



DATE: 28 October 2019
FROM: Deborah Won, Chair
Student Policy Committee
TO: Veena Prabhu, Chair
Academic Senate
CC: N. Wada-McKee, SPC Members
SUBJECT: **Academic Honesty Policy modification**

In response to the charge from the Senate Executive Committee dated February 25, 2019, the Student Policy Committee (SPC) reviewed and discussed the academic honesty policy, in particular regarding the issues of online resource sites which buy and sell course materials. SPC agreed “to recognize uploading of instructor materials without permission and use of questionable materials from Course Hero as forms of academic dishonesty” and updated the definition of collusion to include the sharing and use of unauthorized materials via such internet resources. In addition, SPC recommended that faculty policy on intellectual property be updated in a separate memo. In the process of reviewing the policy, SPC found that there were additional places in the policy where updates are recommended, mostly to make the policy more inclusive of all disciplines. As such, SPC recommends the following modifications:

- Line 7a: Trust is directly within the scope of academic honesty, and while we believe respect is essential to achieving our mission, that it is addressed in other policies.
- Line 7b-8: “among professors, students” does not cover members of our community broadly enough.
- Line 10a: This policy speaks specifically to the Cal State LA University not broadly to the University as a general institution.
- Line 10b – 11a: The goal is for our students to not only participate in but contribute positively to society.
- Line 11b-13a: Clarified that academic integrity is essential at an academic institution. Current wording sounds as though academic integrity is only a possible avenue, rather than essential, to carrying out the university mission.
- Line 13b: The University is responsible for upholding academic integrity (editorial).
- Line 17a: “Deceptive” is encompassed by “dishonest” and “fraudulent”. However, “unauthorized” is missing from the list.
- Line 17b – 27a: Definition for unauthorized is provided.
- Line 27b – 29: Definition of academic work (used in line 17-18) is currently missing.
- Line 31: Tests is redundant with examinations. The new recommended definition of academic work more precisely defines what is meant by “examinations” than “administered by faculty or the

university”. Examinations does not need to be further specified, since the scope of work addressed by this policy is already defined in the previous paragraph.

- Line 32: Applies to all academic work, not just “papers”. In general, attempting to make the list of examples apply more broadly and not specifically to certain disciplines where appropriate.
- Lines 34-36: Consolidating examples. Where appropriate, attempting to broaden the examples so that readers are not misled into believing that the list is meant to be comprehensive.
- Lines 37-40: Again, broadening the example. Importantly, updating the example to include digital sources of materials, the use of which has vastly increased in the recent years.
- Line 42: An example of misrepresentation.
- Lines 43-44: Again, broadening the example.
- Line 45: An example of misrepresentation.
- Lines 46-49: Consolidated these examples with the updated example, as recommended in Line 37-40.
- Lines 50-51: The consensus in SPC was that examinations by default require students to work on their own unless explicitly authorized; this includes take-home examinations.
- Lines 55, 57 – 60, 66, 68-70: Broadening the wording to be applicable to all disciplines.
- Lines 61-62: Redundant with example as recommended in Line 59-60
- Line 63: Another case of attempting to consolidate and broaden examples, since this is not meant to be a comprehensive list.
- Lines 64: Example was unclear.
- Line 65: Redundant with example as recommended in Line 59-60
- Line 70: An example of misrepresentation. Moved to “Misrepresentation” section, line 103.
- Line 71-72: Redundant with examples in lines 59-60.
- Line 73: An example of aggression or harassment rather than a violation of academic honesty.
- Lines 75-76: Refers to implementation which is covered in the next section on Consequences and Sanctions. This section covers definitions.
- Lines 90-91: Refers to implementation which is covered in the next section on Consequences and Sanctions. This section covers definitions.
- Lines 95-103: Consistent with the other subsections of Section I (Definitions), examples of misrepresentation were provided.
- Line 103: Moved from “Cheating” section to this section on “Misrepresentation” and broadened the wording to be applicable to all disciplines

Lines 107-117: Consistent with the other subsections of Section I (Definitions), examples of collusion were provided. In particular, an updated example is provided to include the unauthorized sharing or use of digital resources and online resource sites such as Course Hero.

