



**San José State**  
UNIVERSITY

*A campus of The California State University*

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**S07-2**

At its meeting of April 16, 2007, the Academic Senate passed the following Policy Recommendation presented by Senator Meldal for the Instruction and Student Affairs Committee.

**POLICY RECOMMENDATION  
ACADEMIC INTEGRITY**

Rescinds F06-1

Whereas: The processes and procedures applicable to student misconduct regarding Academic Dishonesty are guided by Executive Order 969; and

Whereas: The university policies need to be in compliance with EO 969; and

Whereas: The processes and procedures with respect to student misconduct should be separated from the processes and procedures with respect to fairness issues; and

Whereas: The rights and responsibilities of instructional faculty members in the face of student misconduct should be clearly defined;

Therefore be it

Resolved: That the attached policy be implemented, rescinding F06-1.

Rationale: The handling of student conduct code violations should be separated from the processes handling student disputes with other members of the university community. Specifically, grades resulting from *cheating* are not a matter of student fairness. Therefore the Office of the Ombudsman and the Student Fairness Committee should be removed from the student conduct processes regarding academic misconduct.  
There is also a need to make clear that faculty members are obligated to report all instances of academic misconduct, and to provide a complete record of the students' academic performance.

Approved: April 2, 2007

Present: Bridgeman, Campsey, Dorosz, Guttierrez, Leddy, Meldal, Reyes, Rowen, Rudy, Sofish

Absent: Dresher, Evans, Fee, Hansen, Kelley, Thompson

Vote: 10/0/0

Financial Impact: None

Workload Impact: Slight reduction

**SAN JOSE STATE UNIVERSITY**  
**ACADEMIC INTEGRITY POLICY**

The University emphasizes responsible citizenship and an awareness of ethical choices inherent in human development. Academic honesty and fairness foster ethical standards for all those who depend upon the integrity of the university, its courses, and its degrees. University degrees are compromised and the public is defrauded if faculty members or students knowingly or unwittingly allow dishonest acts to be rewarded academically.

This policy sets the standards for such integrity and shall be used to inform students, faculty and staff of the university's Academic Integrity Policy.

**STUDENT ROLE**

The San José State University Academic Integrity Policy requires that each student:

1. Know the rules that preserve academic integrity and abide by them at all times. This includes learning and abiding by rules associated with specific classes, exams and course assignments.
2. Know the consequences of violating the Academic Integrity Policy.
3. Know the appeal rights, and the procedures to be followed in the event of an appeal.
4. Foster academic integrity among peers.

**FACULTY MEMBER ROLE**

The San José State University Academic Integrity Policy requires that each faculty member:

1. Provide a clear and concise course syllabus that apprises students of the Academic Integrity Policy and the ethical standards and supporting procedures required in a course.
2. Make every reasonable effort to foster honest academic conduct. Specifically, examinations should be appropriately proctored or monitored to prevent students from copying, using non-cited resources, or exchanging information. Examinations and answers to examination questions should be kept private. Efforts should be made to give unique and varied assignments.
3. Take action against a student in accordance with this policy when supporting evidence indicates that the student has violated the Academic Integrity Policy.
4. Comply with the rules and standards of the Academic Integrity Policy.

**OFFICE OF STUDENT CONDUCT & ETHICAL DEVELOPMENT ROLE**

The San José State University Academic Integrity Policy requires that the Student Conduct Administrator:

1. Comply with and enforce the Student Conduct Code ([http://sa.sjsu.edu/student\\_conduct](http://sa.sjsu.edu/student_conduct)) which includes the Academic Integrity Policy.
2. Adjudicate student conduct cases and assign administrative sanctions to students who have violated the Student Conduct Code.
3. Serve as a resource for faculty, staff and students on matters of academic integrity and this policy.

