

CHEATING AND PLAGIARISM

Students on this campus should have the opportunity of knowing what constitutes cheating and plagiarism, what procedures will be used for alleged violations, what actions will be imposed, and what the procedures are for appealing the actions taken.

Two alternative forms of action are available when a student is suspected of cheating or plagiarism. Note the distinction between the faculty member's action and the Dean of Students' Office's sanction; the former is concerned with the student's grades and the latter with the student's records and status on campus. Neither the Dean of Students' Office nor the faculty member has jurisdiction over the other's area of authority in terms of sanction. When any action is promulgated, the highest degree of integrity, reliability and consistency should be exercised.

The range of actions from individual faculty members varies from no action to giving a failing grade in the course. To the extent that the faculty member considers cheating to manifest the student's lack of scholarship and to reflect on the student's academic performance in the course, the student's grade may be adversely affected.

With respect to plagiarism, students should be cautioned that they should (a) either quote material exactly (using quotation marks) at the time they take notes from a source; or (b) depart completely from the express language used in the source, putting the material into their own words. In this way they can avoid the unintentional plagiarism which may result from the later verbatim use of notes in term papers, compositions, seminar reports, and the like.

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 faculty member 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 in the Dean of Students' Office.

DEFINITION OF PLAGIARISM

- (2.1) Plagiarism is defined as the act of taking ideas, words or specific substance of another and offering them as one's own, without giving credit to the source. Such an act is not plagiarism if it reasonably appears that the thought or idea was arrived at through independent reasoning or logic or where the thought or idea is common knowledge. When sources are used, acknowledgement of the original author or source must be made through appropriate references, i.e., quotation marks, footnotes, etc. Examples of plagiarism include, but are not limited to, 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, 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) Cheating is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of cheating would include but not be limited to the following: copying, either in part or in whole, from another's test or examinations; 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 REGARDING FACULTY DETERMINATION

- (4.1) Before a faculty member advises a student of alleged cheating or plagiarism, the faculty member should have reasonable evidence with respect thereto. Reasonable evidence such as documentary evidence or personal observation or both are necessary if the allegations are to be upheld.

The faculty member may, if he so determines it is appropriate to arrive at a reasonable judgment relative to alleged cheating, ask the student to provide such demonstration of proficiency as the faculty member deems necessary. The faculty member must advise the student that such additional demonstration of proficiency is purely optional.

- (4.2) In cases where a student is suspected of cheating or plagiarism, the faculty member 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 faculty member 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 faculty member to call the students to confer jointly as a group, or as individuals. If he/she should decide to confer with the students as a group, the students shall have the option to confer as a member of the group or separately as an individual, and the decisions shall be considered accordingly.

- (4.4) All notes and discussions between the student and the faculty member are confidential, except as may be relevant in subsequent campus disciplinary proceedings or any subsequent legal actions. The faculty member 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) Charges of cheating or plagiarism cannot be brought against a student more than 120 calendar days after discovery that the work in question may have been plagiarized or that cheating may have taken place.
- (4.6) Notes and evidence shall be kept for a minimum of five years after the case is settled.

DISCIPLINARY SANCTIONS

(5.1) Dean of Students' Office Sanctions

Sanctions from the Dean of Students' Office are pursuant to the authority provided in Section 41301 of Title 5 of the California Administrative Code. Copies of Section 41301 of Title 5 may be found in the University Bulletin and the Campus Regulations, available in the Dean of Students' Office, and the Office of Judicial Affairs. Copies of Chancellor's Executive Order 148, Student Disciplinary Procedures for The California State University and Colleges, are also available upon request.

- (5.2) Opportunities for appeal regarding the sanctions from the Dean of Students' Office are provided for students involved in the proceedings as outlined by Executive Order 148.

ACADEMIC ACTION PERTAINING TO FACULTY DETERMINATION

- (6.1) One or more of the following actions are available to the faculty member who suspects a student has been cheating or plagiarizing. These options may be taken by the faculty member to the extent that the faculty member considers the cheating or plagiarism to manifest the student's lack of scholarship or to reflect on the student's lack of academic performance in the course:

- (a) Review - no action
- (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 as a result of Section (d) above
- (f) Referral to the Dean of Students' Office (see discussion above)

- (6.2) A student may appeal any academic action taken on a charge of cheating or plagiarism.

- (6.3) If the appeal is against action taken by a faculty member relative to the course grade received by the student, the appeal shall follow the procedures ordinarily used by the faculty member's department. If no such procedures exist, it is suggested that the appeal be handled in the manner outlined for grade appeals in "Grade Appeals System, CSULB Policy Statement 74-21," available in the office of the Vice President for Administration and Staff Coordination.
- (6.4) Special departmental procedures should not be established for this particular grade appeal and no other, since existence of such departmental procedures would cause the awarding of poor grades following cheating or plagiarism to be other than the usual recognition of academic failure.
- (6.5) 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.

DISSEMINATION OF INFORMATION

- (7.1) 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 action, it is required that the professor inform the students of the existence of this policy.
- (7.2) 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.
- (7.3) Other means of disseminating this information should be utilized, including periodic publication in the campus newspaper.

Submitted by the Student Affairs Council.

As Amended and Approved by the Academic Senate 12/9/76

Approved by the President of the University 1/14/77.

COPIED:mj