

ACADEMIC POLICIES COMMITTEE
2016-2017

Friday, April 7, 2017
2-3:30pm, Sacramento Hall 161

MEMBERS

Sue Escobar, Chair (Criminal Justice, HHS)
VACANT (NSM)
James Fox (Library)
Jean Gonsier-Gerdin (Teaching Credentials, EDU)
Amber Gonzalez (Undergraduate Studies, EDU)

Megan Heinicke (Psychology, SSIS)
Jacqueline Irwin (Communication Studies, A&L)
Yang Li (Marketing & Supply Chain Management, CBA)
Matt Schmidlein, (Geography, NSM)
Tara Sharpp (Nursing, HHS)
VACANT (Economics, SSIS)

NON-VOTING/EX-OFFICIO MEMBERS

Julian Heather (Faculty Senate)
Dennis Geyer (Office of the University Registrar)
Gabriel Hernandez (University Staff Assembly)
Don Hunt (Division of Student Affairs)

Jasmine “Jazzie” Murphy (Division of Student Affairs)
Don Taylor (Office of Academic Affairs)
Marcellene Watson-Derbigny (Division of Student Affairs)
Abraham Mendoza (Associated Students, Inc.)

AGENDA

1. Call to Order

2. Open Forum

Brief period for members to raise issues related to the committee charge that are not on today’s agenda.

3. Approval of the Agenda

4. Approval of the Minutes for March 17th (Appendix A)

5. Nominations for APC Chair, 2017-18. While nominations were taken at the last meeting, this item is on the agenda again so as to allow two (2) APC meetings for names to be put forward and to meet the Senate Office’s deadline of April 13th to get the nominee names submitted.

6. Discussion Items:

Senate Bill 412: The California Promise and Priority Registration (Appendix B). In response to Committee requests at the last meetings, updates and information will be provided.

Academic Honesty Policy and Procedures (Appendix C). Exec referred the policy to APC for a review of several concerns that were raised by University Counsel, Jill Peterson. Additional Documents Attached: Referral to APC from Exec; Peterson memo to Heather regarding concerns with the policy; document with list of other university campus academic honesty/cheating & plagiarism policies and information. Links to the following: UPM for the Academic Honesty Policy & Procedures: <http://www.csus.edu/umannual/student/stu-0100.htm> and EO 1098 – Student Conduct Procedures: <http://www.calstate.edu/eo/EO-1098.html>

7. Meeting Schedule for Spring 2017

~~February 3~~

~~February 17~~

~~March 3~~

~~March 17~~

~~April 7~~

~~April 21~~

May 5

8. Adjournment

**2016-2017 FACULTY SENATE
ACADEMIC POLICIES COMMITTEE**

March 17, 2017

Approved:

March 24, 2017

Members Present: Escobar, Fox, Geyer, Gonsier-Gerdin, Gonzalez, Heinicke, Hernandez, Schmidtlein, Sharpp, Taylor

Members Absent: Heather, Hunt, Li, Mendoza, Newsome, Watson-Derbigny

Guests Present: Cervantes (for J. Murphy), Trigales

Call to Order: Called to order at 2:10 p.m.

1. Open Forum:

M. Schmidtlein noted that A. Gonzalez had won an award for ‘Women of Influence.’ (Yay, Amber! 😊)

T. Sharpp sought clarity on a couple of issues for her department chair: (1) Is there a policy that addresses the issue of an instructor having a student in their class to whom the instructor is related? [RESPONSE: M. Schmidtlein found a policy that addresses issues of employment (i.e., nepotism), though the Faculty Rights and Responsibilities to Students in the Classroom may address this indirectly. (2) Is there a policy that maintains that class meetings cannot be held at all during finals week? [RESPONSE/ADDITIONAL INFO: This issue, or question, pertains to the Nursing School’s online degree program offered through CCE. This particular course is 8 weeks in length. D. Geyer asked T. Sharpp, or the Chair of Nursing, to speak with him as well as K. Trigales and Emilina Logan (CCE) about this, but most folks at the meeting did not see this as a problem, in general.]

2. Approval of the Agenda: Approved 2:25pm

3. Approval of the Minutes for March 3, 2017. Approved 2:25pm

4. Nominations for APC Chair, 2017-18. The Committee nominated S. Escobar, current APC Chair, to serve as Chair for 2017-18. S. Escobar accepted the nomination, saying that she can serve one more year before having to step down. Nominations for APC Chair will be taken again on April 8th, the next APC meeting.

5. Discussion Item: CA Promise, SB 412. The Committee reviewed the revised draft of the amended Priority Registration Policy from 1991/92. The Committee focused on several areas of the amended policy. There was concern with language discussing 4th Priority for CA Promise students. Suggestions were made to include language regarding the *initial* granting

of this 4th priority and then the conditions under which these students would *continue* to be granted this priority level so long as certain conditions were met.

In terms of those conditions, K. Trigales pointed out that the policy needed to include language pertaining to the requirement that CA Promise students receive academic advising and make progress toward their degree. This comment led to a discussion regarding faculty workload, since the statute mandates advising regardless of what individual departments might require. The Committee determined that it would be prudent and beneficial to have the Faculty Policies Committee (FPC) examine this particular aspect/requirement of the CA Promise statute in terms of faculty workload and to offer language or suggestions back to APC that would adequately address this concern. The Committee discussed what ‘academic advising’ could look like, and concluded that this could range from the students meeting with a faculty advisor in the major department to having the student utilize Smart Planner. K. Trigales pointed out that there is a way to track students when they log in to Smart Planner or any of the tools in the ‘Keys to the Degree’ toolbox.

