CSUB Undergraduate Academic Integrity Policy

Philosophy on Academic Integrity:

The California State University, Bakersfield (CSUB) Guiding Principles begin with the commitment to academic excellence and pursuit of integrity and truth. CSUB administrators, faculty, staff, and students are expected to honor and uphold these principles and in so doing protect the integrity of all academic work. A degree at CSUB is a product of our campus's commitment to ethical behavior, academic integrity, and academic excellence. When a violation of academic integrity occurs, it diminishes the value of that degree and impacts the reputation of our campus.

Policy:

Students at CSUB are expected to do all their academic work (coursework, assignments, exams, research, etc.) without getting or giving unauthorized assistance. Faculty have the responsibility of planning and supervising academic work so that honest effort is encouraged and positively reinforced.

Types of Academic Integrity Violations:

Academic integrity violations include, but are not limited to, plagiarizing, cheating, providing unauthorized assistance, collaborating with other students without the approval of the instructor, using technology improperly, and falsifying university documents to gain an unfair academic advantage, improve a grade, or obtain course credit. Academic Integrity violations are listed in the Student Conduct Code and the University Handbook, and all offenses listed below, but not limited to the following, are taken seriously.

Plagiarism is claiming the published or unpublished work of someone else as your own. This includes handing in someone else's work; turning in copied or purchased compositions; using paragraphs, sentences, phrases, words, or ideas, including paraphrasing, written by another writer; or using data and/or statistics compiled by someone else as your own without giving appropriate credit to the original writer. Plagiarism also includes using work submitted in another class without permission of the instructor.

Cheating includes, but is not limited to, using "cheat (crib) sheets" or notes during an exam without the approval of the instructor, copying from someone else or looking at another student's answers during an exam, using books or outside sources without permission during an exam or assignment, receiving answers on an exam or assignment from someone else, or using an online source to obtain answers without approval.

Unauthorized Assistance is providing answers or information on an assignment or exam to a fellow student without approval of the instructor.

Unauthorized Collaboration is working with others on an assignment or exam without approval of the instructor and/or copying from someone else without their knowledge.

Both unauthorized assistance and collaboration interfere with the ability of the instructor to evaluate the individual student's performance in their course.

Improper use of technology includes using computers, computer programs, cell phones, calculators, or other software or electronic aids to gain an unfair academic advantage without

permission of the instructor.

Falsification of University Documents includes, but is not limited to, falsifying signatures, such as another student's signature or a faculty/staff signature, on a university form (for example, an add/drop form).

Procedures for Reporting a Violation of the Undergraduate Academic Integrity Policy:

Any violation of Academic Integrity should be reported to the Office of the Dean of Students.

When a faculty or staff member or administrator discovers a violation of the academic integrity policy, they shall invite the student to discuss the violation, including the evidence, with the student(s) involved and allow the student(s) to respond. Any academic penalty, including the student's potential grade penalty for the offense falls within the purview of the faculty member teaching the course. (See "Recommended Consequences for Academic Dishonesty.") For further guidance, consult with the appropriate Program Director, Department Chair, Dean, or Dean of Students' office.

After the violation has occurred and penalty imposed, the incident, with all supporting evidence, shall be reported to the Dean of Students Office through the Academic Integrity Violation Reporting Form and to the applicable academic program(s) to be considered in its totality in order to determine whether the reported incident is part of a larger pattern of misconduct. Disciplinary sanctions for academic dishonesty are processed through the procedures outlined in the CSU Executive Order 1098, Student Conduct Procedures.

Recommended Consequences for an Undergraduate Academic Integrity Violations:

Suggested guidelines for academic penalties within the course can range from oral reprimand to failure of the course depending on the severity of the academic integrity violation. These recommendations are provided to allow for equitable sanctions across campus for all students and are intended to be for a first academic dishonesty offense. Grade penalties are at the sole discretion of the faculty member.

An oral reprimand is appropriate if the violation is a minor, first-time offense in a course and if there is any possibility the student misunderstood how their actions violate the academic integrity policy. This may also be an opportunity for the student to resubmit the assignment or complete an equivalent assignment with a better understanding of the expectations.

