

ACADEMIC HONESTY POLICY

Academic Affairs  
POLICY  
SAC 083-95

Effective Date: mm/dd/yyyy

- 1 **Definition:** Academic honesty policy delineates student, faculty, and administrative
- 2 responsibilities in regards to academic honesty. The policy defines incidents of
- 3 Academic dishonesty and the sanctions that can be applied.
- 4
- 5 **Authority:** The Cal State San Marcos ~~Interim~~ Student Rights and Responsibilities Policy as
- 6 expressed in Executive Order 320.
- 7
- 8 **Scope:** The purpose of the Academic Honesty Policy shall be to define incidences of
- 9 academic dishonesty and to delineate student, faculty, and administrative
- 10 responsibilities.
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\_\_\_\_\_  
Karen S. Haynes, President

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Approval Date

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Robert Sheath, Provost

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Approval Date

42 First Revision: 00/00/00

43 Implemented: 4/28/95

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45 I. Introduction

46  
47 Each student shall maintain academic honesty in the conduct of his or her studies and other  
48 learning activities at CSUSM. The integrity of this academic institution, and the quality of the  
49 education provided in its degree programs, are based on the principle of academic honesty.

50  
51 The maintenance of academic integrity and quality education is the responsibility of each student  
52 within this university and the California State University system. Cheating and plagiarism in  
53 connection with an academic program at a campus is listed in Section 41301, Title 5, *California*  
54 *Code of Regulations*, as an offense for which a student may be expelled, suspended, put on  
55 probation, or given a less severe disciplinary sanction.

56  
57 II. Student Responsibilities

58  
59 A. Students are responsible for knowing and understanding the rules of Academic Honesty  
60 as outlined in the university catalog, to include fabricating information and data,  
61 cheating, facilitating academic dishonesty, and plagiarizing.

62  
63 B. ~~Students are responsible for c~~Communicating with the professor if they do not understand  
64 how the policy applies to a particular class or assignment. ~~Students are responsible for~~  
65 ~~u~~Utilizing the library resources (e.g. the plagiarism tutorial, consulting a librarian, or referring to  
66 a style guide) on academic honesty and plagiarism to fully understand the differences  
67 between a citation, giving credit, original writing, and plagiarism.

68  
69 III. Faculty Responsibilities

70  
71 A. Faculty must report all incidents of Student Dishonesty and the actions taken to the  
72 Office of the Dean of Students.

73  
74 The reporting must include:

- 75  
76 1. ~~\_\_\_\_\_~~ Student name  
77 2. ~~\_\_\_\_\_~~ Student ID number as it appears on the class roster  
78 3. ~~\_\_\_\_\_~~ Class Code, CRN, and Semester taken  
79 4. ~~\_\_\_\_\_~~ The issues of dishonesty that occurred  
80 5. ~~\_\_\_\_\_~~ The actions or consequences taken by the professor

81  
82 B. Each faculty should include a statement on Academic Honesty in their syllabi such as:

83  
84 Students will be expected to adhere to standards of academic honesty and integrity, as  
85 outlined in the Student Academic Honesty Policy. All assignments must be original  
86 work, clear and error-free. All ideas/material that are borrowed from other sources must  
87 have appropriate references to the original sources. Any quoted material should give  
88 credit to the source and be punctuated ~~with quotation marks~~ ~~accordingly~~.

89  
90 Academic Honesty and Integrity: Students are responsible for honest completion and  
91 representation of their work. Your course catalog details the ethical standards and  
92 penalties for infractions. There will be zero tolerance for infractions. If you believe there

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93 has been an infraction by someone in the class, please bring it to the instructor's  
94 attention. The instructor reserves the right to discipline any student for academic  
95 dishonesty, in accordance with the general rules and regulations of the university.  
96 Disciplinary action may include the lowering of grades and/or the assignment of a failing  
97 grade for an exam, assignment, or the class as a whole.

