**Policy #: SP 13-06** (revision of SP 02-01, Academic Dishonesty)  
  
**Drafted By:** Student Academic Policies and Procedures:

# Approval Date: 00/00/2019

# Effective Date: TBD

**Accountability:** Student Affairs, Academic Affairs, Extended University

**Applicability:** All CSU Channel Islands students

**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 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 that are 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, stipulates “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.

# 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 student or receive unauthorized aid from another person 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 evidence preponderance of evidence (more likely than not) that an act of academic dishonesty occurred. If special circumstances prevent consultation with 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 they feel is appropriate in proportion to the violation for that assignment. Faculty may consult with Appendix XX for recommended grade assignments, however they are not required to follow Appendix XX. If the student agrees with the grade assignment, instructors shall file an Academic Dishonesty Report that may include 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.
3. If the grade for the course in question results in the student earning an F or No Credit (NC) in the course due to academic dishonesty, per the Policy on Grade Forgiveness (SP 12-02) the student would be prohibited from retaking the course for a better grade 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 prohibit the student from retaking the course for credit.
4. If the student challenges the grade recommendation offered by the instructor or if they challenge the alleged act of academic dishonesty, then instructors shall file an Academic Dishonesty Report Form with the Dean of Students office. This report shall include a description of the alleged incident of academic dishonesty, any relevant documentation, and any recommendations for action that the instructor deems appropriate.
5. The Dean of Students office will submit the case to the Academic Appeals Committee or designee, which is the committee charged with reviewing grade appeals. It is comprised of faculty, university administrators and a student. This committee that 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. For instances of a finding, 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. If the grade for the course in question results in the student earning an F or No Credit (NC) in the course due to academic dishonesty, per the Policy on Grade Forgiveness (SP 12-02) the student would be prohibited from retaking the course for a better grade 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 prohibit the student from retaking the course for credit.
8. All records involving academic dishonesty shall be maintained by the Dean of Students office in accordance with the CSU Records Retention and Disposition Schedule.