4. Ensure dissemination of the policy to the campus community when changes are made to the policy or procedures.

## **1.0 DEFINITIONS OF ACADEMIC DISHONESTY**

### **1.1 CHEATING**

San José State University defines cheating as the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating includes:

- 1.1.1. Copying, in part or in whole, from another's test or other evaluation instrument including homework assignments, worksheets, lab reports, essays, summaries, quizzes, etc.;
- 1.1.2. Submitting work previously graded in another course without prior approval by the course instructor or by departmental policy;
- 1.1.3. Submitting work simultaneously presented in two courses without prior approval by both course instructors or by the department policies of both departments;
- 1.1.4. Using or consulting sources, tools or materials prohibited by the instructor prior to, or during an examination;
- 1.1.5. Altering or interfering with the grading process;
- 1.1.6. Sitting for an examination by a surrogate, or as a surrogate;
- 1.1.7. Any other act committed by a student in the course of their academic work that defrauds or misrepresents, including aiding others in any of the actions defined above.

### **1.2 PLAGIARISM**

San José State University defines plagiarism as the act of representing the work of another as one's own without giving appropriate credit, regardless of how that work was obtained, and submitting it to fulfill academic requirements.

Plagiarism includes:

- 1.2.1. Knowingly or unknowingly incorporating the ideas, words, sentences, paragraphs, or parts of, or the specific substance of another's work, without giving appropriate credit, and representing the product as one's own work;
- 1.2.2. Representing another's artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures, or similar works as one's own.

## **2.0 NOTIFICATION OF STANDARDS OF DETECTING PLAGIARISM**

San José State University or its faculty may subscribe to or use plagiarism detection services.

Any plagiarism detection service with which San José State University contracts shall ensure the anonymity of all submitted work to third parties.

Except for the stated purpose of storing submitted work in databases solely for the intended purpose of detecting plagiarism, any plagiarism detection service with which San José State University contracts shall, to the fullest extent possible, agree to assure that ownership rights of all submitted work shall remain with the work's author and not with the plagiarism detection service.

### **3.0 EVALUATION AND REPORTING**

When a faculty member suspects a violation of the Academic Integrity Policy and is in possession of evidence to substantiate that violation it is the faculty member's responsibility to take the following steps:

- 3.1 Confront the situation discretely. That is, faculty members shall not discuss specific charges of cheating, plagiarism, or any other violations involving specific individuals in the classroom before other members of the class.
- 3.2 Communicate with the student concerning the alleged infraction; arrange for a conference to present documentation. In this conference, the student should be advised of the allegation and made aware of the supporting evidence and the probable consequences.<sup>1</sup> Faculty members should make their best effort to meet with the student in person, but if that is not feasible then they can communicate in writing.
- 3.3 Inform the student of the sanctions to be recommended in accordance with Section 4.0 if the faculty member still believes that a violation of the Academic Integrity Policy has occurred.
- 3.4 Report the alleged infraction and the action taken to the Office of Student Conduct & Ethical Development on the reporting form for violations to the Academic Integrity Policy. A copy of the supporting documentation must be attached to the reporting form.
- 3.5 The instructor may impose the recommended penalty and make the report called for in section 3.4 without a conference when a student fails to attend a scheduled conference to discuss the alleged dishonesty, or when the apparent dishonesty is detected only near the end of the semester and the faculty member makes a good-faith, albeit unsuccessful, effort to contact the student. In either case, the student's right to appeal is preserved.

### **4.0 SANCTIONS**

There shall be two major classifications of sanctions that may be imposed for violations of this policy: Academic and Administrative. Academic sanctions are actions related to the coursework or grades determined by the faculty member. Administrative sanctions are actions that address a student's status on campus and are determined by the Office of Student Conduct & Ethical Development. Academic sanctions and Administrative sanctions may be imposed simultaneously.

#### **4.1 ACADEMIC SANCTIONS**

Faculty members are responsible for determining academic sanctions. Faculty members may find it helpful to consult with their department chair, senior faculty members, or the Conduct Administrator in consideration of appropriate academic sanctions. Such sanctions shall be proportional to the offense against the Academic Integrity Policy. Usually a form of "grade modification" will be employed. Before sanctions can be employed, the faculty member must have verified the instance(s) of academic dishonesty by personal observation or documentation.

