Revised RESOLUTION ON
CHEATING AND PLAGIARISM

Background: On January 22, 1986, The Academic Senate Chair asked the Fairness Board and Student Affairs Committees to review campus policies on cheating and plagiarism. The Fairness Board of 1985-86 and 1986-87 worked on a proposal which was brought forth jointly with the Student Affairs Committee and which was passed by the Academic Senate in Spring 1987. The President returned the proposal (unsigned) on June 15, 1987 with comments prepared by G. Irvin. After additional deliberations by the current Fairness Board, a meeting between Board representatives and G. Irvin took place (January 1988) in preparation of a new policy proposal. The new proposal incorporates that which is important to the administration within a policy which is supported by the Fairness Board and is similar to the policy approved by the Academic Senate last year.

WHEREAS, The present CAM policy on cheating is extremely short and lacks definition; and

WHEREAS, It would be desirable to add further language regarding plagiarism to the CAM policy; therefore, be it

RESOLVED: That the present guidelines on cheating (CAM 674) be modified as outlined below be fully replaced with the following:

674 Academic Dishonesty: Cheating and Plagiarism

The University will not condone academic cheating or plagiarism in any form. The faculty is expected to uphold and support the highest academic standards in this matter. Instructors should be diligent in reducing potential opportunities for academic cheating and plagiarism to occur.

674.1 Definition of Cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another's test or examination; discussion of answers or ideas relating to the answers questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an
exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent same.

**Policy on Cheating**

Cheating requires an "F" course grade and further attendance in the class is prohibited. However, if a student appeals the charge of cheating, s/he shall be permitted to remain in the class through the appeals process. The instructor is obligated to place evidence of the cheating in writing before the Dean of Student Affairs with copies to the department head of the course involved, to the student, and to the department head of the student's major. Physical evidence, circumstantial evidence, and testimony of observation may be included. Said memorandum should notify the student that if he or she denies cheating an appeal is possible through the Fairness Board once the department head of the course of record has been consulted regarding the appeal. Instructors should be confident that cheating has occurred; if there is any doubt, the student should be consulted and/or additional information sought prior to taking action for cheating. Students' rights shall be ensured through attention to due process.

In the event that the Dean of Student Affairs identifies a student as being guilty of more than one cheating offense, this shall be considered sufficient cause for the initiation of disciplinary action.

The Dean of Student Affairs shall determine if any disciplinary action is required in addition to the assignment of a failing grade. Disciplinary actions which are possible include, but are not limited to: required special counseling, special paper or research assignments, loss of student teaching or research appointments, loss of membership in organizations, suspension or dismissal from individual programs or from the University. The most severe of these possible actions shall be reserved for grievous cheating offenses or more than one offense by an individual.

**Definition of Plagiarism**

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving proper credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.
Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the submission of a work, either in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another’s writing/programming without credit or originality; use of another’s project or program or part thereof without giving credit.

674.4

Policy on Plagiarism. Plagiarism may be considered a form of cheating and therefore subject to the same policy described in Section 674.3 above which requires notification of the Dean of Student Affairs and includes possible disciplinary action (See 674.2). However, as there may be a close relationship between plagiarism and editing with poor attention to format, some instructor discretion is appropriate technical plagiarism which is the result of poor learning or poor attention to format, and may occur without any intent to deceive, some instructor discretion is appropriate. Under such circumstances, notification of the Dean of Student Affairs is not required. At the event of plagiarism, an instructor may choose to counsel the student and offer a remedy (within his/her authority) which is less severe than that required for cheating, providing there was no obvious intent to deceive. However, an instructor may not penalize a student for plagiarism in any way without advising the student that a penalty has been imposed. The instructor should further advise that an appeal is possible through the Fairness Board, once the department head has been consulted regarding the appeal. Instructors should be confident that plagiarism has occurred. If there is any doubt, the student should be consulted and/or additional information sought prior to taking action for plagiarism. Students’ rights shall be ensured through attention to due process.

Proposed By:
Student Affairs Committee/
Fairness Board Committee
February 17, 1987
Revised May 3, 1988
In June, Charles Crabb forwarded to me the subject resolution adopted by the Academic Senate. Based upon an opportunity to review the revised resolution during the summer by the Vice President for Academic Affairs, I am pleased to approve the Academic Senate resolution.
You are shown as receiving a copy of the June 3 memo from Charles Crabb transmitting the subject resolution as adopted by the Academic Senate. I would appreciate your review and recommended response on this revised resolution. I would also appreciate your advice on whether this revised proposal should be sent to the ASI for comment.
State of California

Memorandum

To : Warren J. Baker  
    President

From : Malcolm W. Wilson  
    Vice President for Academic Affairs

Subject: AS-246-87/SA&FBC (Revised Resolution on Cheating and Plagiarism)  
        AS-287-88/Lewis (Resolution on GE&B Transfer Curriculum)

Attached are comments provided by Glenn Irvin on the above subject Academic Senate resolutions. I concur with his comments, and recommend your approval of these two resolutions.

