



SACRAMENTO STATE

Faculty Senate

ACADEMIC POLICIES COMMITTEE 2017-18

September 1, 2017

2:00-3:30pm, Sacramento Hall 161

MEMBERS

Jesse Caitlin (Marketing & Supply Chain Management, CBA)	Jan Johnston (Theater & Dance, A&L)
Shannon Datwyler (Biological Sciences, NSM)	Meagan O'Malley (Grad.& Prof. Studies, EDU)
Sue Escobar, Chair (Criminal Justice, HHS)	Tara Sharpp (Nursing, HHS)
James Fox (Library, LIB)	Joseph Vo (Management, CBA)
Amber Gonzalez (Child Development, EDU)	Ayanna Yonemura (Ethnic Studies, SSIS)
Megan Heinicke (Psychology, SSIS)	

NON-VOTING/EX-OFFICIO MEMBERS

Dennis Geyer (Office of the University Registrar)	Don Hunt (Division of Student Affairs)
Julian Heather (Faculty Senate)	Jazzie Murphy (Division of Student Affairs)
Gabriel Hernandez (University Staff Assembly)	Don Taylor (Office of Academic Affairs)
VACANT (Associated Students, Inc.)	Marcellene Watson-Derbigny (Division of Student Affairs)

AGENDA

- 1. Call to Order**
- 2. Open Forum**
(Brief period for members to raise issues related to the committee charge that are not on the meeting's agenda.)
- 3. Approval of the Agenda**
- 4. Brief review of Academic Policies Committee Standing Rules** (Appendix A)
- 5. Vice Chair election**
- 6. Liaisons to Subcommittees.** APC liaisons are selected from the APC membership and serves on a subcommittee as an 'Ex-Officio/Non-Voting' member. Therefore, the individual should not also be a 'Voting' member of the subcommittee. APC Subcommittees needing liaisons: Academic Standards Subcommittee (meets monthly or as needed); Readmission Subcommittee (meets Oct/Nov, based on membership schedules); and Student Retention and Graduation Subcommittee (meets 2nd Friday of the month, 2:00-3:30pm).



SACRAMENTO STATE

Faculty Senate

7. Discussion Item:

Academic Honesty Policy and Procedures (Appendix B). Peterson Email to Heather; Exec referral to APC; O'Connor Email & Policy Revision Proposal/Outline Attached; 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>

8. Meeting Schedule for Fall 2017

September 1	October 20	December 1
September 15	November 3	
October 6	November 17	

9. Adjournment

Academic Policies Committee Standing Rules

The Academic Policies Committee is a standing Policy Committee of the Faculty Senate, responsible for the development of policy and oversight of academic standards at California State University, Sacramento.

Charge

- A. Acts as a consultative and deliberative body of the Faculty Senate.
- B. Responsible for the development, review and revision of policies related to and affecting undergraduate student progress to degree (both undergraduate and graduate) or to program completion.
- C. Oversees a wide range of policies that govern the nexus between the University's Academic Affairs and Student Affairs.
- D. Reviews and makes recommendations on policies pertaining to: Admission standards, University and program impaction, student academic standing (i.e., definitions of good standing, probation, continued probation, disqualification, dismissal, reinstatement and readmission after dismissal); student honors and awards; satisfactory progress standards; definition of grading symbols; add, drop, and repeat policies; academic honesty, policies and procedures; academic program access for students with disabilities; student grade appeal policy and process; student grievance procedures; student rights and responsibilities; student academic advising policies; enrollment management policies (e.g., registration limitations); and academic support programs and programs/initiatives designed to improve student retention and graduation rates.
- E. Supervises generally the work of its subcommittees and may refer, remove or receive from them matters that require reconsideration of policies pertaining to Academic Affairs or Student Affairs.

Membership

A. Voting Members

Eleven 11 faculty members appointed by the Faculty Senate. No more than two members may be from a single college and but no two members may be from the same department/unit. Every effort shall be made to encourage membership from each college

1. Ten College-based faculty members; and
2. One faculty member from the Library or Student Services Professionals-Academically Related units.

B. Non-Voting/Ex-Officio Members

1. One staff member appointed by the University Staff Assembly;
2. One undergraduate student appointed by Associated Students, Inc.;
3. One graduate student appointed by Associate Students, Inc.;
4. Associate Vice President for Student Affairs, Enrollment and Student Support*;
5. Associate Vice President, Student Retention and Academic Success*;
6. Dean of Undergraduate Studies*;
7. University Registrar*;
8. Director, Academic Advising and Career Center*;
9. The Faculty Senate Chair; and

10. VP Academic Affairs or designee.

*Administrative positions are appointed by the President or their designee.

