



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
UNIVERSITY POLICY MANUAL

Academic Honesty, Policy & Procedures

Policy Administrator: Vice President for Student Affairs

Authority:

Effective Date: January 15, 2004

Updated:

Index Cross-References:

Policy File Number: UMA00150.htm

ACADEMIC HONESTY

POLICY & PROCEDURES

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

POLICIES AND PROCEDURES REGARDING

ACADEMIC HONESTY

I. GENERAL PRINCIPLES

The principles of truth and honesty are recognized as fundamental to a community of scholars and teachers. California State University, Sacramento (CSUS) expects that both faculty and students will honor these principles, and in so doing, will protect the integrity of academic work and student grades. CSUS is a publicly-assisted institution legislatively empowered to certify competence and accomplishment in general and discrete categories of knowledge. The President and faculty of CSUS are therefore obligated not only to the world at large but also to California to guarantee that substantive knowledge is actually acquired and the ability to acquire it is actually demonstrated by those to whom they assign grades and whom they recommend for degrees. Academic dishonesty defrauds all those who depend upon the integrity of the University, its courses and its degrees. This fraud is accomplished to the extent that faculty, students or campus employees knowingly or unwittingly allow academic dishonesty to work its deception.

II. RESPONSIBILITIES OF STUDENTS AND FACULTY

In order to prevent the integrity of learning from being compromised by acts of academic dishonesty, CSUS has assigned the following responsibilities to students and faculty.

A. Student Responsibilities

Students are responsible for:

1. Understanding the rules that preserve academic honesty and abiding by them at all times. This includes learning and following the particular rules associated with specific classes, exams, and course assignments. Ignorance of these rules is not a defense to a charge of academic dishonesty.
2. Understanding what cheating and plagiarism are and taking steps to avoid them. Students are expected to do this whether working individually or as part of a group.
3. Not taking credit for academic work that is not their own.
4. Not knowingly encouraging or making possible cheating or plagiarism by others.

B. Faculty Responsibilities

Faculty are responsible for:

1. Informing students of course expectations and grading requirements in the syllabus.
2. Grading and evaluating academic work in a fair, consistent, and unprejudiced manner. This means following the grading guidelines set forth in both university policy and the course syllabus.
3. Ensuring that students are aware of relevant academic dishonesty policies.
4. To the best of their ability, designing and conducting class examinations and assignments in a way that will minimize the possibilities of academic dishonesty.
5. Reporting and otherwise dealing with cases of academic dishonesty in an appropriate manner.
6. Assuming that students are acting honestly and in good faith unless the contrary is demonstrated.

III. DEFINITIONS OF ACADEMIC DISHONESTY

A. Cheating. At CSUS, cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating at CSUS includes but is not limited to:

1. Copying, in part or in whole, from another's test or other evaluation instrument;
2. Using crib notes, "cheat sheets," or any other device, including electronic devices, in aid of writing the exam not permitted by the instructor;
3. Submitting work previously graded in another course unless doing so has been approved by the course instructor or by department policy.
4. Submitting work simultaneously presented in more than one course, unless doing so has been approved by the respective course instructors or by the department policies

of the respective departments.

5. Altering or interfering with grading or grading instructions;

6. Sitting for an examination by a surrogate, or as a surrogate;

7. Any other act committed by a student in the course of his or her academic work that defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

B. Plagiarism: Plagiarism is a form of cheating. At CSUS plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person's contribution. Regardless of the means of appropriation, incorporation of another's work into one's own requires adequate identification and acknowledgement. Plagiarism is doubly unethical because it deprives the author of rightful credit and gives credit to someone who has not earned it. Acknowledgement is not necessary when the material used is common knowledge. Plagiarism at CSUS includes but is not limited to:

1. The act of incorporating into one's own work the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work without giving appropriate credit thereby representing the product as entirely one's own. Examples include not only word-for-word copying, but also the "mosaic" (i.e., interspersing a few of one's own words while, in essence, copying another's work), the paraphrase (i.e., rewriting another's work while still using the other's fundamental idea or theory); fabrication (i.e., inventing or counterfeiting sources), ghost-writing (i.e., submitting another's work as one's own) and failure to include quotation marks on material that is otherwise acknowledged; and

2. Representing as one's own another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures, or similar works.