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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

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

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>)

Attachment
Policy on Academic Dishonesty (form revised in 2009)
ACADEMIC DISHONESTY INCIDENT REPORT

Name of Student: _____
Last First Initial NetID (Required)

Name of Instructor: _____
Last First

Department: _____

Office: _____

Phone: _____

Course Name & Number: _____ Date of Incident: _____

Location of Incident: _____

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

Was the Student Informed? (see 3.1. 3.2) _____

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 Development and Judicial Affairs for further possible further action. (If this is a not a first offense, this form will automatically be forwarded.)

_____ Date: _____