



FAQ'S FOR FACULTY & STAFF

Office of Student Judicial Affairs

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<http://www.csustan.edu/judicialaffairs/>

Academic Honesty Violations FAQs

How can I prevent cheating from occurring in my classes?

While there are no fool proof methods for preventing all acts of academic dishonesty there are strategies that can diminish such opportunities for students. Suggestions include:

- Prepare your students, preferably in writing and well in advance of an exam, about your expectations for academic behavior. Let students know whether any materials will be allowed in the exam room, whether collaboration is permitted and what that includes, and whether writing in the text or notecards marking pages will be allowed.
- If possible, use the course syllabus to inform your students about what constitutes academic misconduct in your particular course and then discuss it with your class.
- Discuss the consequences of academic misconduct in your class.
- Encourage students to question you if they are in doubt about the restrictions and exceptions in your class.
- Inform students of the resources available to them if they are having difficulty with the material.
- Take preventive steps to promote academic honesty during exams including:
 - Spread students out within the classroom as far as possible. If classroom crowding is beyond your control, multiple forms of the same tests on differently colored paper may be helpful.
 - When bluebooks are used for examinations, consider collecting the bluebooks from students and redistributing them before the examination begins.
 - Actively proctor tests. Do not leave the classroom when a test is in progress. The instructor and any teaching assistants should be present. If possible, all outside materials should be placed in a single location within the classroom.
 - Provide scratch paper by stapling it to the answer sheets.
 - Prearrange seating alphabetically or by using a sign-in sheet. Upon completion of the test/exam have students leave their papers at their seats face down. Collect all papers in sequence by rows thus allowing for detection of copying or sharing of answers during the test.
 - Before the test starts, announce that there will be no communication between students. Do not allow students to share calculators and other materials.
 - If you allow students to use notes or a page of formulas, consider providing that document yourself at the start of the exercise.
 - Secure the exam in a locked office and desk or file until you are ready to administer it.

For more information and resources, please refer to the Resources for Faculty and Staff section of the Judicial Affairs website.

What if I think that a student is cheating during an examination?

If a student appears to be using unauthorized materials or collaborating with another student, have another proctor observe the behavior, if possible. If another proctor is not available, observe the behavior from different positions in the room to confirm the observation.

When you believe a violation is occurring during the exam, discreetly stop the behavior (e.g., confiscate the notes, separate collaborators), and identify the involved student(s) for yourself, but allow the student(s) to complete the exam. This is least disruptive to other students, and, if it is later determined that a violation did not occur, provides a basis for assigning a grade.

When a suspected violation concerns unauthorized materials, retain the materials as evidence.

When it is appropriate, discuss the matter with the student(s) and inform them of your referral of the case to the Office of Judicial Affairs. Regardless of whether or not you wish to have the matter heard by the Office of Judicial Affairs, we ask that you complete a simple, one-page referral form concerning the alleged misconduct for tracking in the event of future violations. Please visit the Office of Judicial Affairs website for the appropriate referral forms and instructions.

What if I find plagiarism in a written assignment?

When material in a student's paper appears plagiarized, attempt to locate the source text before meeting with the student. Students increasingly use electronic means to locate and retrieve source materials. Consequently, it may be worthwhile to perform a search of the Web using one of the popular search engines. Colleagues may be of assistance in identifying the source, however, the student's identity should not be revealed. Additionally, the CSU System has a license for TurnItIn, the online system that provides help in detecting and preventing plagiarism. Students submit their papers electronically, TurnItIn compares those papers to their database, and provides a report. For assistance with TurnItIn please contact the Faculty Development Center.

When material appears plagiarized but the source cannot be identified, question the student about the information in the paper. Ask for the definition of terms used and for further explanation of ideas expressed. Ask the student about their research for the paper, how reference materials were chosen, and from which library they were obtained. Request that the student submit their rough draft and/or notes to you.

Discuss the matter with the student and inform them of your referral of the case to the Office of Judicial Affairs. Regardless of whether or not you wish to have the matter heard by the Office of Judicial Affairs, we ask that you complete a simple, one-page referral form concerning the alleged misconduct for tracking in the event of future violations. Please visit the Office of Judicial Affairs website the appropriate referral forms and instructions.