Additional Ex-Officio membership may be recommended by the Committee, the Executive Committee, or the President or their designee.

C. Term

1. The term of appointment for faculty representatives shall be for three years, with the possibility of reappointment. Appointments will be staggered to ensure that approximately one-third of the faculty members are appointed each year.
2. The term of the non-voting / ex-officio members will be one-year except for the University Staff Assembly representative who will serve a two year term.

Officers

A. Chair

1. The Chair shall be elected annually by the Faculty Senate as described in the By-Laws of the Faculty Senate. The Committee Chair shall be included in the count of the eleven voting members.
2. The term of office of the Committee Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which elected Chair and shall end at noon on the last day of the spring semester of the following year.
3. A faculty member may be elected to serve up to three consecutive terms of one year each as the Chair of the Committee. After an interval of a year following the end of the third consecutive term, the faculty member shall become eligible again for election to the Chair of the Committee.
4. The Chair shall also serve as an ex-officio non-voting member of the Faculty Senate, unless concurrently serving as the elected representative his or her department/unit.
5. The Chair shall also serve as an ex-officio voting member of the Executive Committee.

B. Vice-Chair

1. At its first meeting of the academic year, the Committee shall elect, from among its voting membership, a Vice-Chair and any other committee officers deemed appropriate.
2. The term of office of the Vice-Chair shall be one academic year. The term shall begin upon election of the Vice-Chair at the first committee meeting of the year and shall end at noon on the last day of the spring semester of the academic year.
3. The Vice-Chair shall preside over the routine business of the Committee in the absence of the Committee Chair or, should the office of the Chair become vacant, until the election of a new Committee Chair. The Vice Chair shall not serve as an ex-officio member of the Senate or its Executive Committee.

Subcommittees that Report to the Academic Policies Committee

- [Academic Standards Subcommittee](#)
- [Faculty Endowment for Student Scholarships Committee](#)
- [Readmission Subcommittee](#)

- [Student Retention and Graduation Subcommittee](#)

Liaisons to Senate and Campus Committees

- A. The Committee shall appoint one of its voting members to serve as liaison between itself and each of its committees/subcommittees.
- B. The Committee may request the appointment of liaisons to other Senate and University committees, task forces, or work groups as needed.

Operations

- A. The Committee shall work in close coordination with other Faculty Senate Policy Committees and other Senate and University committees/subcommittees in the performance of its duties.
- B. Issues considered by the Committee may be referred as well by the Executive Committee to any of the other committees of the Faculty Senate. The Committee may similarly refer issues to other Senate committees through the Executive Committee.

Committee Meetings

- A. The Committee shall meet at least once a month at a designated time and place.
- B. Committee meetings shall be open.
- C. The meeting agenda and supporting documentation shall be distributed to Committee members at least 72 hours prior to the meeting.
- D. Committee agendas will be published and made accessible to the campus community at least 72 hours prior to the meeting.
- E. A quorum of the Committee shall be a majority of voting members. The Committee shall not officially take action in the absence of a quorum.

Adoption of Standing Rules

- FS 15/16-79/APC/EX: Adopted December 3, 2015
- FS 11-12/101/SEL: Adopted May 10, 2012
- FS 09-11A/EX: Adopted February 26, 2009
- FS 94-98B: Adopted December 1, 1994

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).



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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

APPENDIX B

From: [O'Connor, Matt](#)
To: [Escobar, Sue C.](#)
Subject: 4-page policy and form
Date: Monday, May 1, 2017 10:08:26 AM
Attachments: [3 pg version of policy with edit.docx](#)

Hi Sue,

Per the APC request for my skeletal version --- I have attached a 3.5 page *academic honesty policy*, including 2 sample forms to this email.

I think this is one way to address the current policy. In my document:

- The policy itself is the same -- ***Faculty evaluation and grading rights are identical*** (no material change)
- The legal terms and some wordiness have been removed
- The process to notify my office for *record keeping only* is clarified—and a sample form is included.
- Due process review by SA is slightly more clear.
- ACA-0110 is cross-referenced.
- NB There is a new element: An instructor would have the option to ask Student Affairs for a preliminary investigation. This strikes me as needed:
 - Faculty may struggle to investigate a large case (10+ _ students) of misconduct and want assistance. I have already had this happen.
 - Faculty may lack the investigatory tools to build a case in complex online/hybrid class cheating cases. (I have already run into this as well).

I hope this helps your committee frame the next conversations. Please let me know if I can be of help.