1 **Academic Honesty**

2 (Senate: 7/25/00, 7/27/04, 10/23/07, 6/1/10, 11/12/13, 6/2/15; President: 2/5/01, 11/24/04, 11/29/07,
3 6/21/10, 3/19/14, 10/13/15; Editorial Amendment: 8/01, 09/09)

4 Governing documents: Executive Order 1098, Student Conduct Procedures

5 **Preamble**

6 The University in its quest for truth and knowledge embraces honesty and integrity. These fundamental
7 values must not be compromised. The trust and respect WITHIN OUR COMMUNITY AND WITH OUR
8 among professors, students and society need to be vigilantly protected. Cheating and plagiarism can be
9 neither justified nor condoned, as this would destroy the ideals and purposes of higher education.
10 Students enter the OUR University to gain the knowledge and tools necessary for participation in
11 CONTRIBUTING POSITIVELY TO society. Academic integrity is one foundation for a society based on
12 trust and honesty. CRITICAL TO BUILDING TRUST AND HONESTY IN OUR COMMUNITY AND
13 SOCIETY. Therefore, the University takes seriously its responsibility for TO UPHOLD academic honesty.

14 **I. Definitions**

15 **A. Cheating**

16 At Cal State L. A., cheating is defined as the act of obtaining or attempting to obtain credit for academic
17 work through the use of any dishonest, deceptive, or fraudulent, OR UNAUTHORIZED means. SOME
18 COURSES MAY REQUIRE THAT YOU GATHER EVIDENCE FROM OUTSIDE SOURCES IN ORDER
19 TO COMPLETE ASSIGNMENTS. THESE SOURCES SHOULD BE PROPERLY REFERENCED AND
20 CITED. HOWEVER WHEN STUDENTS SUBMIT WORK FOR ACADEMIC CREDIT, THEY ARE
21 CLAIMING IT IS THEIR OWN ORIGINAL WORK BASED ON KNOWLEDGE AND UNDERSTANDING
22 OBTAINED THROUGH COURSE INSTRUCTION AND BY THE STUDENT'S OWN
23 EFFORT. SUBMITTING WORK THAT IS IN VIOLATION OF THIS CLAIM OR USING MATERIALS
24 THAT ARE NOT PERMITTED BY THE INSTRUCTOR IS UNAUTHORIZED. UNLESS EXPLICITLY
25 PROVIDED PERMISSION BY THE INSTRUCTOR, WORK THAT COMES FROM OTHER SOURCES,
26 INCLUDING OTHER STUDENTS, COURSEWORK FROM PREVIOUS SEMESTER'S WEBSITES, AND
27 DIGITAL MEDIA IS CONSIDERED UNAUTHORIZED. ACADEMIC WORK ENCOMPASSES
28 ASSIGNMENTS, PRACTICUM, EXAMINATIONS, INCLUDING COMPREHENSIVE EXAMINATIONS,
29 AND THESES AS PART OF A COURSE OR DEGREE PROGRAM AT THE UNIVERSITY. The following
30 examples are intended to be representative, but not all-inclusive:

31 a. Examinations/Tests Administered by Faculty or the University.

- 32 • Copying from another student's paper WORK
- 33 • Employing signals to obtain answers from or provide answers to others
- 34 • Stealing or arranging for the theft of an examination
- 35 • Knowingly OBTAINING, POSSESSING, OR reviewing an unauthorized copy of an
36 examination, OR ATTEMPTING TO DO SO
- 37 • Using ANY MATERIALS, SUCH AS lecture notes or textbooks, INCLUDING DIGITAL MEDIA,
38 during an examination when prohibited UNAUTHORIZED. UNAUTHORIZED MATERIALS