Additional discussions centered on the eligibility criteria listed under the CA Promise statute. The Committee shared concerns about these criteria, the verification process and what might happen if students wish to commit to the CA Promise and take the pledge but who do not meet those criteria. It was suggested that eligibility criteria center on whether the student has declared a major and is making progress toward that degree. By default, then, this would exclude Expressed Interest (EI), Pre-Major and Undeclared Students. The Finish-in-Four students/program will be subsumed by the CA Promise.; in other words, those students will be grandfathered into the CA Progress Program.

Discussion Item: Academic Honesty Policy. Due to limited time remaining in the meeting, the Committee did not have an opportunity to discuss this item. This item will be placed on the April 7, 2017 agenda.

Meeting Schedule for Spring 2017

~~February 3~~
~~February 17~~
~~March 3~~

~~March 17~~
 April 7
 April 21

May 5

Adjournment: Meeting adjourned at 3:30pm.

Sue C. Escobar, Committee Chair

1 **FS 16/17-xx/APC/ Priority Registration Policy, Amendment of**

2 The Faculty Senate recommends amendments to the Priority Registration Policy (AS-91-111/AP,
3 Ex., Flr.) in order to implement the objectives of SB 412, or the California Promise and to align
4 the policy with current federal and state laws as well as campus policies and practices regarding
5 priority registration. Our partners in Student Affairs are currently working on the
6 implementation of the revised priority registration process particularly as it applies to the CA
7 Promise Program. The updated policy shall become effective upon approval of the President.

8
9 I. Introduction: The CA Promise

10 ~~A. SB 412, the California Promise (2016). This law requires a number of specific campuses~~
11 ~~of the California State University, including Sacramento State, to establish a California~~
12 ~~Promise program. Under this program, the campus works with qualifying entering~~
13 ~~students and transfer students who commit to completing at least 30 semester units per~~
14 ~~academic year in order to graduate within 4 academic years or within 2 years,~~
15 ~~respectively. Units completed by the student during a summer term may count towards~~
16 ~~the previous or following academic year as determined by the trustees. Each~~
17 ~~participating student must be a California resident for purposes of in-state tuition~~
18 ~~eligibility.~~

19
20 ~~B. The CA Promise Program Participation Eligibility Criteria:~~

21
22 ~~Students must meet specific eligibility criteria specified in the legislation.~~

23
24 ~~1. A low-income student. For purposes of this section, “low-income student” shall have~~
25 ~~the same meaning as specified in Section 89295.~~

26 ~~2. A student who has graduated from a high school located in a community that is~~
27 ~~underrepresented in college attendance.~~

28 ~~3. A student who is a first-generation college student.~~

29 ~~4. A transfer student. A student who successfully completes his or her associate degree~~
30 ~~for transfer at a community college shall be guaranteed participation in the California~~
31 ~~Promise program~~

32
33 ~~Note: A student shall not receive priority registration in coursework under the program if~~
34 ~~he or she qualifies for priority registration under another policy or program, as~~
35 ~~determined by the campus or the Office of the Chancellor of the California State~~
36 ~~University.~~

37
38 ~~C. The Registrar’s Office will provide an annual summary report to APC regarding all~~
39 ~~student groups with priority registration in order to evaluate the justification, efficacy and~~
40 ~~implementation of priority registration for each group. APC shall forward this report to~~
41 ~~the Faculty Senate, at which time the Senate may make a recommendations regarding~~

priority registration, including the changing, cancelling or continuing of each priority registration group.

I. Priority Registration Groups and Eligibility Criteria Process

Until the SIS records system is in operation, priority registration is defined according to the group to which a student is assigned, based upon specific eligibility criteria. ~~shall be implemented as follows:~~

A. First Priority

Students who are members of a state legislatively mandated group are eligible for first priority. ~~who are military veterans are given first priority for registration. Eligibility is determined by the Veteran's Affairs Office.~~

~~have 1) a disability and 2) needs related to their disability, such as a need for prearranged support services, or a need to restrict distance that must be travelled between classes, or a need to restrict the number of trips to campus. Eligibility shall be continued each semester by a Learning Disabilities Specialist or a Disability Management Counselor.~~

~~Students who are "priority workers". [ended in 1993 with SIS]~~

B. Second Priority

Students who are members of a federal legislatively mandated group are eligible for second priority.

~~Students who have 1) a disability and 2) needs related to their disability, such as a need for prearranged support services, or a need to restrict distance that must be travelled between classes, or a need to restrict the number of trips to campus. Eligibility shall be continued each semester by a Learning Disabilities Specialist or a Disability Management Counselor. Additionally, students who are foster youth and part of the Guardian Scholars Program as well as homeless youth are also given second priority for priority registration.~~

~~Students who are "priority workers". [ended in 1993 with SIS]~~

~~Certified students (see d. below) in certain programs are eligible for secondary priority. In order for a program to be eligible for the category of secondary priority, the program must offer tutoring, group work, or other academic support services. Furthermore, the requirements of the program must demand that students who are involved with the program register in particular courses, a sequence of courses, or time blocks. Requests or program inclusion in this priority shall be reviewed by the Dean of Student Affairs.~~

1 Programs having secondary priority prior to the adoption of this policy shall be reviewed
2 in Spring 1992 for recommendation for continuation in 1992-93

3
4 Second priority is extended to students in approved programs when the program
5 head certifies that they have satisfied the following conditions:

6
7 a. The student is an active participant in the program during the semester in question.

