

**ACADEMIC POLICIES COMMITTEE**  
2016-2017

Friday, April 21, 2017  
2-3:30pm, Sacramento Hall 161

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**MEMBERS**

Sue Escobar, Chair (Criminal Justice, HHS)  
VACANT  
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

**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.)

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**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 April 7<sup>th</sup> (Appendix A)**

**5. 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). \*\*\*Matt O’Connor, Student Conduct Officer, guest. 2:30pm time certain. \*\*\***

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>

**6. Meeting Schedule for Spring 2017**

~~February 3~~

~~February 17~~

~~March 3~~

~~March 17~~

~~April 7~~

April 21

May 5

**7. Adjournment**



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

**April 7, 2017**

*Approved:*

April 18, 2017

Members Present: Escobar, Fox, Gonsier-Gerdin, Hernandez, Li, Murphy, Schmidlein, Sharpp

Members Absent: Geyer, Gonzalez, Heinicke, Heather, Hunt, Li, Mendoza, Newsome, Taylor, Watson-Derbigny

Guests Present: Mills, Trigales

**Call to Order:** Called to order at 2:15 p.m.

**1. Open Forum:**

Chair Escobar informed the Committee that the Student Grade Appeal Process (2017) had been approved by the Faculty Senate on April 6, 2017.

General updates to the Timely Declaration of Major Policy (TDMP) were provided.

**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.** There were no additional nominations for APC Chair, 2017-18. Chair Escobar indicated that she would forward her name to the Senate Office, having been nominated at the March 17, 2017 meeting.

**5. Discussion Item: CA Promise, SB 412.** The Committee reviewed only a portion of the amended priority registration policy that deals specifically with the CA Promise and the criteria for student participation in the program. The suggested language included criteria for initial participation and continued participation in the program and limited it to students who had declared a major. However, as the conversation continued, folks felt that the perhaps the program should be expanded to a wider group of students. For example, there is a group of students who have not declared a major but who are taking courses which satisfy GE and Graduation Requirements. The Committee decided to specify criteria that defined what 'satisfactory progress to degree' means and, with this definition, the program could include additional groups of students, thereby widening the participation scope to include undeclared students as well. Chair Escobar stated that she would make changes to this suggested language and bring it back at the next meeting.

**Discussion Item: Academic Honesty Policy.** Due to limited time remaining in the meeting, the Committee did not have an opportunity to discuss this item very thoroughly. Chair Escobar had shared with the Committee different documents including student conduct flow charts (including one for Sac State). Some Committee members shared that the process still was not clear. Chair Escobar indicated that the Student Conduct Officer, Matt O'Connor offered to come to APC's meetings on April 21<sup>st</sup> and May 5<sup>th</sup>, if necessary. Therefore, this item will be placed on the April 21, 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.

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Sue C. Escobar, Committee Chair

## CA Promise Program Priority Registration section (suggested language)

### 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:

#### Fourth Priority

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

The CA Promise Program Participation Eligibility Criteria:

Students must meet specific eligibility criteria specified in the legislation:

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

Participation in the CA Promise Program will be granted to students who are making satisfactory progress toward a degree. In order to make satisfactory progress toward a degree, students are required to meet the following expectations:

1. Complete a minimum of 12 units of course work with passing grades;
2. Complete courses that satisfy requirements in a declared major, General Education, and/or university Graduation Requirements.
3. Enroll in a minimum of 12 units of course work for the following semester;
4. Earn a 2.0 GPA or higher;
5. Receive academic advising.

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

## CA Promise Program Priority Registration section (suggested language)

1 determined by the campus or the Office of the Chancellor of the California State  
2 University.

3  
4 Students who meet these eligibility criteria and commit to the CA Promise Program are given  
5 a registration day and time at the beginning of the student's class status.

6  
7 Continued participation in the CA Promise Program is granted to students when they have  
8 met following conditions:

9  
10 i. Completion of at least 30 semester units in each prior academic year.

11 ii. Attainment of a 2.0 or higher grade point average (GPA).

12 iii. [[received academic advising each semester]] [[item is with FPC; waiting for  
13 response]]

14  
15 CA Promise Program eligibility and compliance will be conducted by the Division of Student  
16 Affairs at the end of each semester to see if CA Promise Program students are meeting the  
17 conditions of eligibility. Should they fall out of compliance, students will be notified that  
18 they no longer have fourth priority status and registration. Students who are removed from  
19 this priority group shall have the opportunity for appeal in the event that special  
20 circumstances precluded them from meeting the necessary conditions to remain in the  
21 priority group or if the student was removed in error.