Best,

-Matt

Matt O'Connor

Director, Office of Student Conduct

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ACADEMIC HONESTY POLICY AND PROCEDURES

I. General Principles

Truth and honesty are fundamental to a community of scholars. Academic dishonesty defrauds those who depend upon the integrity of the University curriculum, research, and degrees. Accordingly, Faculty and students share a responsibility to defend the integrity of academic work and student grades.

II. Responsibilities of Students, Instructors, and the Student Conduct Administrator

a. Students are responsible for:

- Knowing what constitutes academic dishonesty and taking steps to avoid it
- Knowing the rules and expectations for individual classes and, if ambiguous, seeking clarification before submitting graded coursework

b. Instructors are responsible for:

- Fair grading
- Designing assignments and exams to discourage misconduct
- Educating students on the requirements of the curriculum, expectations for collaboration, and the consequences of academic dishonesty
- Reporting academic dishonesty to the Student Conduct Administrator

c. The Student Conduct Administrator is responsible for:

- Administrative discipline
- Serving as a resource for faculty, staff and students on matters of academic honesty
- Maintaining centralized records for actions taken under this policy

III. Prohibited Conduct

Cheating: Any use or attempt to use work from an unauthorized person or source, such as another exam, an unauthorized device, or a crib sheet.

Unfair conduct in exams and coursework: Any act that interferes with a fair grading environment. Examples include talking, texting, or communicating during an exam; working past allotted time; helping another student to cheat; sharing or showing coursework to other students before submission; and stealing or interfering with other student's work.

Plagiarism: Any student work in any format that contains another person's work without a clear identification of the source. The facts, ideas, arguments, code, data, images, and organizational structures of others must be clearly distinguished from a student's own work and properly cited.

Fraud and misrepresentation: Any form of dishonesty for academic advantage. Examples include false excuses for missed deadlines; falsified data or results; re-submitting an altered exam for a re-grade; submitting false information in a grade appeal; or forging a signature in an academic document.

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Multiple submissions: A student may not submit the same or substantially similar work in more than one class without explicit permission from the relevant instructor(s).

IV. Instructor Response to Evidence of Academic Dishonesty

- a. When an instructor responsible for a course has evidence of misconduct, the instructor may
 - i. Investigate and resolve the matter independently;
 - ii. Seek an initial consultation with the Student Conduct Administrator, Academic Dean, or Department Chair; or
 - iii. Refer the suspicion to the Student Conduct Administrator to investigate.

- b. Instructors must report every finding of academic dishonesty to the Student Conduct Administrator. This requirement allows for centralized record keeping; helps identify patterns in behavior; and ensures a due process review. Instructors have two reporting options: a *Notice of Action Report* and a *Disciplinary Referral Report*.
 - A Notice of Action report permits an instructor to resolve a case independently and record the resolution in the conduct records system *without* administrative discipline. Unless a student was issued a prior notice or sanction, disciplinary charges will not result from a *Notice of Action* report.
 - A Disciplinary Referral report is a request for the Student Conduct Administrator to investigate and/or adjudicate academic misconduct. Disciplinary Referrals may result in educational and remedial measures, administrative sanctions, or both.

V. Procedure for Resolution by Instructor

- a. The instructor shall promptly notify the student of the concern and offer an opportunity to respond (conference by phone or in-person) within seven days.
 - Notice, an explanation of the evidence, and an invitation to respond should come in a private format (email or office hours).
 - If an instructor or proctor observes suspicious behavior during an exam, the proctor may re-seat a student but the student should be permitted to finish the exam unless a student is disruptive.

- b. **Decision without a student response:** If the student does not respond to the instructor's notice within seven days, the instructor may determine if a preponderance of evidence supports a finding of misconduct based on the information available.
 - If the instructor determines the evidence is insufficient to prove the student more likely than not engaged in misconduct, the matter is closed.
 - If the instructor determines the evidence is sufficient to prove the student more likely than not engaged in misconduct, the instructor shall:
 - a. Award a grade penalty, if appropriate, under the standards describe in Section VI (c) of this policy; and
 - b. Submit either a *Notice of Action Report* or a *Disciplinary Referral Report* to the Student Conduct Administrator.

- c. **Decision with a student response:** After communicating the concerns, the evidence, and the possible consequences with a student, the instructor must determine if a preponderance of evidence supports a finding of misconduct based on the information available.
- If the instructor determines either (1) the evidence is insufficient to prove the student more likely than not engaged in misconduct or (2) the student is responsible for a level of carelessness that falls short of academic dishonesty, the instructor may counsel the student and dismiss the case.
 - If the instructor determines the evidence is sufficient to prove the student more likely than not engaged in misconduct, the instructor shall:
 - a. Award a grade penalty, if appropriate, under the standards describe in Section VI (c) of this policy;
 - b. Counsel the student, as appropriate; and
 - c. Submit either a *Notice of Action Report* or a *Disciplinary Referral Report* to the Student Conduct Administrator.