8 b. The student is (if necessary as determined by the program head) an active
9 participant in the academic support services.

10
11 c. The student, if a continuing CSUS student, has a CSUS gpa of at least 2.0 in his/her
12 most recently recorded semester.

13
14 d. The student is making satisfactory progress toward his/her degree including the
15 following (with the possible exception of the student's first semester at CSUS):

16
17 • the student has satisfied the English composition requirement, or is enrolled in the
18 English composition course, or in the appropriate remedial courses.

19
20 • the student has satisfied the quantitative reasoning requirement, or is enrolled in a
21 quantitative reasoning course, or in the appropriate remedial courses.

22
23 In each of the above cases, if a student is enrolled in a course but does not successfully
24 complete the course (i.e., receives a grade of NC or lower than C), then that student will not
25 be permitted to receive second priority until the student has successfully completed the
26 course.

27
28 • the student is enrolled in appropriate courses for their major (the program head can
29 determine this by having the student's major advisor sign the student's CAR form).

30
31 Program eligibility shall be reviewed for consistency with the guidelines by the Dean of
32 Student Affairs.

33 34 C. Third Priority

35
36 Certified students (see iv. below) in certain programs are eligible for secondary third
37 priority. In order for a program to be eligible for the category of secondary third priority,
38 the program must offer tutoring, group work, or other academic support services.

39 Furthermore, the requirements of the program must demand that students who are
40 involved with the program register in particular courses, a sequence of courses, or time
41 blocks. Requests or program inclusion in this priority shall be reviewed by the Vice
42 President for Student Affairs.

43
44 Second Third priority is extended to students in approved programs when the program

1 head certifies that they have satisfied the following conditions:

- 2
- 3 i. The student is an active participant in the program during the semester in question.
- 4
- 5 ii. The student is (if necessary—as determined by the program head) an active
- 6 participant in the academic support services.
- 7
- 8 iii. The student, if a continuing CSUS student, has a CSUS grade point average of at
- 9 least 2.0 in his/her most recently recorded semester.
- 10
- 11 iv. The student is making satisfactory progress toward his/her degree--including the
- 12 following (with the possible exception of the student's first semester at CSUS):
- 13

14 Program eligibility shall be reviewed for consistency with the guidelines by the Vice

15 President for Student Affairs. Should eligibility for third priority registration exceed seven

16 percent of total enrollment, the issue of third priority shall be brought back to the Senate

17 during the following semester.

18

19 D. Fourth Priority

20

21 SB 412, the California Promise (2016). This law requires a number of specific campuses

22 of the California State University, including Sacramento State, to establish a California

23 Promise program. Under this program, the campus works with qualifying entering

24 students and transfer students who commit to completing at least 30 semester units per

25 academic year in order to graduate within 4 academic years or within 2 years,

26 respectively. Units completed by the student during a summer term may count towards

27 the previous or following academic year as determined by the trustees. Each

28 participating student must be a California resident for purposes of in-state tuition

29 eligibility.

30

31 The CA Promise Program Participation Eligibility Criteria:

32

33 Students must meet specific eligibility criteria specified in the legislation.

34

- 35 1. A low-income student. For purposes of this section, “low-income student” shall have
- 36 the same meaning as specified in Section 89295.
- 37 2. A student who has graduated from a high school located in a community that is
- 38 underrepresented in college attendance.
- 39 3. A student who is a first-generation college student.
- 40 4. A transfer student. A student who successfully completes his or her associate degree
- 41 for transfer at a community college shall be guaranteed participation in the California
- 42 Promise program
- 43

Note: A student shall not receive priority registration in coursework under the program if he or she qualifies for priority registration under another policy or program, as determined by the campus or the Office of the Chancellor of the California State University.

Students who meet the eligibility criteria and commit to the CA Promise Program are given a registration day and time at the beginning of the student's class status.

Fourth priority is extended to students in the CA Promise Program when they have met the following conditions:

- i. Completion of at least 30 semester units in each prior academic year.
- ii. Attainment of a 2.0 or higher grade point average (GPA).

CA Promise Program eligibility and compliance will be conducted by the Division of Student Affairs at the end of each semester to see if CA Promise Program students are meeting the conditions of eligibility. are in compliance. Should they fall out of compliance, students will be notified that they no longer have fourth priority status and registration. Students who are removed from this priority group shall have the opportunity for appeal in the event that special circumstances precluded them from meeting the necessary conditions to remain in the priority group or if the student was removed in error.

~~E. Should eligibility for priority registration exceed seven percent of total enrollment, the issue of priority shall be brought back to the Senate during the following semester.~~

E. Additional Priorities

Students not receiving first, second, third or fourth priority as defined above shall receive priority in the following order:

Graduating seniors, seniors (based on Progress to Degree), classified graduate/credential students, juniors, sophomores, freshmen, unclassified graduate students, second BA/BS students.