98  
99 C. Faculty should keep accurate records and documents regarding the case and their own  
100 resolution and consequences for ~~at least one semester~~one year from the end of the term.

101  
102 D. Faculty should have a discussion of academic honesty, expectations, and consequences  
103 within the first two or three class meetings in order to maintain consistency and  
104 uniformity with all classes and students.

105  
106 E. Faculty are encouraged to include creative assignments that require original thought in  
107 order to reduce the incidents of student dishonesty.

108  
109 F. Faculty have the ultimate responsibility and discretion when grading students who have  
110 been dishonest in class; ~~however~~, faculty also have the responsibility to be fair and  
111 equitable to all students within the same class; ~~Therefore~~, consequences for like offenses  
112 must be similar.

113  
114 G. Grading Policy: ~~It is suggested~~ that each faculty member have a consistent grading  
115 policy which will be applied in all cases of academic dishonesty. For example, if an  
116 assignment where a student is caught cheating is worth more than ~~15%~~ 15% of the grade, the  
117 student may receive a "FAIL" in the class. If the assignment is worth less than 15%, then  
118 the assignment can be given a grade of "0." ~~;~~

119  
120 IV. Administrative Responsibilities:

121  
122 A. Administrators are responsible for knowing and understanding the rules of Academic  
123 Honesty to include fabrication, cheating, facilitating academic dishonesty, plagiarism and  
124 to take administrative action where necessary.

125  
126 B. Administrators should facilitate a discussion of Academic Honesty at student orientation  
127 to ensure that all students are aware of the Academic Honesty issues on campus and how  
128 they will be dealt with.

129  
130 C. The Dean of Students shall provide a report each semester to the Executive Committee of  
131 the Academic Senate to include aggregated data for that semester which includes the  
132 number and type of cases reported and the disciplinary actions taken.

133  
134 V. Student Sanctions

135  
136 Student sanctions, imposed by the ~~appropriate administrator~~Dean of Students, for violations to  
137 the academic honesty policy can include any of the following:

138  
139 (a) —Warning

140 (b) —Probation of Student

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(c) — Suspension

(d) — Expulsion

VI. Definitions

Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and defrauds those who depend upon the integrity of the campus programs. Such dishonesty includes the following.

- A. **Cheating**: Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

*Guidelines:*

1. Faculty members are strongly encouraged to make every reasonable effort to foster honest academic conduct. This includes adequate communication of expectations about what kinds of collaboration are acceptable within the course. Instructors should state in course syllabi their policies and procedures concerning examinations and other academic exercises as well as the use before examinations of shared study aids, examination files, and other related materials and forms of assistance.
2. Students completing any examination should assume that external assistance (e.g., books, notes, calculators, conversation with others) is prohibited unless specifically authorized by the instructor.
3. Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor. This comment includes, but is not limited to, the services of commercial term paper companies.
4. Students who are required to do a paper in a course should assume that submitting the same or similar paper to different courses (regardless of whether it is in the same semester or in different semesters) is not permitted without the explicit permission of the instructors of both courses.

- B. **Fabrication**: Falsification or invention of any information or citation in an academic exercise.

*Guidelines:*

1. "Invented" information may not be used in any laboratory experiment or other academic exercise without notice to and authorization from the instructor. It would be improper, for example, to analyze one sample in an experiment and covertly "invent" data based on the single experiment for several more required analyses.

