



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ACADEMIC SENATE POLICY

## Policy on Academic Dishonesty

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

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**Approval Date:** 2/04/2014

**Effective Date:** Fall 2014

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

**Applicability:** All CSU Channel Islands students

**Purpose:** To update the academic dishonesty policy to reflect current procedures.

**Background:** The original Policy on Academic Dishonesty, SP02-01, required an Academic Appeals Board be created to hear an appeal of a student accused of academic dishonesty. The student appeal process currently used by the university is detailed in the student judicial process guidelines. This revised policy references the student judicial process. Note: 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."

### Policy:

1. Academic dishonesty includes but is not limited to such things as cheating, inventing false information or citations, plagiarism, and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill that he/she does not possess.
2. 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 reasonable evidence of academic dishonesty. However, if circumstances prevent consultation with student(s), instructors may take whatever action (subject to student appeal) they deem appropriate.
3. Instructors who are convinced by the evidence that a student is guilty of academic dishonesty shall assign an appropriate academic penalty. If the instructors believe that the academic dishonesty reflects on the student's academic performance or the academic integrity in a course, the student's grade should be adversely affected. Suggested guidelines for appropriate actions include an oral reprimand in cases where there is reasonable doubt that the student knew his/her action constituted



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academic dishonesty; a failing grade on the particular paper, project or examination where the act of dishonesty was unpremeditated or where there were significant mitigating circumstances; or a failing grade in the course when the dishonesty was premeditated or planned. Instructors will file incident reports with the Vice Presidents for Academic Affairs and for Student Affairs or their designees. These reports shall include a description of the alleged incident of academic dishonesty, any relevant documentation, and any recommendations for action that the instructor deems appropriate.

4. The Vice President for Student Affairs shall maintain an Academic Dishonesty File of all cases of academic dishonesty with the appropriate documentation. The Vice President for Student Affairs shall notify Enrollment Management Services whenever a course grade assignment is due to a finding of academic dishonesty.
5. Student may appeal any actions taken on charges of academic dishonesty through the student judicial process detailed in the University Catalog.