Academic dishonesty cases that occur in the classroom shall be handled by the faculty member. After action has been taken by the faculty member, the faculty member must complete a form that identifies the student who was found responsible, the general nature of the offense, the action taken, and must make a recommendation as to whether or not additional action should be considered by the Office of Student Conduct and Ethical Development.

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<sup>1</sup> The faculty member is expected to maintain in confidence notes and communications between the student and the faculty member except as they may be relevant in subsequent disciplinary proceedings or any subsequent legal actions.

Recommended sanctions include:

- 4.1.1 Oral reprimand.
- 4.1.2 Failure on the evaluation instrument.
- 4.1.3 Reduction in course grade.
- 4.1.4 Failure in the course.
- 4.1.5 Referral for additional administrative sanctions.

### **Faculty discretion**

Incidents involving the careless or inept handling of quoted material that fall short of the definitions of cheating or plagiarism as defined in Items 1.1 and 1.2 of this policy may be dealt with at the discretion of the faculty member concerned.

The faculty member also has the discretion and obligation to determine whether specific acts by a student fall under the description in 1.1.7.

## **4.2 ADMINISTRATIVE SANCTIONS**

As stipulated in the California Administrative Code, Section 41301, cheating or plagiarism in connection with an academic program may warrant expulsion, suspension, probation or a lesser sanction. Administrative action involving academic dishonesty at San José State University is the responsibility of the Office of Student Conduct & Ethical Development.

The Office of Student Conduct & Ethical Development will respond to:

- Referrals from the faculty;
- Violations of the Academic Integrity Policy;
- Repeat violations as brought to attention by the faculty or through the centralized reports filed in the Office of Student Conduct & Ethical Development.

The Office of Student Conduct & Ethical Development will notify faculty members when action has been taken. The Office of Student Conduct & Ethical Development shall maintain a record of students who have been reported for violating the Academic Integrity Policy.

## **5.0 PROTECTION OF RIGHTS**

Nothing in this policy is intended to deny students appropriate due process, including the right to be informed of the charges, the nature of the evidence supporting the charges, and to have a meeting with the faculty member, the Office of Student Conduct & Ethical Development or other decision-makers. At any such meeting statements and evidence on behalf of the student may be submitted. This policy is not intended to deny the right to appeal any decision through appropriate university channels,

When an administrative sanction is being considered, Executive Order 970, Student Disciplinary Procedures for the California State University, stipulates that a student is entitled to a hearing to determine whether violations of conduct or conduct-related regulations have occurred.

## **6.0 THREATS**

Threats against any member of the faculty as a consequence of implementing this policy on academic integrity will be cause for disciplinary action under Section 41301, Title 5, California Code of Regulations, and may also result in civil and criminal action.

## **7.0 DISSEMINATION OF INFORMATION**

- 7.1 The Academic Integrity policy shall be published in the Schedule of Classes each semester and in the University Catalog. Copies of this policy shall also be held in every department office and in the Office of Student Conduct & Ethical Development.
- 7.2 Dissemination of this information shall be the responsibility of the Office of Student Conduct & Ethical Development. Information is available at [http://sa.sjsu.edu/student\\_conduct/](http://sa.sjsu.edu/student_conduct/)
- 7.3 The Office of Student Conduct & Ethical Development shall submit a statistical report on the number and type of infractions and their eventual disposition to the Academic Senate annually.
- 7.4 Colleges and Departments are encouraged to periodically discuss this policy at faculty meetings, including discussion of strategies for ensuring academic integrity among students.
- 7.5 Department chairs and Program directors should ensure that new faculty members receive a copy of this policy and a verbal explanation at the time they are given their first class assignment.

**ACTION BY UNIVERSITY PRESIDENT:      APPROVED BY PRESIDENT DON KASSING  
ON APRIL 19, 2007**