22  
23 ~~A. Should eligibility for priority registration exceed seven percent of total enrollment, the~~  
24 ~~issue of priority shall be brought back to the Senate during the following semester.~~

**Student Academic Services**  
**Academic and Student Affairs**  
401 Golden Shore, 6th Floor  
Long Beach, CA 90802-4210  
[www.calstate.edu](http://www.calstate.edu)

**Eric G. Forbes**  
Assistant Vice Chancellor

562-951-4744  
Fax 562-951-4867  
E-mail [eforbes@calstate.edu](mailto:eforbes@calstate.edu)

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](mailto: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



**California State University, Sacramento**

**Faculty Senate**

6000 J Street • Sacramento Hall 254 • Sacramento, CA 95819-6036  
T (916) 278-6593 • F (916) 278-5358 • [www.csus.edu/acse](http://www.csus.edu/acse)

March 6, 2017

To: Sue Escobar, Chair  
Academic Policies Committee

From: Julian Heather, Chair  
Faculty Senate 

Subj: Academic Honesty Policy Referral

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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](mailto:senate_chair@csus.edu). Please copy the Senate Analyst at [kathy.garcia@csus.edu](mailto: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

## APPENDIX C

**Executive Committee Meeting  
February 21, 2017**

**Attachment: EX 16/17-130**

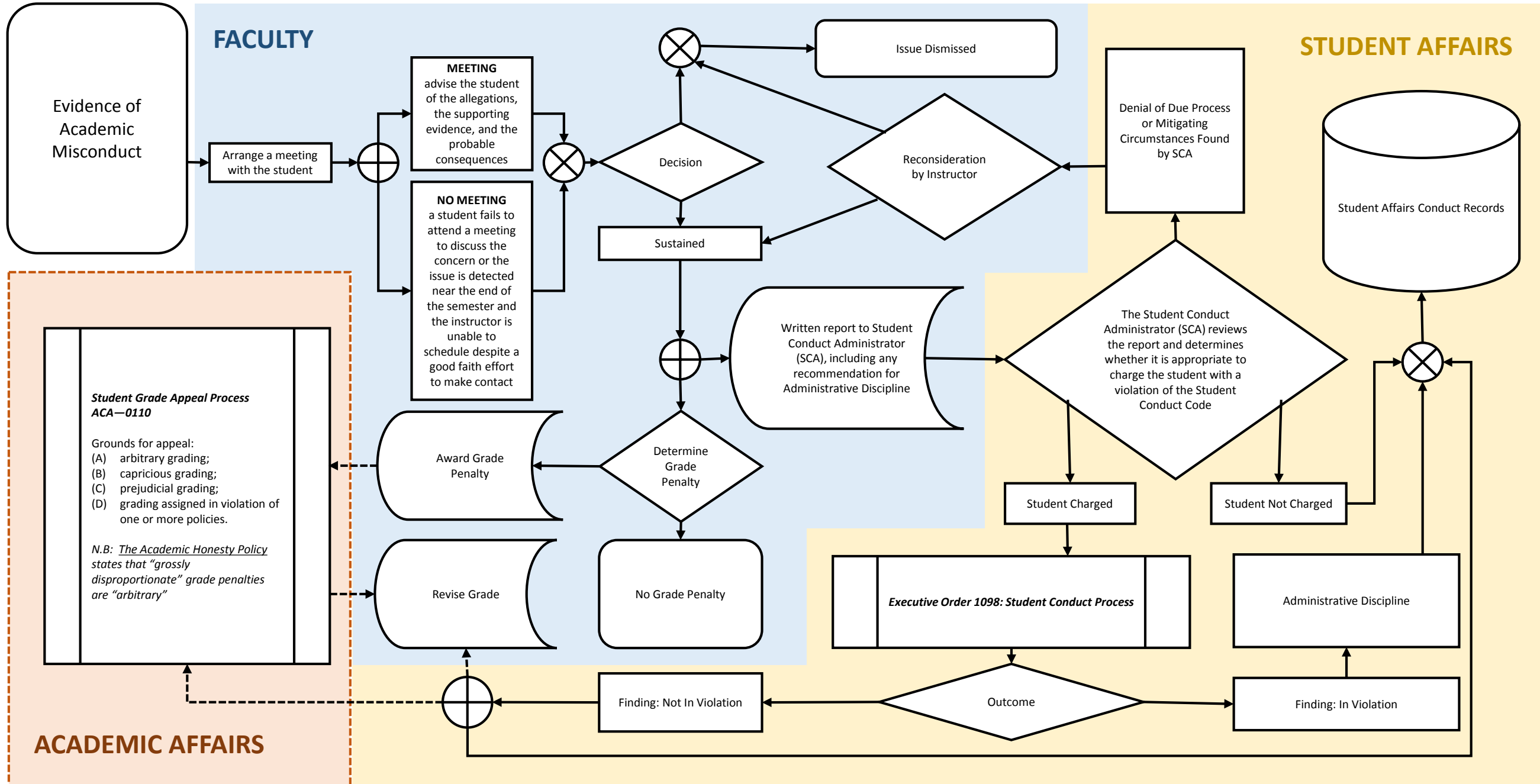
**From:** "Peterson, Jill Carla" <[jill.peterson@csus.edu](mailto:jill.peterson@csus.edu)>  
**Subject:** RE: Memo - Academic Dishonesty Policy.docx a/c privileged  
**Date:** February 16, 2017 at 11:37:49 AM PST  
**To:** "Heather, Julian" <[jheather@csus.edu](mailto:jheather@csus.edu)>

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).

