California State University, Long Beach Policy Statement 
 85-19 
 
 December 13, 1985 
CHEATING AND PLAGIARISM 
This Policy Statement supersedes Policy Statement 77-14. 
This policy was recommended by the Academic Senate in its meeting in December 5, 1985 and received 
the concurrence of the President on December 13, 1985. 
It is the policy of the faculty and administration to deal effectively with the student who practices 
cheating or plagiarism. These acts are fundamentally destructive of the process of education and the 
confident evaluation of a student's mastery over a subject. A University maintains respect and functions 
successfully within the larger community when its reputation is built on honesty. By the same token, 
each student benefits in helping to maintain the integrity of the University. This policy, therefore, 
provides for a variety of faculty actions including those which may lead to the assignment of a failing 
grade for a course and for administrative actions which may lead to dismissal from the University. This 
document is written with the intent to support the traditional values that students are on their honor to 
perform their academic duties in an ethical manner. 
GENERAL 
1.1 The following definitions of cheating and plagiarism shall apply to all work submitted by a student. 
Any change or refinement 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, 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 Office of Judicial Affairs. 
DEFINITION OF PLAGIARISM 
2.1 Plagiarism is defined as the act of using the ideas or work of another person or persons as if they 
were one's own , without giving credit to the source. Such an act is not plagiarism if it is ascertained that 
the ideas were arrived at through independent reasoning or logic or where the thought or idea is 
common knowledge. 
Acknowledge of an original author or source must be made through appropriate references, i.e., 
quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the 
following: the submission of a work, either in part or in whole, completed by another; failure to give 
credit for ideas, statements, facts or conclusions with rightfully belong to another; in written work, 
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 writing or paraphrasing

for an informal office conference with the student as soon as possible. The purpose of the informal 
conference is to bring the persons involved together to discuss the issues informally and to discuss 
courses of action. At the conference the student shall be notified by the faculty member of the charge 
and supporting evidence. For an incident with occurs during or as a part of a final examination consult

student body, chosen by the Associated Students Government for a one year term of office; three 
members of the full-time, tenured or tenure-track faculty, each with a term of office of two years, terms 
of office expiring in alternate years; and one member of the Office of Academic Affairs, who shall be 
Chair, voting only in case of ties. 
5.2 The primary charge of the Committee is to receive the requests of students accused of cheating or 
plagiarism or the requests of faculty accusing specified student(s) of cheating or plagiarism. Following its 
review of the evidence, the Committee shall report its opinion to the student(s) and to the faculty 
member involved on whether the accusation is supported by the evidence. This opinion may not be 
appealed. However, when new evidence appears to so warrant, a faculty member or student may ask, in 
writing, the Vice President for Academic Affairs or the Chair of the Academic Senate to request the 
Committee to reconsider a case. 
The Academic Integrity Committee shall make readily available the rules and procedures governing its 
operations. 
5.3 In all cases, a Report of the Committee is advisory to the student, with whom rests the presumption 
of innocence, and the faculty member, to whom the decision on the evidence and academic action is 
reserved. 
5.4 A faculty member or student who requests a review of the evidence in a case of alleged cheating or 
plagiarism must make such a request to the Academic Integrity Committee in writing no later than 14 
calendar days following the date of first notification of the student by the faculty member of the 
allegation. Except under extenuating circumstances, the student and faculty member will have no more 
than 14 additional calendar days to provide evidence to the Committee. 
5.5 To preserve the rights of privacy, the Committee meetings shall be closed. The Committee may 
request additional information as may be appropriate to the development of its Reports. The 
Committee is to provide a final Report within 21 calendar days of the submission of a request to it. 
Should additional time be required, the reasons should be Communicated to the Vice President for 
Academic Affairs and the Chair of the Academic Senate as well as the student(s) and faculty members 
involved. 
5.6 The Committee is to report on its actions annually to the Vice President for Academic Affairs and the 
Chair of the Academic Senate. 
ACADEMIC ACTION 
6.1 One or more of the following academic actions are available to the faculty member who finds a 
student has been cheating or plagiarizing. These options may be taken by the faculty member to the 
extend that the faulty 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. These actions may 
be taken without a request for or before the receipt of a Report from the Academic Integrity

Committee. 
(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) Assignment of a score of zero (0) for the specific demonstration of competence, resulting in the 
proportional reduction of final course grade; 
(e) Assignment of a failing final grade; 
(f) Referral to the Office of Judicial Affairs for possible probation, suspension, or expulsion. 
6.2 A student may appeal a final course grade the computation of which included an examination or 
other test of competence in which a score of zero was assigned for cheating or plagiarism, but only on 
the grounds permitted in the University Grade Appeal Policy Statement. 
An appeal of the final grade may include as written testimony the Report of the Academic Integrity 
Committee. 
DISCIPLINARY SANCTIONS 
7.1 Administrative Action 
Procedures and sanctions of the Office of Judicial Affairs are under the administration of the Vice 
President for Student Services and are conducted 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 Office of Judicial Affairs. Copies of 
Chancellor's Executive Order 148, "Student Disciplinary Procedures for the California State University" 
are also available upon request. 
7.2 Opportunities for appeal regarding the sanctions applied by Vice President for Student Services are 
provided for students involved in the proceedings as outlined by Executive Order 148. 
7.3 The Vice President for Student Services shall report annually ot the Chair of the Academic Senate a 
summary of the charges concerning cheating and plagiarism brought before the Office of Judicial Affairs. 
EFFECTIVE: Immediately. A summary of this policy shall be published in each University Bulletin. 
 INCIDENT 
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