A failing or lower grade on the assignment/exam/paper/project for the course is recommended for moderate offenses, which could include a first offense, that clearly violates the academic integrity policy but are not planned or premeditated.

A failing grade in the course is at the discretion of the faculty member. Faculty may reserve such action for those violations that are premeditated and planned with the intent of violating the academic integrity policy

and gaining an unfair advantage in a course.

Levels of offenses:

- Minor first offense: minor actions of plagiarism or cheating without clear evidence of intent to gain unfair advantage
- Moderate first offense: moderate actions of plagiarism or cheating without clear evidence of intent to gain unfair advantage
- Major first offense: premeditated or planned plagiarism or cheating with clear evidence of intent to gain unfair advantage

For further guidance, faculty should consult with the appropriate Program Director, Department Chair, Dean, or Dean of Students' office.

*Recommended consequences are reflected in the Policy on Academic Dishonesty from CSUCI Dated 2-4-2014

Additional Potential Sanctions for a Violation of the Undergraduate Academic Integrity Policy:

In addition to the academic penalty assigned by the faculty member, disciplinary sanctions imposed by the University may include educational/plagiarism exercises, probation, suspension, permanent expulsion from the university and from the CSU system, or the withholding of a degree.

Disciplinary probation will be noted on the student's formal academic record only for the duration of the probationary period. Disciplinary suspension of more than an academic year and expulsion will be part of the student's permanent academic record. Once a disciplinary sanction is determined, the outcome will be provided to the instructor who reported the incident and remain in the student's electronic disciplinary file in accordance with the CSU Records/Information Retention and Disposition Schedule.

Repeated Violations of the Undergraduate Academic Integrity Policy:

Any repeated violation of the academic integrity policy will result in more serious academic sanctions. Normally, this will include suspension or expulsion from the university with a note on the student's permanent record. Decisions regarding penalties for repeated violations shall be determined by the Student Conduct Officer after conferring with a committee composed primarily of tenured faculty members.

Proposed Syllabus Language:

Academic Integrity: Certain forms of conduct violate the university's policy of academic integrity and the student conduct code. Academic dishonesty (cheating) is a broad category of actions that use fraud and deception to improve a grade or obtain course credit. Academic dishonesty is not limited to exams alone but arises whenever students attempt to gain an unearned academic advantage. Plagiarism is claiming the published or unpublished work of someone else as your own. This includes handing in someone else's work; turning in copied or purchased compositions; using paragraphs, sentences, phrases, words, or ideas, including

paraphrasing, written by another writer; or using data and/or statistics compiled by someone else as your own without giving appropriate credit to the original writer. Plagiarism also includes using your work submitted in another class without permission of your current instructor.

When a faculty member discovers a violation of the university's policy of academic integrity, the faculty member will meet with the student(s) involved and is required to notify the Dean of Students' office and detail the alleged violation, including the name(s) of the student(s) suspected, the class in which the alleged violation occurred, the circumstances of the alleged violation, and the evidence (including witnesses) supporting the allegation. The faculty member will also formally notify the student(s) suspected of violating the university's policy of academic integrity, the department chair for the course involved in the incident, and the appropriate school dean.

The Dean of Students or designee will investigate; confer with the faculty member, student(s), and any witnesses identified; and review all evidence submitted by the faculty member and student(s) to impose an administrative sanction, beyond the academic penalty already placed by the faculty member. Students who perform dishonestly in this course may earn zero credit on the assignment/exam or a failing grade in the course, depending on the level of severity of the offense.

Students are expected to uphold the standards of academic integrity. Cheating in any form will not be tolerated and will result in a formal report to the University Dean of Students. You are always expected to follow the student conduct code and uphold the CSUB Guiding Principles while learning on this campus.

Catalog Statement:

The principles of truth and integrity are recognized as fundamental to our campus community. CSUB administrators, faculty, staff, and students are expected to honor and uphold these principles and in so doing protect the integrity of all academic work. A degree at CSUB is a product of our campus's commitment to ethical behavior, academic integrity, and academic excellence. When a violation of academic integrity occurs, it diminishes the value of that degree.

Students at CSUB are expected to do all work assigned to them without getting or giving unauthorized assistance. Faculty have the responsibility of planning and supervising academic work so that honest effort is encouraged and positively reinforced.