- 39 COULD INCLUDE DATA STORED ON CALCULATORS, PHONES, OR OTHER
40 ELECTRONIC OR DIGITAL DEVICES AND MEDIA.
- 41 • Possessing crib notes at the location and during the time of the examination
 - 42 • Having someone else take an examination in your place
 - 43 • Feigning illness or telling falsehoods ATTEMPTING TO RECEIVE AN EXCUSED ABSENCE
44 UNDER FALSE PRETENSES to avoid taking an examination at the scheduled time
 - 45 • Claiming falsely that you took an examination at the scheduled time
 - 46 • Storing and/or accessing course subject matter in a calculator, computer, cell phone or other
47 recording device, without authorization from the instructor, when such instruments are
48 otherwise permitted to be used during an examination period
 - 49 • Utilizing calculators and/or other learning aids forbidden by the instructor
 - 50 • Obtaining assistance in answering questions on a take-home examination, when such action
51 is specifically prohibited UNLESS EXPLICITLY AUTHORIZED.
 - 52 • Attempting to use or using bribery to obtain an undeserved grade
 - 53 • Changing an answer on a graded test and claiming the student's response to the question
54 was incorrectly marked wrong
- 55 b. Papers/Reports, Laboratory/Homework ASSIGNMENTS AND OTHER COURSEWORK
- 56 • Copying the work of other persons in whole or in part and claiming authorship
 - 57 • Submitting a paperWORK obtained from any source that provides research/term papers
58 UNAUTHORIZED MATERIALS
 - 59 • SUBMITTING WORK THAT IS NOT ONE'S OWN Using a ghost writer to compose a paper
60 and claiming authorship
 - 61 • Claiming an assigned share of a team report, toward which insufficient or no contribution was
62 made
 - 63 • Lying about the reason for not submitting a report on time
 - 64 • Pretending to have submitted a paper to an instructor
 - 65 • Stealing another student's report and submitting it as one's own work
 - 66 • Submitting the same term paper toWORK two or more different instructors for credit in their
67 courses without their prior permission
 - 68 • Inventing, falsifying, or altering data for SUBMITTED WORK a research survey or laboratory
69 experiment

- 70 • Misrepresenting the authorship of an experiment or exercise
- 71 • Depending upon others to complete laboratory assignments or homework when instructions
- 72 call for independent work
- 73 • Sabotaging someone else's laboratory work or other exercise
- 74 • Fabricating bibliographic references
- 75 Cheating on any academic assignment, including course work, comprehensive exams, or theses, is
- 76 subject to discipline for academic dishonesty.

77 **B. Plagiarism**

78 At Cal State L. A., plagiarism is defined as the act of using ideas, words, or work of another person or
79 persons as if they were one's own, without giving proper credit to the original sources.

80 The following examples of plagiarism are intended to be representative, but not all-inclusive:

- 81 • Failing to give credit via proper citations for others' ideas and concepts, data and information,
82 statements and phrases, and/or interpretations and conclusions
- 83 • Failing to use quotation marks when quoting directly from another, whether it be a paragraph, a
84 sentence, or a part thereof
- 85 • Paraphrasing the expressions of thought by others without appropriate quotation marks or attribution
- 86 • Assembling parts from various works and submitting the synthesis or single paper as one's own
87 creation
- 88 • Representing another's artistic/scholarly works, such as musical compositions, computer programs,
89 photographs, paintings, drawings, sculptures, or similar works as one's own

90 Plagiarizing on any academic assignment, including course work, comprehensive exam, or thesis, in
91 whole or in part, is subject to discipline for academic dishonesty.

92 **C. Misrepresentation**

93 Knowingly furnishing false academic information to a University official, faculty member, or campus office
94 is subject to discipline for academic dishonesty.

95 THE FOLLOWING EXAMPLES ARE INTENDED TO BE REPRESENTATIVE, BUT NOT ALL-
96 INCLUSIVE:

- 97 • PROVIDING FRAUDULENT TRANSCRIPTS
- 98 • PROVIDING FAKE LETTERS OF RECOMMENDATION
- 99 • FALSELY MARKING HOURS OR ATTENDANCE FOR A PRACTICUM
- 100 • TAKING AN EXAMINATION IN PLACE OF ANOTHER INDIVIDUAL
- 101 • ASKING OR ARRANGING FOR SOMEONE TO TAKE AN EXAMINATION IN ONE'S OWN
- 102 PLACE
- 103 • MISREPRESENTING THE AUTHORSHIP OF ANY SUBMITTED WORK

104 **D. Collusion**

105 Any student who intentionally helps another student perform any of the above acts of cheating, plagiarism
106 or misrepresentation is subject to discipline for academic dishonesty.