II. Reporting

The Registrar's Office will provide an annual summary report to APC regarding all student groups with priority registration in order to evaluate the justification, efficacy and implementation of priority registration for each group. APC shall forward this report to the Faculty Senate, at which time the Faculty Senate may make recommendations regarding priority registration, including the changing, cancelling or continuing of each priority registration group.

Student Academic Services
Academic and Student Affairs
401 Golden Shore, 6th Floor
Long Beach, CA 90802-4210
www.calstate.edu

Eric G. Forbes
Assistant Vice Chancellor


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October 18, 2016

MEMORANDUM

CODED MEMO ASA-2016-25

TO: CSU Presidents
CSU Provosts/Vice Presidents for Academic Affairs
CSU Vice Presidents for Student Affairs

FROM: Eric G. Forbes 
Assistant Vice Chancellor

SUBJECT: Senate Bill 412: The California Promise

Senate Bill 412 (Glazer) was signed into law on September 21, 2016 which added sections 67430-67435 of Division 5 of Title 3 to the California Code of Education. These sections establish the California Promise Program which requires the California State University to offer pledge programs that will support entering students interested in completing their baccalaureate degrees in four years and students with Associate Degrees for Transfer in completing their remaining requirements for baccalaureate degrees in two years. These four-year pledge programs are to be in place at 8 CSU campuses for the 2017-18 academic year; the two-year pledge programs are to be in place at 15 CSU campuses for the same period with expansion to 20 campuses for the 2018-19 academic year.

Five CSU campuses offer four-year pledge programs listed under various names. These names will need to be subordinated under the system-wide name of “The California Promise Program”, although the local name may continue to be utilized. These campuses are Bakersfield, Fresno, Fullerton, Pomona, and San Bernardino. CSU Sacramento has just initiated a similar program. While all campuses may develop these programs, we need two campuses in addition to those already identified to be named officially as participants for the 2017-18 academic year. Please let Executive Vice Chancellor Loren J. Blanchard know of your interest as soon as possible.

A more aggressive approach will be necessary to meet requirements related to the Associate Degree for Transfer. Since the California State University is now obligated to have 20 programs in place relatively soon, please communicate with Dr. Blanchard if there is any extending reason why your campus cannot participate. Notwithstanding such exceptions, we will presume that all campuses will have active two-year pledge programs in place for entering ADT students for the 2017-18 academic year.

Information about The California Promise Program will be included in “the mandatory catalog copy” scheduled to be released in January 2017. In addition to inclusion in the catalog, the text should be replicated on your campus websites where the program and campus procedures might be described. The text will be divided between the four-year program for the eight or more campuses, and the two-year

CSU Campuses

Bakersfield • Channel Islands • Chico • Dominguez Hills • East Bay • Fresno • Fullerton • Humboldt • Long Beach • Los Angeles • Maritime Academy • Monterey Bay
Northridge • Pomona • Sacramento • San Bernardino • San Diego • San Francisco • San José • San Luis Obispo • San Marcos • Sonoma • Stanislaus

program for most campuses. Campuses will also be able to link to a calstate.edu webpage for information on the California Promise Program that is now under development.

There is no benefit stated in the legislation that would obligate campuses to waive tuition-fees for any participating students who fail to graduate in four years or two years respectively even if the hindrance has an institutional or course scheduling source. Several campuses have language in their program literature that asserts this benefit; in order to be uniform with the legislation's provisions, this language should be removed.

The legislation requires us to create uniform criteria and guidelines at the same time that it calls for a local review by your "graduation initiative advisory committee" or by a committee with "similar functions" presumably to identify those elements that will make these programs attractive to students and manageable. The two benefits to students who pledge to participate are: priority registration and academic advisement that includes monitoring the student's academic progress. Campuses are free to determine the best registration priority position for these students within their enrollment procedures. However, a dedicated advisor responsible for supporting these students should be identified on each campus.

Student Academic Support is working with the Common Management System (CMS) team as well as with the new admission application vendor to create a systemwide process based on applicant interest and eligibility for the California Promise Program. A question will be added to the application for admission that will ask students about their interest; campuses will be able to use the collected responses to communicate with students more completely. Interested students who are selected to participate will need to be uniformly coded for ERSA/S reporting and for regular advising purposes. Additional information will be forthcoming about the particular coding requirements within Campus Solutions (PeopleSoft) for review, selection, and tracking once these procedures have been determined.

Campuses are expected to establish criteria/qualifications for students to enter and to continue in these pledge programs. Students may be asked to sign and retain a copy of a pledge form that would include program benefits and campus requirements. Students with any developmental course requirements may not be eligible. Here are examples of student obligations:

- Complete a minimum of 30 academic units in a college year based on term of entry, including summer and winter session.
- Maintain at least a 2.00 grade point average in all academic work completed.
- Submit an educational plan to complete a declared major program within the specified limit to the designated academic advisor.
- Review and modify the academic plan as needed with the designated academic advisor at least once each term.
- Enroll in classes during the established priority registration period and pay fees by the required deadlines.

These programs are expected to be available to the entering first time freshman and upper division transfer classes for the 2017-18 academic year. Ideally, dedicated advisors and program definitions will be in place by the time orientation for the next academic year occurs on your campus. If you have any questions about the program, please contact April Grommo at agrommo@calstate.edu or 562 951-4726.