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- 187 | 2. One must use/acknowledge the actual source from which cited information was  
188 | obtained. For example, a student may not reproduce sections from a book review  
189 | and indicate that the section was obtained from the book itself.  
190 |  
191 | 3. Students who attempt to alter and resubmit returned academic work with intent to  
192 | defraud the faculty member will be in violation of this section. For example, a  
193 | student may not change an answer on a returned exam and then claim that they  
194 | deserve additional credit.  
195 |  
196 | C. Facilitating Academic Dishonesty: Intentionally or knowingly helping or attempting to  
197 | help another to commit an act of academic dishonesty.  
198 |  
199 | *Guidelines*:  
200 |  
201 | 1. For example, a student who knowingly allowed copying from his or her paper  
202 | during an examination would be in violation of this section.  
203 |  
204 | 2. Providing information about the contents of an examination to a student who will  
205 | later take the examination, or taking an examination on behalf of another student,  
206 | are violations of academic honesty.  
207 |  
208 | D. Plagiarism: Intentionally or knowingly representing the words, ideas, or work of another  
209 | as one's own in any academic exercise, including:  
210 |  
211 | (a) —the act of incorporating the ideas, words, sentences, paragraphs, or parts thereof,  
212 | or the specific substance of another's work, without giving appropriate credit, and  
213 | representing the product as one's own work;  
214 |  
215 | (b) —the act of putting one's name as an author on a group project to which no  
216 | contribution was actually made; and  
217 |  
218 | (c) —representing another's artistic/scholarly works such as musical compositions,  
219 | computer programs, photographs, paintings, drawings, sculptures, or similar works as  
220 | one's own.  
221 |  
222 | *Guidelines*:  
223 |  
224 | 1. Direct Quotation: Every direct quote must be identified by quotation marks, or by  
225 | appropriate indentation or by other means of identification, and must be properly  
226 | cited with author(s) name(s), year of publication, page number(s), footnotes  
227 | and/or endnotes, depending on the citation style used. Proper citation style for  
228 | academic writing is outlined by such manuals as the *MLA handbook for writers*  
229 | *of research papers*, *APA: Publication manual of the American Psychological*  
230 | *Association*, or *Chicago manual of style*.  
231 |  
232 | 2. Paraphrase: Prompt acknowledgment is required when material from another  
233 | source is paraphrased or summarized in whole or in part in ~~your~~ one's own  
234 | words. To acknowledge a paraphrase properly, one might state: "to paraphrase

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- 235 Locke's comment..." and conclude with a citation identifying the exact reference.  
236 A citation acknowledging only a directly quoted statement does not suffice to  
237 notify the reader of any preceding or succeeding paraphrased material.  
238
- 239 3. Borrowed Facts or Information: Information obtained in one's reading or research  
240 which is not common knowledge among students in the course must be  
241 acknowledged. Examples of common knowledge might include the names of  
242 leaders of prominent nations, basic scientific laws, etc.  
243
- 244 4. Material which contributes only to the student's general understanding of the  
245 subject may be acknowledged in the bibliography and need not be immediately  
246 cited. One citation is usually sufficient to acknowledge indebtedness when a  
247 number of connected sentences in the paper draw their special information from  
248 one source. When direct quotations are used, however, quotation format must be  
249 used and prompt acknowledgment is required.

**FACULTY SERVICE AND VOTING WHILE ON LEAVE POLICY**

Implementation Date: 00/00/00

Revised: 00/00/00

**Definition** Conditions for committee service and eligibility for voting by faculty on leave.

**Authority** CSU Unit 3 CBA, The President of the University

**Scope** Faculty of CSU San Marcos

**FACULTY SERVICE AND VOTING WHILE ON LEAVE**

**Service**

Leaves of Absence

Faculty on leaves of absence (~~with or without pay~~), ~~leaves of absence with pay, sick leave, sabbatical leaves, and difference in pay leaves (as defined in CBA Articles 22, 23, 24, 27, and 28, respectively)~~ may not serve in the Academic Senate or on university-level committees during the time term of their leave. However, during the time of their leave, they may, however, run for election to the Academic Senate or a university-level committee for a term that begins after the time of their leave ends.