# STU-0116 ACADEMIC HONESTY POLICY AND PROCEDURES

Effective Date: January 15, 2004 Updated: February 16, 2005



**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](http://web.csulb.edu/divisions/aa/catalog/current/academic_information/cheating_plagiarism.html)

SONOMA STATE:

[http://www.sonoma.edu/UAffairs/policies/cheating\\_plagiarism.htm](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](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](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](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:** \_\_\_\_\_

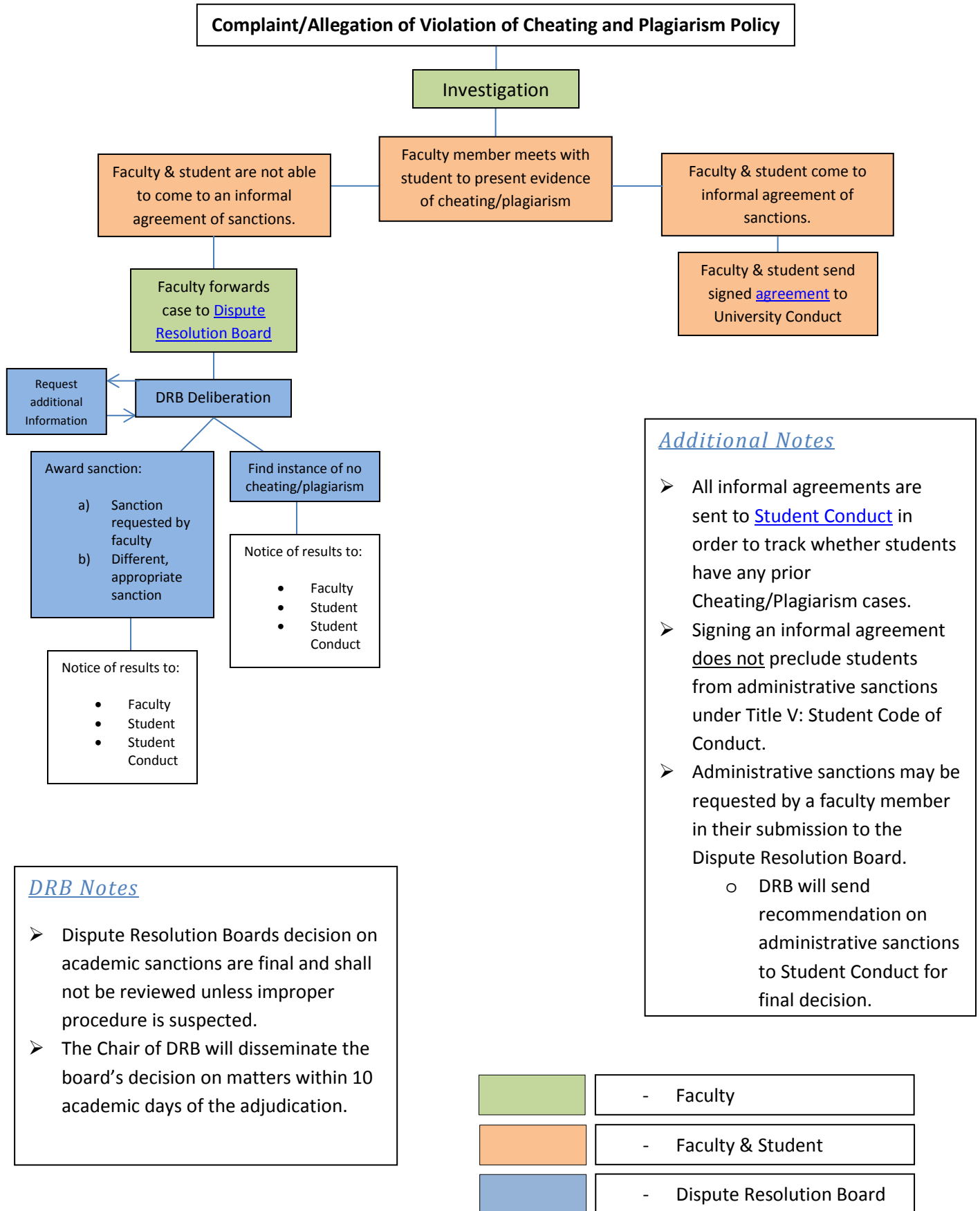
I have read the Cheating and Plagiarism Policy, and I accept the sanctions that have been imposed by way of informal resolution of this incident of alleged cheating or plagiarism. I understand that I will be contacted for a meeting with the Student Conduct officer to discuss the alleged cheating or plagiarism.

**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, 3<sup>rd</sup> 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](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.