

**POLICY ON ACADEMIC INTEGRITY
REGARDING CHEATING AND PLAGIARISM**

(This Policy Statement supersedes Policy Statements 77-14, 85-19, and 08-02.)
This Policy Statement was recommended by the Academic Senate on December 10, 2020
and approved by the President on January 26, 2021.

1 PREAMBLE

This policy outlines what constitutes cheating and plagiarism, what procedures will be used for alleged violations, what actions will be imposed, and what the procedures are available for appealing the actions taken.

Cheating and plagiarism are fundamentally destructive to 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. 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 a variety of administrative actions, which may lead to dismissal from the University. This document is written with the intent to support the principle that students are on their honor to perform their academic duties in an ethical manner.

2 GENERAL

- 2.1 The following definitions of cheating and plagiarism shall apply to all work submitted by a student, whether instruction is face-to-face, fully-online, hybrid, or any other mode. 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 Student Conduct and Ethical Development (OSCED).
- 2.2 Two groups may be involved in pursuing alleged cheating or plagiarism: the Office of

Affairs (see section 6 below). A complete review of alleged cheating or plagiarism may involve both or only one of these groups.

- 2.3 The faculty member makes decisions with regard to assignments and grades (section 5 below), which the student may appeal to the Department Grade Appeals Committee independent of the review of cheating or plagiarism (section 8 below). The OSCED determines disciplinary actions with regard to the student (section 6 below).

3 DEFINITION OF CHEATING

- 3.1 Cheating is defined as the act of obtaining, trying to obtain, or helping someone else to obtain academic credit for work by using dishonest, deceptive, or fraudulent means.

Examples of cheating, regardless of instructional mode, include but are not limited to:

- copying from another student's test or assignment;
- unauthorized discussion of answers on an exam;
- making, disseminating, or receiving copies of an exam without the instructor's permission;
- unauthorized use of notes in a "closed book" exam;
- using online tools or services that are not authorized by the instructor; taking an

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- 5.1 Charges of cheating and plagiarism must be brought against a student no more than 30 calendar days after the first instance discovered was due, submitted, or performed, whichever comes later. Upon discovery of one instance of cheating or plagiarism, a faculty member can reevaluate the student's work for the entire semester, even if this work falls outside the 30 days.
- 5.2 The faculty member should have reasonable evidence, which may include documentary, video, personal observation, testimony, or other evidence. Prior cheating or plagiarism is not reasonable evidence.
- 5.2.1 Notes and evidence shall be kept by the department chair or program director and be accessible to the student for a minimum of seven years after the case is settled.
- 5.3 All notes and discussions between the student and the faculty member are confidential, except as may be relevant to the Academic Integrity Committee or in subsequent -2 (e)-7 (o)2 (f .b 7Tw

(OSCED) as well as to Academic Programs and Enrollment Services within Academic Affairs. The form should identify the student who was found responsible, the general nature of the offense, the action taken, and a recommendation as to whether or not additional action should be considered by the OSCED.

- 5.6.1 The faculty member may take one or more of the following actions (and shall indicate it on the Academic Integrity Form):
- (1) No action;
 - (2) Request a Written Opinion from the Academic Integrity Committee (AIC);
 - (3) Require the student(s) to repeat the assignment;
 - (4) Reduce the student's/students' grade on the assignment, or assign a score of 0 (zero) on the specific assignment;
 - (5) Assign the student(s) a failing or reduced final grade in course.
 - (6) Assign a grade of "I" when the student(s) cannot be contacted and therefore the informal conference cannot be held, as is sometimes the case after final examination.
- 5.6.2 The faculty member shall notify student(s) of their decision within fourteen calendar days. If the faculty member assigns the student(s) a D, F, or NC as their final grade in the course, the faculty member may inform Enrollment Services that this grade is the result of a finding of academic dishonesty. In that case, Academic Senate PS 09-05, Repetition of Courses, applies: "Grade forgiveness [aka Repeat/Delete] shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty." In other words, if the student(s) retake(s) the course the new grade will be averaged with the previous grade.
- 5.6.3 If the student(s) accept(s) the faculty member's decision, they shall confirm their acceptance of the decision on the Academic Integrity Form within fourteen calendar days. If the student does not confirm their acceptance, the case shall be pursued by OSCED.
- 5.6.4 If the student(s) do(es) not accept the faculty member's decision within fourteen calendar days, they may request a review by the AIC. The AIC investigation shall take place before the OSCED investigates the allegation. The process and charge of the AIC are described below, in Section 7.
- 5.6.5 If this process prevents the student from registering for the subsequent semester or from a prescribed sequence of courses, declaring a major or completing their degree, the student can request an expedited appeal to the AIC.

6 OFFICE OF STUDENT CONDUCT AND ETHICAL DEVELOPMENT (OSCED) ACTION IN ALLEGATIONS OF CHEATING OR PLAGIARISM

- 6.1 The OSCED shall receive copies of all Academic Integrity Forms. The OSCED shall pursue the allegation, unless faculty member or student(s) request a review from the AIC. If such a request is made, the OSCED shall wait for the AIC's Opinion (see section 7) before pursuing the allegation.

- one member of the Office of Academic Affairs, who shall be Chair, voting only in case of ties.
- 7.1.2 The primary charge of the AIC 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 AIC shall report in writing 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 Provost and Senior Vice President for Academic Affairs (or designee) or the Chair of the Academic Senate to request the AIC to reconsider a case.
- 7.1.3 To preserve the rights of privacy, all AIC meetings shall be closed.
- 7.1.4 In all cases, an Opinion of the AIC 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.
- 7.1.5 The AIC is to report on its actions annually to the Provost and Senior Vice President for Academic Affairs (or designee) and the Chair of the Academic Senate.
- 7.2 Review Process
- 7.2.1 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 AIC 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.
- 7.2.2 In cases where more than one student is suspected of cheating or plagiarism, the AIC may decide to review the students' case(s) jointly as a group, or as individuals.
- 7.2.2.1 If the AIC decides to review students' case(s) as a group, the students shall have the option to request that their case(s) be reviewed separately, as individuals.
- 7.2.3 After reviewing documentation provided by the student(s) and the faculty member, the AIC will issue an Opinion on the matter and communicate it to the faculty member, student(s), and OSCED. If the Opinion of the AIC is not in alignment with the decision of the faculty member, the student(s) may use the Opinion to ask the faculty member to change their grade, or as evidence in a grade appeal.
- 7.2.4 The AIC may request additional information as may be appropriate to the development of its Opinions. The AIC shall provide a final Opinion within 21 calendar days of the submission of a request to it. Should additional time be required, the reasons should be communicated to the Provost and Senior Vice President for Academic Affairs (or designee) and the Chair of the Academic Senate as well as the student(s) and faculty members involved.

8 STUDENT APPEAL TO THE GRADE APPEALS COMMITTEE

After reviewing matter the Office of Student Conduct and Ethical Development may hold the student(s): (within 10 business days, as set by EO 1098; see Section 6.2)			
NOT RESPONSIBLE (NO FURTHER ACTION)	RESPONSIBLE, RECOMMENDING ONE OF THE FOLLOWING		

NOT RESPONSIBLE
(NO FURTHER ACTION)

EDUCATIONAL MEASURES

DISCIPLINARY PROBATION

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