Attachment
To: Malcolm W. Wilson  
Vice President for Academic Affairs  
& Sr. Vice President

From: Glenn Irvin  
Associate Vice President for Academic Affairs

Subject: AS-246-87/SA&FBC; AS-287-88/Lewis

AS-246-87/SA&FBC: Revised Resolution on Cheating and Plagiarism

I worked closely with the Fairness Board in developing this policy and procedure. It separates the issues of cheating and plagiarism and provides both university policy and definitions of each. It gives more autonomy to the instructor in matters of plagiarism, and prescribes procedures to ensure due process.

Although it underwent some modification on the floor of the Academic Senate, the policy is sound and should be accepted and implemented.

AS-287-88/Lewis: Resolution on General Education and Breadth Transfer Curriculum

The resolution is George Lewis' attempt to refocus the attention of the CSU and other segments on the GE&B transfer curriculum as a vehicle between the community colleges and the two university systems, but not between the two university systems. I have to confess, I have not been able to discern precisely what George's point is in this, although he and I have discussed it at length. He believes that once the discussions of the GE&B transfer curriculum were opened to the faculties of the segments, the scope of the original intent was enlarged—that they never should have been dealing with transfer between the CSU and the UC.

My sense is that if the GE&B courses in the community colleges transfer to the UC or the CSU, then they should transfer from CSU to UC and vice versa. In other words, if A = B and A = C, then B = C. In this context we are not talking about course equivalency (course-to-course articulation), we are talking about courses satisfying the descriptions in the GE&B areas, just as we are presently doing in GE&B transfer from the community colleges to the CSU.

The real problem as I see it is getting the UC to agree to anything, and having to modify existing CSU GE&B requirements to achieve that agreement with the UC. In any event, I see no problem for the campus in supporting the resolution.
Glenn:

Based on our discussions at the staff meeting on April 27, will you please prepare a response back to the President indicating the concerns over this resolution, and recommend returning the Resolution to the Senate for further work.

Malcolm Wilson

California Polytechnic State University
San Luis Obispo
Date: March 11, 1987 cc: Malcolm Wilson (w/atts)

To: Warren J. Baker, President

From: Lloyd H. Lamouria, Chair
Academic Senate

Subject: Proceedings of the Academic Senate, March 10, 1987
Resolution on Cheating and Plagiarism
(AS-246-87/SA&FBC)

The above-referenced resolution was adopted unanimously by the Academic Senate on March 10, 1987 and is herewith forwarded for your consideration and approval.

The proposed changes to CAM 674 broaden the definition of cheating and add the occurrence of plagiarism to said section. It also makes clear to the student what action will be taken in the event he/she is found guilty of cheating.

[Signature]

Recommendation: Please
Date: March 11, 1987  cc: Malcolm Wilson (w/atts)
To: Warren J. Baker, President
From: Lloyd H. Lamouria, Chair
      Academic Senate
Subject: Proceedings of the Academic Senate, March 10, 1987
        Resolution on Cheating and Plagiarism
        (AS-246-87/SA&FBC)

The above-referenced resolution was adopted unanimously by the Academic Senate on March 10, 1987 and is herewith forwarded for your consideration and approval.

The proposed changes to CAM 674 broaden the definition of cheating and add the occurrence of plagiarism to said section. It also makes clear to the student what action will be taken in the event he/she is found guilty of cheating.
WHEREAS, The present CAM policy on cheating is extremely short and lacks definition; and

WHEREAS, There are differences from department to department regarding the definition and handling of cheating offenses; and

WHEREAS, It would be desirable to add further language regarding plagiarism to the CAM policy; therefore, be it

RESOLVED: That the present guidelines on cheating (CAM 674) be modified as outlined below:

674 Cheating

674.1 First offense for cheating is an "F" course grade, and further attendance in that class is prohibited. A report-in-writing including evidence must be made by the instructor to the department head. The department head will notify the Dean of Students of the action taken.

674.2 Second reported offense is considered sufficient cause for the initiation of disciplinary action in accordance with the current Student Disciplinary Procedures of The California State University and Colleges.

674.3 A student wishing to challenge the course instructor's decision that a cheating offense has been committed may appeal to the head of the department in which the course is offered, the dean of the school, and ultimately to the Fairness Board for a hearing in accordance with procedural due process. This is a committee of the Academic Senate; see Appendix XI for details of procedures.

674.4 Definition of Cheating. Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent same.
RESOLUTION ON CHEATING AND PLAGIARISM
AS-246-87/SA&FBC

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674.2 Definition of Plagiarism. Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one’s own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Acknowledgement of an original author or source must be made through appropriate references: i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, either in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing or programming without credit or originality.

674.3 Policy on Cheating. Cheating requires an “F” course grade and further attendance in the course is prohibited. The instructor is obligated to place evidence of the cheating in writing before the Dean of Students with copies to the department head of the course involved, to the student, and to the department head of the student’s major. Physical evidence, circumstantial evidence, and testimony of observation may be included. Said memorandum should notify the student that an appeal is possible through the Fairness Board.

