

<p style="text-align: center;"><b>University Policy Statement</b> <b>California State University, Fullerton</b></p>
---

## UPS 300.021

# ACADEMIC DISHONESTY

Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism, and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show a possession of a level of knowledge or skill, which he/she in fact does not possess.

Cheating is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive, fraudulent, or unauthorized means. Examples of cheating include, but are not limited to, the following: using notes or aides or the help of other students on tests and examinations in ways other than those expressly permitted by the instructor, plagiarism as defined below, tampering with the grading procedures, and collaborating with others on any assignment where such collaboration is expressly forbidden by an instructor. Violation of this prohibition of collaboration shall be deemed an offense for the person or persons collaborating on the work, in addition to the person submitting the work.

Plagiarism is defined as the act of taking the work of another and offering it as one's own without giving credit to that source. When sources are used in a paper, acknowledgment of the original author or source must be made through appropriate references and, if directly quoted, quotation marks or indentations must be used.

The initial responsibility for detecting and dealing with academic dishonesty lies with the instructor concerned. An instructor, who believes that an act of academic dishonesty has occurred, is obligated to discuss the matter with the student (s) involved. The instructor should possess reasonable evidence with respect thereto, such as documents or personal observation. However, if circumstances prevent consultation with student(s), the instructor may take whatever action (subject to student appeal) he/she deems appropriate.

An instructor who is convinced by the evidence that a student is guilty of academic dishonesty, shall:

1. Assign an appropriate academic penalty. This may range from an oral reprimand to an F in the course. To the extent that the faculty member considers the academic dishonesty to manifest the student's lack of scholarship and to reflect on the student's

academic performance and academic integrity in a course, the student's grade should be adversely affected. Suggested guidelines for appropriate actions are: an oral reprimand in cases where there is reasonable doubt that the student knew that his/her action constituted academic dishonesty; an F on the particular paper, project, or examination where the act of dishonesty was unpremeditated, or where there were significant mitigating circumstances; an F in the course where the dishonesty was premeditated or planned.

2. Report to the student(s) involved, to the department chair, and to the Vice President for Student Services the alleged incident of academic dishonesty, including relevant documentation, and make any recommendations for action that he/she deems appropriate.

The Vice President for Student Services shall maintain an Academic Dishonesty File of all cases of academic dishonesty with the appropriate documentation. Students shall be informed when their names are inserted into the File and shall be provided with copies of any appeals or disciplinary procedures, which they may become involved in. The Vice President for Student Services or his/her designees may initiate disciplinary proceedings under Title 5, Section 41301 and Chancellor's Executive Order 148. When two or more incidents involving the same student occur, he/she shall do so. Opportunities for appeal regarding sanctions resulting from disciplinary proceedings are provided by Executive Order 148.

A student may appeal any action taken on a charge of academic dishonesty under UPS 300.030, "Academic Appeals." If the Academic Appeals Board decides that a student is innocent of academic dishonesty, then no entry shall be made in the Academic Dishonesty File. If the Academic Appeals Board decides either that a student is innocent of academic dishonesty, or that a faculty member has acted arbitrarily or capriciously towards a student, it shall instruct the faculty member to meet with his/her department chair and, if appropriate, the Dean for the purpose of reassessing the student's performance. If the faculty member refuses to do so, the matter shall be referred to an ad hoc committee, to be established by the department, which shall have ultimate authority to act in the case.

In order to facilitate due process and to insure that a student knows that cheating and plagiarism are subject to action, this policy shall be published in the Catalog. Copies of this policy shall also be available in every department office and in the Office of the Vice President for Student Services.

**EFFECTIVE DATE: June 1, 1988**  
Supersedes: UPS 300.021 dated 12-23-87  
and ASD 88-41