Enclosure

EF/bjc

- c: Directors of Outreach and Recruitment
- Directors of Admissions and Records
- State University Registrars
- Directors of Institutional Research
- Directors of Academic Advising
- Associate Vice Presidents for Academic Affairs
- Dr. Loren J. Blanchard, Executive Vice Chancellor of Academic and Student Affairs
- Mr. Nathan Evans, Chief of Staff, Academic and Student Affairs



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APPENDIX B

MEMORANDUM

Date: November 29, 2016

To: Faculty Senate Executive Committee

From: Ed Mills, Vice President for Student Affairs *Ed Mills*

Subject: Senate Bill 412: The California Promise and Priority Registration

Senate Bill 412, the California Promise was signed into law earlier this fall. As a campus with a pledge program already in place, the new law will go into effect for us in Fall 2017. There are many implications for our Priority Registration policies and procedures involved in the implementation of this new law. The last time the Priority Registration policies were substantially reviewed was in Fall 1992. As such, I am requesting that we begin to work together on the review and potential policy changes which may be required for full implementation of this new law. I assume APC may be tasked with this review. If so, we have all the right staff from Student Affairs in ex-officio positions for APC to help with this work. If a group other than APC is charged, please let me know and I will provide a list of the individuals I recommend be involved in this effort from Student Affairs.

While the policy work is going on, I am tasking Don Hunt, AVP for Enrollment and Student Services to lead an effort to examine the procedures and tools we may need to change and/or develop to support changes in policy. Given the short time period available to us and the complexity and political nature of priority registration, we may also need to think about ways to address this new law in phases. I anticipate the groups involved in this review will provide those kinds of recommendations to us in the next few months. We will be assigning Fall 2017 registration appointments in April 2017. Thus, any initial changes we wish to make must be in place by that time.

The implementation of this new law will also need to be coordinated with our Graduation Initiative and the Finish in Four campaign which was recently launched. As part of that campaign, we asked first year students to sign a pledge to take 15 units. Over 60% of our first year students signed the pledge. Information on this campaign can be found at: <http://www.csus.edu/excellence/finishinfour>. Dr. Jim Dragna has been taking the lead on this initiative and wishes to be involved in meetings as needed.



**California State University, Sacramento
Faculty Senate**

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March 6, 2017

To: Sue Escobar, Chair
Academic Policies Committee

From: Julian Heather, Chair
Faculty Senate 

Subj: Academic Honesty Policy Referral

At its February 28, 2017 meeting, the Faculty Senate Executive Committee decided to refer the [Academic Honesty Policy](#) to the Academic Policies Committee (APC) to make recommendations regarding [several issues](#) raised by the University Counsel, Jill Peterson. Please ensure that APC consults with Jill Peterson and Matt O'Connor, the Student Conduct Officer, as it reviews this policy.

Committee recommendations are due by the end of Fall 2017 to the Faculty Senate Chair at senate_chair@csus.edu. Please copy the Senate Analyst at kathy.garcia@csus.edu.

If you have questions or concerns related to this request, please don't hesitate to contact me.

CC: Jill Peterson, University Counsel
Matt O'Connor, Student Conduct Officer

JH/kg

Executive Committee Meeting
February 21, 2017

Attachment: EX 16/17-130

From: "Peterson, Jill Carla" <jill.peterson@csus.edu>
Subject: RE: Memo - Academic Dishonesty Policy.docx a/c privileged
Date: February 16, 2017 at 11:37:49 AM PST
To: "Heather, Julian" <jheather@csus.edu>

Julian, here is a list of areas for review and potential revision that were shared by various individuals including Matt O' Connor from Student Conduct.

1. The organization of the policy and lack of any numbering.
2. Use of legalistic terms that are potentially vague/ambiguous, may not be appropriate and/or may require clarification: "hearing," "Due Process Review," "Testimony," "Trial of charges," "relevancy" of information "in further legal proceedings."
3. The policy could clarify why faculty need to report and encourage them to do so. The importance of referring matters consistently in order to identify patterns, for one. Also, the educational and support tools Student Conduct can provide to prevent recidivism could reassure instructors that administrative discipline is typically more educational than punitive.
4. Now that the grade appeal policy is updated, there should be a review to determine whether any changes are needed to clarify how the two processes work together..
5. New faculty expressed frustration that the policy was cumbersome to navigate, especially when they temporarily pause from grading to quickly figure out what to do with a suspicious submission. Some who read the policy got the sense that reporting and following the process was burdensome; hopefully it is not.
6. Executive Order 970 has been updated and looks very different from the current EO 1098 (student conduct process). This EO should be considered to make sure nothing in this policy is inconsistent with that policy.
7. **The** "right to appeal" language should be reviewed since the matter can be remanded to the faculty member for consideration, the grade cannot be overturned in this process (only through grade appeal).

