



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ACADEMIC SENATE POLICY

Policy on Academic Dishonesty

Policy #: SP 13-06 (revision of SP 02-01, Academic Dishonesty)

Drafted By: Student Academic Policies and Procedures:

Approval Date:

00/00/2020

Effective Date: TBD

Accountability: Student Affairs, Academic Affairs, Extended University

Applicability: All CSU Channel Islands students, faculty, staff, and administrators

Philosophy:

Promoting and maintaining a culture of academic integrity is an integral part of CSUCI's mission to providing a high-quality, student-centered education, and is a shared responsibility of students, faculty, staff, and administrators. Furthermore, promoting and maintaining a culture of academic integrity is essential to ensure that our students graduate with a degree that is respected within and beyond the academic community as a product of honest practices and academic rigor, values that we hold dear.

Purpose: To update the academic dishonesty policy to be consistent with CSU Executive Orders (EO) 1037 and 1098 and to clarify the reporting and investigation procedures for such cases.

Background: The current practice has faculty reporting cases of academic dishonesty to the Provost's office and the Vice President for Student Affairs' office (VPSA). However, reporting of cases to one office or the other is not consistent and cases reported to the Provost's office are not tracked. In addition, definitions are not included in the current policy causing challenges to have a common definition of the various forms of academic dishonesty for classes and for students. CSU EO 1098 stipulates that academic dishonesty cases "shall be handled by faculty members" and that faculty "shall promptly notify the VPSA (or designee). Note: CSU Executive Order 1037 and SP 12-02, the Forgiveness of Previously Earned Grade Policy, stipulate "Grade forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty." This updated policy provides clarity to maintain compliance with these policies.

Definitions:

Cheating: to use or consult unauthorized materials (including electronic materials) or to use unauthorized equipment or devices on tests, quizzes, assignments, or examinations.

Contract Cheating: to utilize a third party entity, business or person for the purposes of completing an assignment, essay, or course or purchasing an assignment, essay or course and submitting the work as one's own.



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Fabrication: to falsify or invent any information, data, results, numbers or citation in an assignment or a document submitted for excusal from academic commitments.

Facilitation: intentionally or knowingly helping or attempting to help another engage in some form of academic dishonesty.

Plagiarism: to submit academic work that includes the words, ideas or statements of another without quotation and/or when the substantive work of another is used without properly crediting the source with appropriate citation.

Unauthorized Collaboration: to give unauthorized aid to another CSUCI student (whether enrolled in the class or not), or receive unauthorized aid from another CSUCI student (whether enrolled in the class or not) on tests, quizzes, assignments, or examinations.

Unauthorized Dual Submission of Previous Academic Work: to use any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior permission to do so from the appropriate instructor(s).

Appendix:

Policy:

1. Course instructors have the initial responsibility for detecting and dealing with academic dishonesty. Instructors who believe that an act of academic dishonesty has occurred are obligated to discuss the matter with the student(s) involved. Instructors should possess a preponderance of evidence (more likely than not) that an act of academic dishonesty occurred. If special circumstances prevent consultation with the student(s), instructors may take action (subject to student appeal) they deem appropriate. Consultation with the chair of the program or Dean is recommended, but not required when confronted with acts of academic dishonesty.
2. Following the discussion with the student, instructors shall present the student with a grade or informal warning they deem appropriate in proportion to the violation for that assignment. Instructors may consult with Appendix XX for recommended grade penalties or sanctions; however, they are not required to follow Appendix XX.
3. Instructors shall file an Academic Dishonesty Report that includes a description of the incident, any relevant documentation, course syllabus, and any additional relevant information with the Dean of Students office to consider the totality of the circumstances involving a student and to determine if the reported matter is part of a larger pattern of misconduct. The Dean of Students office shall address the academic dishonesty in accordance with Title 5 of the California Code of Regulations Section 41301 and CSU Executive Order 1098 Student Conduct Procedures.
4. If the grade/sanction for the course in question results in the student earning an F or No Credit (NC) in the course due to academic dishonesty, per CSU Executive Order 1037 Policies on Repetition of



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Courses. Although the student may retake the course, they would not earn grade forgiveness due to committing an act of academic dishonesty. The Dean of Students office shall submit the grade outcome to the Registrar's office to document the incident of academic dishonesty that will prevent the student from earning grade forgiveness.

5. In the event that the student wants to dispute the instructor's decision on academic dishonesty, they may dispute with the Dean of Students office within the first seven weeks of the regular semester following the assignment of the grade (as per Grade Appeals Policy SP 03-02). The Dean of Students office will submit the case to the University Appeals Committee, which is the committee charged with reviewing grade appeals. This is a subgroup of the Academic Appeals Committee that reviews disqualification appeals. Per SP 03-02, point 4, the "University Appeals Committee shall consist of faculty and at least one student." This committee will generate a finding or non-finding of academic dishonesty. This committee will also review or assign a grade penalty for the assignment and, in the case of a non-finding, apply a grade change if necessary.
6. The committee will inform the instructor, student(s), and Dean of Students office of the outcome of the review. The Dean of Students office shall address the academic dishonesty in accordance with Title 5 of the California Code of Regulations Section 41301 and CSU Executive Order 1098.
7. All records involving academic dishonesty shall be maintained by the Dean of Students office in accordance with the CSU Records Retention and Disposition Schedule.