For eligibility to serve on Peer Review and Promotion and Tenure Committees, refer to the following chart for eligibility:

<u>Performance Review for:</u>	<u>Must not be on leave for any part of the</u>
<u>Retention only</u>	<u>—must be active Spring Fall Ssemester</u>
<u>Retention w/ Tenure and/or Promotion</u>	<u>must be active both Fall and Spring</u>
<u>semestersAcademic Year</u>	
<u>Tenure and/or Promotion</u>	<u>must be active both Fall and Spring</u>
<u>semestersAcademic Year</u>	
<u>Periodic Evaluation and Post-Tenure Review</u>	<u>must be active Spring semesterFall Semester</u>

Periods of Inactive FERP employment

Faculty who have a FERP appointment shall be eligible to serve on committees only during periods of active FERP employment. They may not serve on Ppeer Rreview or Promotion and Tenure Ceommitteess, as defined in CBA Article 29.18. However, during periods of inactive FERP employment, they may run for election to the Academic Senate or a university-level committee for a term that begins during a period of active employment.

**Voting**

Faculty on any professional leaves of absence except a personal leave -without pay, ~~leaves of absence with pay, sick leave, sabbatical leaves, difference in pay leaves,~~ or during an inactive term for faculty participating in the Faculty Early Retirement Program or the Pre-retirement

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38 Reduction in Time Base Program (as defined in CBA Articles 22, 23, 24, 27, 28, 29 and 30  
39 respectively) may retain their voting rights during the term of their leave. If a faculty member  
40 desires to vote while on leave, the member must furnish the Office of the Academic Senate, by  
41 the beginning of the leave, an address to which the faculty member wants ballots sent during the  
42 leave. Faculty who do not exercise this option to vote during their leaves will not be counted as  
43 voting members for purposes of determining whether sufficient votes have been cast to settle an  
44 election.

45  
46 Faculty on personal leaves of absence without pay (as defined in CBA Article 22) are not eligible  
47 to vote.

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51  
52 \_\_\_\_\_ Approval Date  
53 Karen S. Haynes, President

54  
55  
56 \_\_\_\_\_ Approval Date  
57 Robert Sheath, Provost and Vice President for  
58 Academic Affairs  
59



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**Authority** CSU Unit 3 CBA, The President of the University

**Scope** Faculty of CSU San Marcos

**FACULTY SERVICE AND VOTING WHILE ON LEAVE**

**SERVICE**

**Leave of Absence**

Faculty members who are on a leave of absence may not serve in the Academic Senate or on university-level committees during the time of their leave. Refer to the following chart for eligibility to serve on Peer Review or Promotion and Tenure Committees:

Performance Review for:	Must not be on leave for any part of:
Retention only	Fall Semester
Retention w/ Tenure and/or Promotion	Academic Year
Tenure and/or Promotion	Academic Year
Periodic Evaluation and Post-Tenure Review	Spring Semester

During the time of their leave, faculty may run for election to the Academic Senate or a university-level committee for a term that begins after the time of their leave ends.

**Faculty Early Retirement Program (FERP)**

Faculty members who have a FERP appointment shall be eligible to serve on committees only during periods of active FERP employment. They may not serve on Peer Review or Promotion and Tenure Committees, as defined in CBA Article 29.19. During inactive employment periods, they may run for election to the Academic Senate or a university-level committee for a term that begins during a period of active employment.

**VOTING**

Faculty on personal leaves of absence without pay (as defined in CBA Article 22) are ineligible to vote. Faculty members who are on any other type of leave of absence, or in a period of inactive employment for the FERP or Pre-retirement Reduction in Time Base Program (as defined in CBA Articles 22, 23, 24, 27, 28, 29 and 30 respectively) may retain their voting rights during the time of their leave or inactive employment period. If a faculty member desires to vote while on leave or during an inactive employment period, the faculty member must furnish the Office of the Academic Senate, by the beginning of the leave or inactive employment period, an address to which the faculty member wants ballots sent. Faculty who do not exercise this option

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to vote will not be counted as voting members for purposes of determining whether sufficient votes have been cast to settle an election.

\_\_\_\_\_  
Karen S. Haynes, President

\_\_\_\_\_  
Approval Date

\_\_\_\_\_  
Robert Sheath, Provost and Vice President for  
Academic Affairs

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Approval Date