LIST OF UNIVERSITY POLICIES REGARDING ACADEMIC HONESTY, CHEATING & PLAGIARISM

CSU, LONG BEACH:

http://web.csulb.edu/divisions/aa/catalog/current/academic_information/cheating_plagiarism.html

SONOMA STATE:

http://www.sonoma.edu/UAffairs/policies/cheating_plagiarism.htm

SAN JOSE STATE:

<http://info.sjsu.edu/static/catalog/integrity.html>

CSU SAN BERNARDINO:

[http://senate.csusb.edu/docs/Policies/\(FSD%2096-12.R2\)%20Academic%20Dishonesty.pdf](http://senate.csusb.edu/docs/Policies/(FSD%2096-12.R2)%20Academic%20Dishonesty.pdf)

HOW CAN WE MAKE IT EASIER FOR FACULTY TO REPORT THESE INCIDENTS?

CSU SAN BERNARDINO:

Student Academic Dishonesty Form (online fill-in): <https://www.csusb.edu/student-affairs/dean-students/student-conduct-and-ethical-development/student-academic-dishonesty>

Sonoma State “Infographic: Did I Plagiarize?”

http://thevisualcommunicationguy.com/wp-content/uploads/2014/09/Infographic_Did-I-Plagiarize.jpg

Helpful Information for Students Facing a Cheating or Plagiarism Charge

If an instructor has filed a formal charge of cheating or plagiarism against you, you should have received the full charge in writing. Now, it is your turn to respond in writing to the Dispute Resolution Board, so that they may consider the case.

Keep in mind that according to campus policy and CSU Executive Orders, cheating and plagiarism are defined in the following ways.

Cheating is the act of obtaining or attempting to obtain credit for academic work by using dishonest means. Cheating at SSU includes but is not limited to:

1. Copying, in part or whole, from another's examination, paper, mathematical analysis, research or creative project, or the like;
2. Submitting as one's own work an examination, paper, mathematical analysis, research or creative project, or the like which has been purchased, borrowed, or stolen; or fabricating data;
3. Consulting notes, sources, or materials, including use of electronic devices, not specifically authorized by the instructor during an examination;
4. Employing a surrogate to take an examination, write a paper, do mathematical analysis, or complete, in part or wholly, an evaluation instrument;
5. Falsification of or misrepresentation on class attendance or role sheets.
6. Aiding or abetting any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work; and
7. Committing any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work.

Plagiarism is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own **without the necessary and appropriate acknowledgment**. This includes information derived from the web. More specifically, plagiarism is:

1. The act of incorporating the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one's own work; and
2. The act of representing another's intellectual work such as musical composition, computer program, photographs, painting, drawing, sculpture, or research or the like as one's own.

APPENDIX C

*A charge of cheating or plagiarism is a serious matter in the university. It is not only a matter between you and the instructor, but also affects other students in the class. **The integrity of the academic enterprise itself is discredited by cheating or plagiarism.** If you have participated in any of the above activities, it is to your credit to sign off on the informal form and accept the instructor's grading decision. That form does not mean you agree that you cheated or plagiarized, only that you accept the instructor's decision. The form then goes on file in the Student Conduct Officer's office. If you are accused of cheating or plagiarism again, you may be subject to administrative sanctions. In all cases, it is important to do your own work. If you have any questions, you may always confer with your instructor.*

Ideally, the instructor filing the charge has already approached you regarding this matter. If this has not occurred, you should note that in your response to the Dispute Resolution Board. If it did occur, it is helpful to the Board to understand why the dispute was not able to be resolved between you and the instructor informally.

Then review the instructor's arguments carefully and respond to them as specifically as you can. You may submit anything that will help you answer the instructor's argument and make your own. If you think it would be helpful for the Dispute Resolution Board to hear from others regarding the matter, please discuss that in your response as well.

If the instructor requests to make up to a 10 minute verbal statement to the Board, you will be given the same option. Please note that verbal statements cannot include new information or new "evidence."

Please submit your response within one week to the Chair of the Dispute Resolution Board via the Academic Senate Office, Stevenson Hall 1027. If you have questions, please contact the Senate Analyst at X42801. The Chair of the Dispute Resolution Board is also a resource for you. You can find the name of the current chair at <http://www.sonoma.edu/senate/committees/sac.html#DRB>.

The Cheating and Plagiarism Policy is online at:
<http://www.sonoma.edu/uaffairs/policies/cheatingpolicy.htm>

The Formal Dispute Resolution Procedures are online at:
http://www.sonoma.edu/UAffairs/policies/dispute_resolution.htm

Sonoma State University

Cheating and Plagiarism information for SSU Faculty

This handout describes the procedures for faculty when cheating or plagiarism has been discovered in a student's work.

If you've discovered plagiarism in an assignment or some form of cheating:

- Ask the student to meet you during your office hours or another mutually agreeable time and place.
- Present the student with your evidence of the plagiarism/cheating and describe the sanction you will give her/him. (an F on the assignment, 0 points, etc.). *This step is very important. You must formally meet to discuss your concerns.*
- Have the **informal cheating and plagiarism signature form** ready (<http://www.sonoma.edu/senate/committees/drb/drb.html> - look near bottom of page).
- Offer the form to the student for signature. Tell the student that the signature on the form means they **accept the sanction only**.
- If they sign, send the form to the Student Conduct Officer, Idonas Hughes.
- The Student Conduct Officer will then contact the student for a meeting focusing on the opportunity to get the student back on track.
- **If the student won't sign the form**, file a formal charge of plagiarism or cheating with the Dispute Resolution Board. All the information you need to file a formal charge is on the website above. Oftentimes, just receiving a letter from the Board that a formal charge has been filed will appeal to the student to sign the informal form.