107 THE FOLLOWING EXAMPLES ARE INTENDED TO BE REPRESENTATIVE, BUT NOT ALL-
108 INCLUSIVE

- 109 • SHARING COURSE MATERIALS OR EXAMINATIONS OR SOLUTIONS WITH OTHER
110 INDIVIDUALS WITHOUT AUTHORIZATION
- 111 • THE SHARING AND/OR UPLOADING OF INSTRUCTOR-PROVIDED COURSE MATERIALS
112 (E.G., ASSIGNMENTS, EXAMS, QUIZZES, ETC.) TO STUDENT GROUPS AND/OR DIGITAL
113 MEDIA OUTLETS, INCLUDING EXTERNAL RESOURCE SITES (E.G., COURSE HERO,
114 CHEGG, QUIZLET, STUDYPOOL, GOOGLE DRIVE ETC.) WITHOUT THE WRITTEN
115 PERMISSION OF THE INSTRUCTOR.
- 116 • ASKING OR ARRANGING FOR SOMEONE TO TAKE AN EXAMINATION IN ONE'S OWN
117 PLACE

118 **II. Consequences and Sanctions**

119 Violations of academic honesty have a dual aspect, constituting both a breach of ethics and a form of
120 academic non-performance. Hence the consequences of violating this policy may fall into two
121 categories. Addressing the violation as an academic matter does not preclude the imposition of further
122 administrative sanctions.

123 **Academic Consequences:**

124 Faculty have the right to establish the standards by which the academic performance of students will be
125 evaluated, including the consequences of students not meeting some portion or all of the academic
126 requirements of a course through acts of cheating, plagiarism, misrepresentation or collusion. These
127 consequences may include but are not limited to assigning a lowered grade, zero or "F" on an individual
128 assignment, or lowering the student's grade or assigning an "F" in the course. Faculty may alternatively
129 permit the student to repeat an assignment/test or complete and submit additional
130 assignments. Furthermore, before these consequences can be effected, the faculty member must have
131 verified instances of academic dishonesty by personal observation and/or documentation.

132 **Administrative Sanctions:**

133 In addition to academic consequences imposed by faculty members or other reporting parties, the
134 University can impose administrative sanctions. Cheating, plagiarism, misrepresentation or collusion, in
135 connection with an academic program or campus are subject to the Student Conduct Code and may
136 warrant actions such as, but not necessarily limited to:

- 137 • Expulsion
- 138 • Suspension
- 139 • Probation
- 140 • Withdrawal of a degree
- 141 • Restitution

142 Although sanctions can be imposed for a single offense, repeat offenders will receive particular
143 consideration for administrative sanctions. Multiple offenses committed in more than one course, even
144 when discovered simultaneously, shall be considered repeat offenses.

145 III. Reporting Procedures

146 For the purposes of reporting findings of academic dishonesty, the 'reporting party' may refer to a
147 probationary, tenured or temporary faculty member, a librarian, a person in an academic administrative
148 position, a counselor, coach, administrator of a testing center or another person in a position of authority
149 over a student's academic work. Throughout this policy, the term 'faculty member' shall be used to stand
150 in for any reporting party. Teaching assistants, graduate assistants and staff should report allegations of
151 academic dishonesty to their authorized university supervisor. Allegations shall be made against
152 individual students rather than groups of students.

153 When a faculty member suspects that a student has committed an academically dishonest act, it is the
154 faculty member's responsibility to take the following steps:

155 1. The faculty member must first carefully consider the evidence of the apparent dishonesty. A
156 perception that is not supported by reasonable evidence, will not suffice. Examples (not necessarily
157 comprehensive) of evidence sufficient to pursue action are:

- 158 ○ Documentation regarding the source of text which the student has used without proper attribution or
159 has attempted to represent as his/her own work
- 160 ○ A demonstrably marked difference in the writing style of the student, as compared to his/her work on
161 previous assignments
- 162 ○ Testimony from others regarding a student's use of dishonest means to fulfill the assignment at hand
- 163 ○ Firsthand observation of the student engaging in a dishonest act, in a situation in which the student
164 cannot effectively deny that the act took place
- 165 ○ Admission by the student that he or she undertook a dishonest act in fulfillment of the assignment at
166 hand
- 167 ○ A suspicious degree of similarity in work done by different students

168 Faculty members are encouraged to discuss any perception of dishonesty and the evidentiary basis for
169 an action with their department/division chair or school director and/or associate dean prior to discussing
170 perceptions of wrongdoing with the affected student.