What are my options should I find a student has violated the Academic Honesty Code?

A range of possible sanctions exist for cases of academic dishonesty. Both an academic penalty and a judicial sanction will be determined, based on the severity of the academic violation and in consideration of any other violations (academic or otherwise) the student has incurred.

Academic sanctions for academic dishonesty include the student receiving an “F”, a zero, or a lowered grade in the course; an “F”, a zero, or a lowered grade on the assignment, paper, or exam; “no credit” for the course; having to re-do the assignment; and receiving a warning. Regardless of whether or not you wish to have the matter heard by the Office of Judicial Affairs, we ask that you complete a simple, one-page referral form concerning the alleged misconduct for tracking in the event of future violations. Please visit the Office of Judicial Affairs website for the appropriate referral forms and instructions.

What if I need to submit a grade at the end of the semester and I haven't been able to speak to the student about the allegation?

If circumstances prevent consultation with a student, please consult with your Department Chairperson and/or College Dean. You may wish to assign a mark of “RD” until you have had an opportunity to have such a meeting.

What if more than one student is involved in a disciplinary matter?

In an incident in which there are multiple parties, you may determine that there are differing levels of accountability. If so, assess grade sanctions accordingly to the students and refer the incident to the Office of Judicial Affairs. You may also wish to consult with your Department Chairperson and/or Dean prior to taking any action.

Is there an appeal process?

Yes, the University has established a procedure that affords the student an opportunity to challenge your charge of dishonesty through the Academic Appeals Policy.

Behavioral Incidents FAQs

What if I have a disruptive student in my class, program, or office?

The Student Code of Conduct, set forth in the California Code of Regulations, Title 5, Section 41301, prohibits disruptive student behavior. Any student who violates the Code is subject to disciplinary action. For more detailed information, please visit the Office of Judicial Affairs website.

If unacceptable behavior occurs, respond immediately. This may mean employing informal action (such as standing near to students who are talking), reminding the class of the agreed standards for behavior, or directing specific comments to the involved student. You may want to speak to the student after class and discuss expected behavior in your class.

If the behavior continues, notify the student that they must leave the classroom if the behavior does not cease immediately, and that disciplinary action may result. If the student does not respond appropriately, you may ask them to leave and to arrange to

see you during office hours before the next class meeting. You may wish to consult with your Department Chairperson, the Dean in your College, your manager, the Dean of Students, and/or the Office of Judicial Affairs, prior to the meeting.

If a student refuses to leave, notify them that University Police (667-3114) may be contacted to remove them and that disciplinary action will result from this.

It is appropriate to call upon University Police any time a disruptive behavior situation escalates, or when it is reasonable to interpret behavior (including oral statements) as threatening or harassing to you or other members of the class or program.

These recommendations are based on the expectation that students can and will be reasonable if they have adequate information, clearly understand parameters, and are treated with respect.

The expectation is that students can change their behavior. However, if the student demonstrates unwillingness or an inability to change, then additional interventions including removal from the class or program, may be necessary.

Please also visit the Office of Judicial Affairs website for more resources on how to deal with disruptive student behavior.

Other FAQs

What if I am worried about a student in my class or program?

You may occasionally encounter an issue with a student that is neither specifically related to academic dishonesty nor behavioral disruption, but is still cause for concern. For instance, a student may be in distress concerning a personal matter unrelated to a course or program.

When addressing difficult or sensitive matters, you have several campus resources available for support and consultation. Depending upon the issue at hand, it may be advisable to consult with your Department Chairperson, the Dean in your College, your manager, the Dean of Students, or the Counseling and Psychological Services office.

Consultation with the Office of Judicial Affairs is another available resource, particularly if the situation involves possible disruptive or threatening behavior.

However, University Police should be contacted immediately regarding any situation in which you believe that a student may be in danger or pose a danger to self or others.

Where can I receive more information about these and other disciplinary issues?

University faculty and staff members are always welcome to consult with the Office of Judicial Affairs by phone at 209-667-3177 or in person at MSR 340. Additionally, the Office can provide issue-specific presentations on these and other issues. Please visit the Office of Judicial Affairs website for a presentation request form.

** Several sections of this document were adapted from California State University, Fullerton; University of California, Santa Barbara; and other university publications.*