However, there are circumstances when you may want to file a formal charge because the cheating or plagiarism was particularly egregious and you want to ask for administrative sanctions as well. Review the Cheating and Plagiarism policy for more details about instructor and administrative sanctions.

http://www.sonoma.edu/UAffairs/policies/cheating_plagiarism.htm

Resources

- <http://www.sonoma.edu/writingcenter/resources/handouts/faculty/index.html>
- <http://www.lib.umich.edu/shapiro-undergraduate-library/preventing-cheating-and-plagiarism>

Sonoma State University

Record of Informal Resolution of Alleged Cheating or Plagiarism

A faculty member who alleges that a student has cheated or plagiarized, and who resolves the incident in a meeting with the student, must complete this form (please print neatly). A copy of the signed and completed form should be: 1) retained by the faculty member, 2) sent to the Student Conduct Officer, and 3) given to the student. (To initiate the formal process, faculty members need to complete and file the Cheating and Plagiarism Complaint Form - <http://www.sonoma.edu/senate/DRB/DRB.html>. Formal proceedings are required when: 1) informal resolution has failed, or 2) the faculty member recommends academic sanctions and requests a hearing by the Dispute Resolution Board, or 3) the faculty member recommends administrative sanctions from the Student Conduct Officer, or 4) both academic and administrative sanctions are recommended. If an informal agreement is reached after filing a formal complaint, immediately contact the Dispute Resolution Board.)

Filing Date:

Faculty Member Name:

Department:

Email:

Campus Phone

Student Name:

Seawolf ID:

Student's Phone

Student's Address:

Date(s) of alleged cheating or plagiarism:

Course (department, number, title):

Academic sanctions faculty member imposes on the student:

Summary of the incident, the evidence, and discussion with the student (*attach a separate sheet if more space is needed*):

I acknowledge that this incident of alleged cheating or plagiarism has been resolved informally to my satisfaction. (*Please print form for signing*)

Signature of faculty member: _____ **Date:** _____

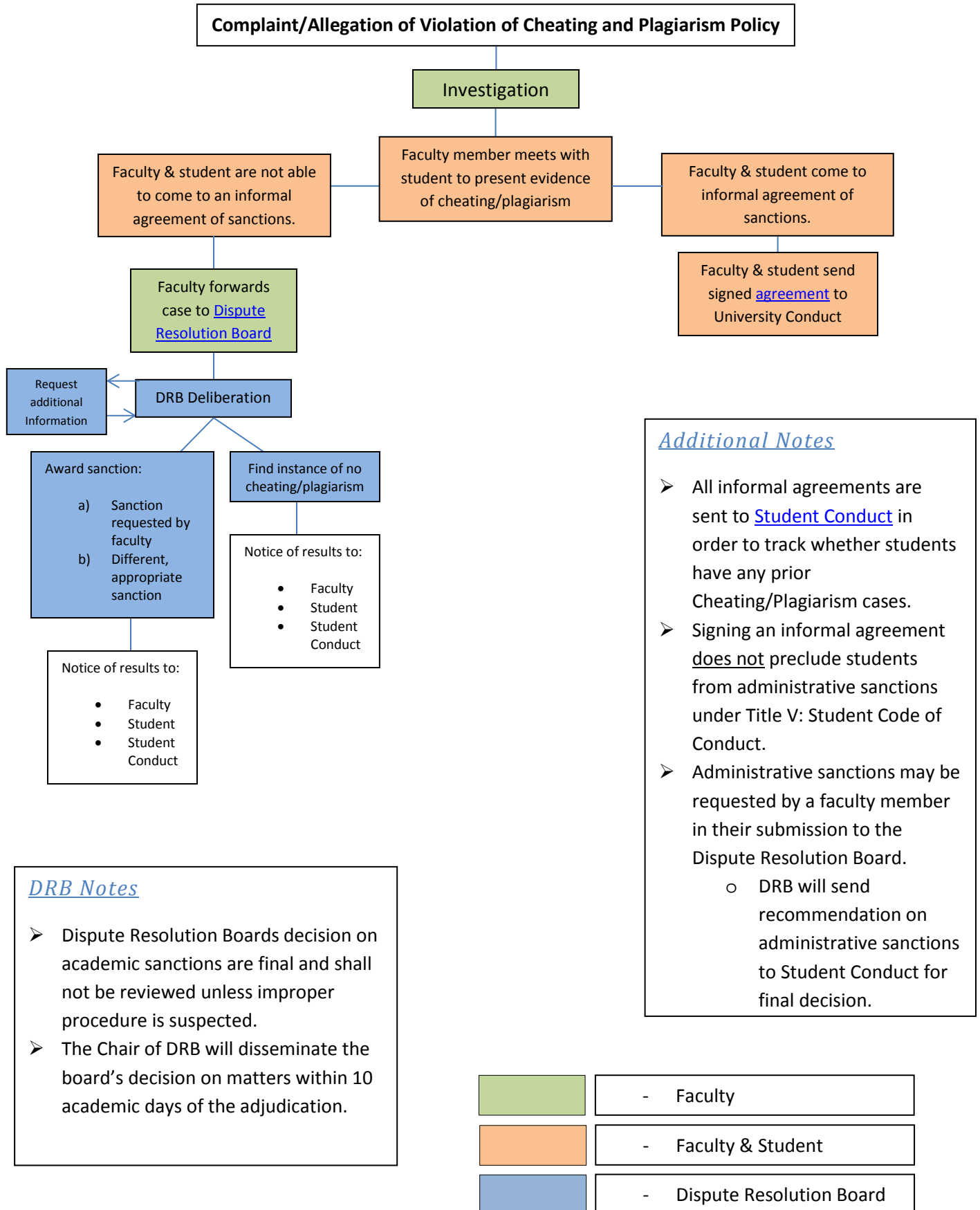
I have read the Cheating and Plagiarism Policy, and I accept the sanctions that have been imposed by way of informal resolution of this incident of alleged cheating or plagiarism. I understand that I will be contacted for a meeting with the Student Conduct officer to discuss the alleged cheating or plagiarism.