VI. Grading

a. Grade Submissions for Open Cases

When a case of suspected misconduct is not resolved by the end of a semester, the instructor shall submit an RD (Report Delayed) grade for the student.

b. Final Disposition of Allegations

- In cases where allegations of misconduct are adjudicated by an instructor under Section V of this policy (absent a formal hearing), the instructor's determination that academic misconduct did or did not occur is final and binding on all parties.
- In cases adjudicated by administrative hearing, the finding of a Hearing Officer that academic misconduct did or did not occur is final and binding on all parties.

c. Grading for a Finding of Misconduct

- Upon a finding of academic misconduct, the instructor of record may assign a grade penalty, including a failing grade, for any assignment. When appropriate, the instructor may instead apply a penalty to the course grade as a whole, including an award of "F" for the course.
- Grade penalties must be proportionate to the gravity of the offense in light of the totality of circumstances. Grossly disproportionate grade penalties are "arbitrary" and may be appealed through the ACA-0110 Grade Appeal Policy.

VII. Administrative Sanctions

The Student Conduct Administrator will review every *Notice of Action Report* or a *Disciplinary Referral Report* to determine if administrative discipline is appropriate. Administrative

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Discipline is frequently educational, requiring a student participate in an academic integrity workshop, complete assignments related to academic integrity, or engage in other remedial measures.

Grave or repeated academic dishonesty may be sanctioned by probation, suspension or expulsion.

Because recommendation of the referring instructor is one important element of the decision to apply administrative discipline, the *Disciplinary Referral Report* permits a referring instructor to comment on recommended discipline.

VIII. Due Process Review

- The Student Conduct Administrator will review every report to determine if the instructor denied an accused student basic due process. If a procedural error is found, the report shall be returned to the instructor with advice to cure the defect.
- Any student accused of academic misconduct may request that the Student Conduct Administrator review an instructor's response and finding in any academic case. Such a review is limited to a review of procedural due process. If a procedural error is found, the report shall be returned to the instructor with advice to cure the defect.
- Upon re-consideration, the instructor's decision shall be final. In such cases, the date the course grade is awarded for the purposes of an ACA-0110 Grade Appeal Policy shall be the date of the re-consideration.



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Academic Misconduct: Notice of Action

Available Online: https://csus-advocate.symlicity.com/public_report

The Sacramento State Academic Honesty Policy STU-0100 permits an instructor to work directly with a student to resolve an academic misconduct issue, provided the outcome is reported to Student Affairs.

Unlike a Disciplinary Referral, this Notice of Action allows an instructor to record an academic honesty resolution in the conduct records system without administrative discipline (except when a student has a previous record of academic dishonesty).

After review by the Student Conduct Administrator, both student and instructor will receive a confirmation for their records.

Instructor Name: _____
Instructor Phone: _____ Instructor email: _____
College: _____ Department: _____
Class: _____ Section: _____
Student Name: _____ Student ID: _____

SUMMARY OF INCIDENT and DISPOSITION:

Did the student respond to your request to review the violation? Yes () No ()

Did the student respond to your request to review the violation? Yes () No ()

Grade Penalty:

() No Penalty () Penalty on Affected Assignment(s) and / or Rewrite () Course Grade Penalty

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For questions about this form, the Academic Honesty Policy, or the conduct process, please contact the Student Conduct Administrator via conduct@csus.edu



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Academic Misconduct: Disciplinary Referral

Available Online: https://csus-advocate.symplicity.com/public_report

Sacramento State Academic Dishonesty Policy <http://www.csus.edu/umannual/student/stu-0100.htm>

A Disciplinary Referral report is a request for the Student Conduct Administrator to investigate and/or adjudicate academic misconduct. Disciplinary Referrals may result in educational measures or administrative sanctions, as appropriate.

Instructor Name: _____

Instructor Phone: _____ Instructor email: _____

College: _____ Department: _____

Class: _____ Section: _____

Student Name: _____ **Student ID:** _____

INCIDENT DESCRIPTION Please describe the concern, attaching a supplemental memo or additional pages if needed. Please include with this referral form all supporting documents or evidence. If you are sending original copies of documents that must be returned, please indicate so.

Did the student respond to your request to review the violation within seven days? Yes No

Grade Penalty:

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No Penalty Penalty on Affected Assignment(s) and / or Rewrite Course Grade Penalty TBD

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