

## **POLICY AND PROCEDURES CONCERNING ACADEMIC DISHONESTY POLICY FAM 803.5**

Plagiarism and cheating are violations of the Student Conduct Code (see Appendix of the CSUSB Bulletin of Courses) and may be dealt with by both the instructor and the Judicial Affairs Officer. Definition and procedures for addressing cheating and plagiarism are found below. Questions about academic dishonesty and the policy should be addressed to the Office of the Vice President for Student Affairs.

### **Definition of plagiarism/cheating:**

Plagiarism is the act of presenting the ideas and writings of another as one's own

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.

Cheating includes but is not limited to:

1. Copying, in part or in whole, from another's test, software, or other evaluation instrument.
2. Submitting work previously graded in another course unless this has been approved by the course instructor or by departmental/school policy.
3. Submitting work simultaneously presented in two courses, unless this has been approved by both course instructors or by the department/school policies of both departments/schools.
4. Using or consulting during an examination sources or materials not authorized by the instructor.
5. Altering or interfering with grading or grading instructions.
6. Sitting for an examination by a surrogate, or as a surrogate.
7. Any other act committed by a student in the course of his or her academic work, which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

Plagiarism is academically dishonest and makes the offending student liable to penalties up to and including expulsion. Students must make appropriate

acknowledgements of the original source where material written or compiled by another is used.

Section 1: Academic dishonesty shall initially be addressed by the instructor, who may employ any of the sanctions listed below in Section 3. The instructor shall then complete a form that identifies the student who was found responsible, the general nature of the offense, the action taken (if any), and a recommendation whether further action should be considered by the Judicial Affairs Officer. The instructor shall send the completed form (which may be found in Appendix A below) to the Judicial Affairs Officer, care of the Office of the Vice President for Student Affairs.

Section 2: An instructor who takes any of the actions listed in Section 3 below has the following responsibilities:

1. To preserve the evidence in support of the allegation
2. To notify the student of the allegation and of the evidence on which it is based
3. To provide the student a reasonable opportunity to challenge or rebut the allegations
4. To notify the student of the action being taken

Section 3: The instructor may employ any of the following sanctions:

1. Verbal or written reprimand
2. Assignment or appropriate task or examination
3. Change of grade, including assigning a punitive grade to work involving dishonesty, or for the course, project, thesis, or any other summary evaluation of the student's academic work

Section 4: If the student does not wish to accept the sanction proposed by the instructor, the student may request and require that the allegation be referred to the Judicial Affairs Officer. In that event, the procedures specified under Executive Order 628 (Student Disciplinary Procedures of the California State University) shall be observed. The instructor shall not impose any sanction other than the sanction(s) imposed through the disciplinary procedure.

**Appendix A  
EPRC**

**Reporting Form to Judicial Affairs for Academic Dishonesty**

Name of faculty member completing the form: \_\_\_\_\_

Contact information: e-mail address: \_\_\_\_\_ phone extension:  
\_\_\_\_\_

Department: \_\_\_\_\_ Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Academic quarter: Fall Winter Spring Summer Year: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Student ID Number:  
\_\_\_\_\_

Date: \_\_\_\_\_

Summary of the academic dishonesty issue including cheating or plagiarism:

Briefly describe action taken by the faculty member:

Recommendation to the Judicial Affairs Officer (JAO) as to whether or not additional action should be considered:

*Thank you for completing this form and the information submitted will be kept confidential by the JAO. Faculty members must keep all evidence on academic dishonesty for a minimum of one year period.*

To submit the form to the Vice President of Student Affairs (VPSA) or designee for JAO, please go to the following web address: <http://academic-affairs.csusb.edu/eprc/default.html> . If you prefer to hand deliver this form, you may take it to Office of VPSA, University Hall 231, 537-5185, Ext. 75185, or email it to address "student-conduct@csusb.edu"

Note: **This form complies with Chancellor's Office Executive Order 1006.**