171 2. When satisfied that a reasonable evidentiary standard has been met and as soon as possible after
172 discovering the alleged violation, the faculty member should arrange an office conference in order to
173 inform the student of the allegations and the intended academic consequences of the violations. At
174 the conference, the student should be informed of the supporting evidence, the intended academic
175 consequences, and the Academic Honesty Policy.

176 In the event that the student disputes the findings of academic dishonesty, he or she shall be given the
177 opportunity to respond (orally or writing). The faculty member must consider any information or evidence
178 that the student presents during or after the conference, and determine whether or not such information
179 or evidence mitigates or refutes the charge of academic dishonesty. In every case the student shall have
180 ten (10) days beyond the date of the conference to respond to the allegations, before a report is made (as
181 outlined in #3, below).

182 At the conference, the student should also be informed of the University's Grade Appeals/Academic
183 Grievance Policy. Under that policy, the student may appeal the determination that he or she has
184 committed academic dishonesty, the academic consequences stemming from such a determination.
185 Administrative sanctions may be appealed through the CSU Student Conduct Code.

186 3. If after consideration of all evidence (including any provided by the student), it is determined that a
187 preponderance of the evidence favors a finding of academic dishonesty, the faculty member shall
188 proceed as directed below.

189 The faculty member shall report the finding of academic dishonesty to the Vice President for Student
190 Affairs or designee and the Judicial Affairs Officer via The On-Line Academic Dishonesty Report Form.
191 This report shall be the statement of charges against the student and the record of the academic
192 consequence(s) imposed; all supporting documentation shall be attached to the form and made available
193 to the student. If a student appeals a grade or other adverse consequence of an allegation of academic
194 dishonesty, this report and the related documentation shall be subject to review.

195 In cases where the student fails to attend the scheduled conference to discuss the alleged dishonesty, or
196 when the alleged dishonesty is detected at the close of the quarter and the faculty member has not been
197 successful in a good-faith effort to contact the student, an Academic Dishonesty Report Form describing
198 the alleged incident and documents supporting the allegation shall be submitted on-line to the Vice
199 President for Student Affairs or designee and the University Judicial Affairs Officer and made available to
200 the student.

201 In cases where the faculty member cannot, for serious and compelling reasons, participate in any one or
202 more parts of the above process, the department/division chair or school director shall represent the
203 reporting party.

204 **IV. Confidentiality**

205 All parties to the initial conference between a faculty member and a student accused of academic
206 dishonesty and all subsequent deliberations regarding incidents of academic dishonesty have the right to
207 expect that such deliberations will occur in a setting of strictest confidentiality.

208 Concomitant with this right of confidentiality is the obligation of all parties to refrain from any discussions
209 of these issues regarding cheating, plagiarism, misrepresentation or collusion outside of the informal and
210 formal conferences and meetings as outlined elsewhere in this document and in related policies (including
211 the Grade Appeal/Academic Grievance Policy). Confidentiality shall be maintained unless a legitimate
212 need to know is established by the department/division chair or school director in order for the faculty to
213 complete their responsibilities as University employees or in any legal action, and in a manner consistent
214 with the Family Educational Rights and Privacy Act (FERPA) (Student Records Administration - 011, Sec
215 5.8) and any other applicable law. The department/division chair or school director may consult with, or
216 request documentation of a student's history of academic dishonesty from the Judicial Affairs Officer only
217 on a strict need to know basis. Violators of this principle of confidentiality are themselves subject to
218 university disciplinary action.

219 In the matter of student records and according to Federal and State privacy laws, students have the right
220 to protections against improper disclosure of personal information. However, it is permissible for
221 transcripts of student academic records to contain information regarding a student's academic status
222 including such disciplinary actions as suspension or expulsion. Suspension of one academic year or more
223 shall be entered on the student's transcript permanently without exception; this requirement shall not be
224 waived in connection with a settlement agreement.

225 **Threats/Retaliation:**

226 Any threats or acts of retaliation against any member of the faculty or staff as a consequence of
227 implementing this policy on Academic Honesty will be cause for disciplinary action under section 41301,
228 Title 5, California Code of Regulations, in addition to civil and criminal liabilities.

229