another student's test during an exam period.
- Copying from another student's test paper.
- Employing signals to obtain answers from others.
- Stealing or arranging for the theft of an exam.
- Knowingly reviewing an unauthorized copy of an exam.
- Using lecture notes or textbooks during an exam when prohibited.
- Possessing crib notes at the location and during the time of the exam.
- Having someone else take an exam in your place.
- Feigning illness or telling falsehoods to avoid taking an exam at the scheduled time.
- Claiming falsely that you took an examination at the scheduled time.
- Storing, receiving, and/or accessing course subject matter in a calculator, pager, cellular telephone, computer, or other electronic device that can be used during an exam period without instructor authorization.
- Utilizing a calculator and/or other learning aids not expressly allowed by the instructor.
- Obtaining assistance in answering questions on a take-home exam, when such action is specifically prohibited.
- Attempting to bias an instructor's grading after an exam.
- Using bribery or threats to obtain an undeserved grade.
- Changing an answer on a graded test and claiming the student's response to the question was incorrectly marked wrong.
- Other similar activities

#### b) Papers/Reports

- Copying the work of other students in whole or in part and submitting it as your own.
- Submitting a report purchased from a commercial service selling research/term papers.
- Hiring a ghost writer to compose a paper for you.
- Claiming an assigned share of a team report, toward which insufficient or no contribution was made.
- Lying about the reason for not submitting a report on time.
- Pretending to have submitted a paper to an instructor.
- Stealing another student's report and submitting it as one's own work.
- Submitting the same term paper to two or more different instructors for credit in their courses, without their prior permission.
- Other similar activities

**c) Laboratory/Homework**

Inventing, falsifying or altering data for a research surveyor laboratory experiment.

Turning in a lab report for an experiment or exercise not done by you.

Depending upon others to complete laboratory assignments or homework when instructions call for independent work.

Sabotaging someone else's laboratory work or other exercise.

Other similar activities

**2. Giving Unfair Advantage to Others.****a) Examination/Tests**

Allowing another student to copy from your test paper.

Employing signals to indicate answers on an exam to others.

Taking an exam in place of someone else.

Sharing test questions with students in another section of the course.

Giving your returned exam to another student preparing to take a makeup test.

Transmitting electronically to another student information stored in or sent via a calculator, pager, cellular telephone, computer or other electronic device during an exam period without instructor authorization.

Helping others answer questions on take-home exams when such assistance is specifically prohibited.

Other similar activities

**b) Papers/Reports**

Permitting another student to copy your work.

Writing a paper for another student.

Providing substantial research assistance to another student for writing a report.

Other similar activities

**c) Laboratory/Homework**

Assisting others on laboratory assignments or homework, when the instructions called for independent work.

Allowing the copying of the write-up of your laboratory work or homework by others

Other similar activities

## **Appendix B**

### **Examples of Plagiarism**

**The following examples of Plagiarism are intended to be representative, but not all inclusive.**

Failing to give credit via footnotes for ideas and concepts, data and information, statements and phrases, and/or interpretations and conclusions derived by another.

Failing to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or any part thereof.

Minimally paraphrasing the expressions of thought by others without appropriate quotation marks or attribution.

Assembling parts from various works and submitting the synthesis or single paper as your own creation.

Including references in the Bibliography that were not examined by the student.

Including bogus references in the bibliography.

Falsely citing bibliographic references in footnotes.

Other similar activities.