Signature of student: _____ **Date:** _____

Note: The student may write a statement about the alleged incident on the back of this form (or may attach a separate sheet).

Send this form to the Student Conduct Officer, 3rd Floor of the Student Center

Student Discipline System at SSU



Additional Notes

- All informal agreements are sent to [Student Conduct](#) in order to track whether students have any prior Cheating/Plagiarism cases.
- Signing an informal agreement does not preclude students from administrative sanctions under Title V: Student Code of Conduct.
- Administrative sanctions may be requested by a faculty member in their submission to the Dispute Resolution Board.
 - DRB will send recommendation on administrative sanctions to Student Conduct for final decision.

DRB Notes

- Dispute Resolution Boards decision on academic sanctions are final and shall not be reviewed unless improper procedure is suspected.
- The Chair of DRB will disseminate the board’s decision on matters within 10 academic days of the adjudication.

- Faculty
- Faculty & Student
- Dispute Resolution Board

Should I file a Cheating or Plagiarism charge?

- First, follow the informal procedures outlined in the campus Cheating and Plagiarism policy: <http://www.sonoma.edu/UAffairs/policies/Cheatingpolicy.htm>. If you are able to obtain a signed informal settlement with the student, be sure to submit it to the Student Conduct Administrator in SAEM.
- Cheating and Plagiarism, of course, are serious academic offenses. The campus encourages faculty to discuss with students academic ethics and the formulation of one's own intellectual material. It is also the policy of Sonoma State University to impose sanctions on students who cheat or plagiarize.
- Use your discretion with a particular student. However, keep in mind that the Student Conduct Administrator is now able to track repeat offenders due to faculty reporting instances of cheating or plagiarism.

How does the process work?

- You have an obligation to make every effort to discuss cheating and/or plagiarism cases fairly and informally and to negotiate in good faith towards a satisfactory resolution of the problem.
- If you cannot resolve your charge informally with a student, then you may file a Formal Dispute Resolution request. A Formal Dispute Resolution request will be adjudicated by the Dispute Resolution Board. Make note of the meeting dates and deadlines at <http://www.sonoma.edu/senate/DRB/MeetingDatesDRB.html>. If your charge is informally resolved after you have filed a formal charge, please contact the Dispute Resolution Board immediately.
- Note that adjudication of a formal dispute might take six to eight weeks.
- The Chair of the Dispute Resolution Board will forward your charge of cheating and/or plagiarism to the student charged. The student will be required to respond in writing. The entire committee will then review your statement and the student's response. The committee will make a decision and you will be notified in writing.

What are the formal dispute resolution procedures?

A request for a formal dispute resolution is a file submitted to the Dispute Resolution Board through the Academic Senate office, ST1027. The file should include:

- Your name, campus address, phone, and Sonoma State email address.
- The name and contact information for the student(s) charged.
- A detailed statement that explains your reason for filing a cheating and/or plagiarism charge, and what academic sanctions you propose. You may also suggest administrative sanctions if the case seems of a particularly serious nature.
- Documentation that supports your case including any documentation from the informal process.

APPENDIX C

- Note that if administrative sanctions are suggested, the Dispute Resolution Board will decide 1) if they are appropriate kinds of administrative sanctions and 2) if they will forward the recommendation to the Student Conduct Administrator for further action.

Any advice on preparing a formal dispute resolution file?

- Keep your statement simple. State what happened without adding your opinions. Be as specific as possible. For example, “I found this paper as turned in word for word on X website (list URL). Avoid inflammatory remarks, such as, “This student is a constant problem in class.”
- Don’t include arguments that are not grounds for a cheating and/or plagiarism charge. They will distract the committee from the more significant arguments.
- Your statement should explain how to interpret the documentation that you include. It is helpful to the committee for you to include explanations such as, “The emails I present demonstrate the unwillingness of the student to meet with me informally.”

Where can I get more information?

The Cheating and Plagiarism Policy is online at

<http://www.sonoma.edu/UAffairs/policies/Cheatingpolicy.htm>

The Formal Dispute Resolution Procedures are online at:

http://www.sonoma.edu/UAffairs/policies/dispute_resolution.htm

You may also discuss your case with the Chair of the Dispute Resolution Board (see <http://www.sonoma.edu/Senate/Commems/sacsubcommittees.htm>) or the Academic Senate Analyst, 664-2801.