Instructors should be diligent in reducing potential opportunities for cheating to occur.

In the event that the Dean of Students identifies a student to be guilty of more than one cheating offense, this shall be considered sufficient cause for the initiation of disciplinary action.

674.4 Policy on Plagiarism. Plagiarism may be considered a form of cheating and subject to the same policy described in Section 674.3 above. However, as there may be a fine line between plagiarism and editorship with poor attention to format, some instructor discretion is appropriate. In the event of plagiarism, an instructor may choose to counsel the student and offer a remedy which is less severe than that required for cheating, providing there was no obvious intent to deceive. However, an instructor may not penalize a student for plagiarism in any way without advising the student that a penalty has been imposed. An appeal is possible through the Fairness Board.

Proposed By:
Student Affairs Committee/
Fairness Board Committee
February 17, 1987
Memorandum

To: Charles Crabb, Chair
    Academic Senate

From: Warren J. Baker
      President

Subject: ACADEMIC SENATE RESOLUTION REGARDING CHEATING AND PLAGIARISM (AS-246-87/SA&FBC)

I have had an opportunity to review and discuss with the Vice President for Academic Affairs the Academic Senate Resolution regarding Cheating and Plagiarism which Lloyd Lamouria transmitted to me on March 11. I agree that the policy needs to be broadened in its definitions of cheating and plagiarism and that it should contain some guidelines regarding due process. In addition, there are areas of the resolution adopted by the Senate which we feel need additional expansion and clarification. The attached draft expands on those areas further than does the Senate Resolution. I would appreciate the review and comment of the Academic Senate on these suggested changes in the revised CAM statement.

Attachment
PLAGIARISM AND ACADEMIC CHEATING

The University will not condone academic cheating or plagiarism in any form. The faculty is expected to uphold and support the highest academic standards in this matter. Instructors should be diligent in reducing potential opportunities for academic cheating and plagiarism to occur.

For purposes of this policy:

674.1 [academic cheating is defined as any work in which assistance, unauthorized by an instructor or department, has been given by another entity. Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means.] Cheating includes, but is not limited to: lying, copying from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent same.

674.2 [plagiarism is defined as the passing off as one's own any work that is not original with the student. Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source.] Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work either in part or in whole completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing or programming without credit or originality.
Plagiarism may be considered a form of cheating and subject to the policies governing cheating. However, as there may be a fine line between plagiarism and editorship with poor attention to format, some discretion exercised by the instructor is appropriate with regard to the severity of the penalty. In the event of plagiarism, an instructor may choose to counsel the student and offer a remedy which is less severe than that required for cheating, providing there was no obvious intent to deceive. However, an instructor may not penalize a student for plagiarism in any way without advising the student that a penalty has been imposed. An appeal is possible through the Fairness Board.

In the event that the Dean of Students identifies a student to be guilty of more than one cheating offense, this shall be considered sufficient cause for the initiation of disciplinary action.

It is critical at all times that due process be afforded the student and that proper procedures be followed to ensure the student's rights.

674.3 Cases involving plagiarism and academic cheating should first be addressed by the individual or unit most directly affected. In most instances this would be the instructor. Cheating requires an "F" course grade and further attendance in the course is prohibited. The instructor is obligated to place evidence of the cheating in writing before the Dean of Students with copies to the department head of the course involved, to the student, and to the department head of the student's major. Physical evidence, circumstantial evidence, and testimony of observation may be included. Said memorandum should notify the student that an appeal is possible through the Fairness Board. The instructor should inform the student of the offense and possible disciplinary actions and provide the student an opportunity to refute the charge. The instructor may impose no penalty that is beyond his authority, which is limited to matters of course and assignment grade and credit. If the student wishes to protest the charge or the punishment at the departmental level; the department head shall designate an impartial third party or a departmental committee formed to review the matter. In reviewing the matter, this entity will inform the student in writing of the charge and the review, and will provide the student an opportunity to prepare a defense, appear before the reviewing entity, and respond to the charges. If the entity reviewing the matter confirms the judgment of the instructor, the penalty recommended by the instructor will be carried out. If the entity reviewing the matter determines that the charges are not substantiated, no penalty will be imposed.

If the department head determines that, in addition to the penalty involving course grade and credit, the offense may be grievous enough to a more severe penalty, the Dean of Students should be notified, as matters of this magnitude may require his/her involvement in ensuring due process for the student and in recommending action.

Any student who still feels aggrieved after requesting relief from the instructor or instructor's department head may initiate an appeal for redress by writing to the chair of the Fairness Board.

674.4 Students involved in plagiarism and academic cheating are subject to a
penalty which may be as severe as dismissal from the university. Other
disciplinary actions may include, but are not limited to the following
penalties:

a. reduction in grade for an assignment or course, or loss of credit for
assignment or course;

b. suspension or dismissal from undergraduate or graduate programs;

c. loss of membership in professional and honor societies;

d. loss of teaching or research appointment.