

CALIFORNIA STATE UNIVERSITY, LONG BEACH

POLICY STATEMENT

NUMBER: 74-9

UNIFORM FILE

REFERENCE: Cheating

SUBJECT: Policy on Cheating and Plagiarism

One of the first considerations of due process is that an individual's rights cannot be taken away except by the exercise of a fair, impartial, and legal procedure which is proper and appropriate. Students on this campus should, therefore, have the opportunity of knowing what constitutes cheating and plagiarism, what procedures will be used for alleged violations, what sanctions will be imposed, and what the procedures are for appealing the sanctions.

The range of sanctions from individual teachers, it has been found, varies from no action to giving a failing grade in the course. The Dean of Students' Office regards cheating and plagiarism as a violation of the Education Code, Title 5, Section 41301, paragraph (e), which may be grounds for anything ranging from oral reprimand to expulsion. The primary distinction between the professor's sanction and the Dean of Students' sanction, is that the former deals with the academic portion, i.e., student's grades, while the latter deals primarily with campus-related sanctions, i.e., conduct probation, suspension, or expulsion, as stipulated in the Education Code and in the CSULB Regulations, Policies and Information.

Notice of Regulations and Procedures Pertaining to Cheating and Plagiarism

- (1.1) These definitions shall normally apply to all work submitted by a student. Any change in the following definitions or applications of the definitions, necessitated by the nature of the work involved shall be made by the instructors and/or departments desiring the change. Any change shall be announced, preferably in writing, in the relevant classes before the work is assigned and a copy of the changes will be filed in the Department Office and the Dean of Students' Office.

Definition of Plagiarism

- (2.1) The act of taking ideas, words or specific substance of another and offering them as one's own, without giving credit to the source. It is not plagiarism, however, if there is a reasonable possibility that the thought or idea was arrived at through independent reasoning or logic. When other sources are used, acknowledgement of the original author or source must be made through appropriate references, i.e., quotation marks, footnotes, etc. Instances of plagiarism may include the following: the submission of a written work, either in part or in whole, completed by another; failure to give credit in a footnote for ideas, statements, facts or conclusions which rightfully belong to another; failure to use quotation marks when quoting directly from another,

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whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing.

Definition of Cheating

- (3.1) The act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive or fraudulent means. Instances of cheating may involve the following: copying, either in part or in whole, from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test when such discussion is prohibited by the instructor; obtaining copies of an exam without the permission of the instructor; using notes, "cheat sheets," or otherwise utilizing information or devices not considered appropriate under the prescribed test conditions; plagiarism as defined; altering or interfering with the grading procedures; allowing someone other than the officially enrolled student to represent the same.

Student Notification of Charges

- (4.1) Before a student is charged with alleged cheating or plagiarism, the professor should have substantial, objective evidence. The possibility of appeal and/or court action necessitates substantial objective evidence such as documentary evidence and/or personal observation, if the alleged charges are to be upheld.
- (4.2) In cases where a student is suspected of cheating or plagiarism, the instructor should arrange for an informal office conference with the student as soon as possible. At that time the student shall be notified of the charge by the professor and the evidence of the charges offered to the student. The purpose of the informal conference is to bring the persons involved together to discuss the issues informally without interference and to agree upon a solution.
- (4.3) In cases where there is more than one individual being charged, it shall be at the discretion of the professor to call the students to confer jointly as a group, or as individuals. If he should decide to confer with the students as a group, the students shall have the option to confer as a member of the group and/or separately as an individual, and the sanctions shall be considered accordingly.
- (4.4) All notes and discussions between the student and the instructor are confidential. The instructor should not discuss a specific charge of cheating, plagiarism or any other violations with reference to specific individuals in the classroom before other members of the class.
- (4.5) Notes and evidence shall be kept for a minimum of one year after the case is settled, and the evidence shall remain confidential until formal charges, if any, are made.
- (4.6) The rights of the accused party should be safeguarded to maintain a fair, impartial, and legal procedure.

Sanctions

- (5.1) Sanctions should be based upon the particular circumstance surrounding the violation, the pre-meditation of the violation, and the severity of the violation.

Sanctions (continued)

- (5.2) Two alternate types of sanctions are available when a student is charged with cheating or plagiarism: from the professor or department, affecting the academic grades, and/or from the Dean of Students' Office, affecting the student's records and status on campus. Both the professor and the Dean of Students' Office should exercise the highest degree of integrity, reliability, and consistency in applying the following sanctions:
- (5.3) 1. Sanctions by the instructor:
- a. No action (inadequate evidence or acquittal)
 - b. An oral reprimand with emphasis on counseling toward prevention of further occurrences
 - c. A requirement that the work be repeated
 - d. A reduction of the grade earned on the specific work in question
 - e. A reduction in the course grade
 - f. Referral to the Dean of Students' Office
- (5.4) 2. Sanctions by the Dean of Students' Office, include combinations of these and/or restrictions within categories:
- a. No action
 - b. An oral reprimand
 - c. A written reprimand
 - d. Conduct probation
 - e. Suspension
 - f. Expulsion

- (5.5) Guidelines for the appeal of the above sanctions are found in the following section.

Appeals

- (6.1) A student has the right to appeal any action taken on a charge of cheating or plagiarism.
- (6.2) If the appeal is against action taken by a professor, the appeal shall follow the procedures established by the professor's department. If no such procedures exist, it is suggested that the appeal be handled in the same manner as a grade appeal.
- (6.3) Those cases which are not settled at the departmental level and are appealed for a second time shall be appealed according to procedures of the appropriate school.

- (6.4) The decision of the Dean of Students' Office may be appealed under the provisions of Student Disciplinary Action Procedures for the California State University and Colleges (Executive Order 148, or its successor). These proceedings can involve a hearing with a Hearing Officer of the State of California, with or without legal representation. Student use of legal representation is optional, and if utilized, usually entails a financial expense.

Double Jeopardy

- (7.1) The student should not normally be subject to a sanction from both the professor and the Dean of Students' Office for a single violation of the cheating and plagiarism policy. However, cases which involve two or more violations of this policy or of the Education Code, Title 5, do not constitute an instance of double jeopardy and would entail separate sanctions.
- (7.2) For example, should an alleged violation of the Education Code, Title 5, Section 41301, paragraph (e), "Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of his family or the threat of such abuse" occur as a result of an instructor's decision regarding a cheating or plagiarism violation, the student may also be referred to the Dean of Students' Office.

Dissemination of Information

- (8.1) In order to facilitate due process and to insure that a student is made aware that violations of cheating and plagiarism may be subject to sanction, it is suggested that the professor inform the students of the existence of this policy.
- (8.2) This policy shall be published in the Schedule of Classes for each semester and in the University Bulletin. There shall also be copies of this policy in every Department Office and copies will be available to all interested parties in the Office of the Dean of Students.
- (8.3) Other means of disseminating this information should be utilized, including periodic publication in the campus newspaper.

Effective Fall 1974

DEG:sn

May 31, 1974

State of California

Memorandum

To : Holders of Policy Statement

Date : August 22, 1974

File No.:

From : CALIFORNIA STATE UNIVERSITY, LONG BEACH-  David E. Gray, Vice President for Administration and Staff Coordination

Subject: Deletion of Policy Statement 74-9 on Cheating and Plagiarism

We have been notified by General Counsel that some provisions of the Policy Statement on cheating and plagiarism are questionable from a legal perspective. Policy Statement 74-9 is therefore temporarily withdrawn pending revision. All copies should be removed from files and destroyed.

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