



ACADEMY POLICY MANUAL

Policy Title:	Inappropriate Student Academic Conduct
Policy Number:	547
Policy Administrator:	Executive Committee of the Academic Senate
Policy Initiator:	Academic Senate
Authority:	California Code of Regulations Title 5 §41301 and CSU EO 1073 IV K
Effective Date:	April 04, 2014
Revised Date:	
Approved:	President Thomas A. Cropper
Approval Signature:	/S/

Purpose:

This policy establishes the standards for academic integrity at The California Maritime Academy and the action to be undertaken upon a perceived violation of those standards. The following policy is controlled by the California Code of Regulations, specifically, Title 5 §41301 and California State University Executive Order 1073 IV K.

Scope:

This policy applies to all students and faculty at Cal Maritime.

Accountability:

The faculty bears primary responsibility for ensuring that all forms of academic endeavor conducted at Cal Maritime are subject to the highest possible ethical standards. It shall be the responsibility of the Committee on Academic Integrity to evaluate the appropriateness of student conduct which may adversely impact the integrity of the academic programs at Cal Maritime.

Policy:

The Committee on Academic Integrity shall be established in accordance with the procedures of Academic Senate Policy 500.

Faculty are strongly encouraged to include the following statement, or one similar to it, in all course syllabi.

The student has full responsibility for both the content of academic assignments submitted for evaluation, and the integrity with which all academic work submitted for evaluation has been done. Ignorance of an express rule regarding inappropriate student conduct does not excuse one from adhering to appropriate ethical standards in the completion of academic assignments. When in doubt as to the appropriateness of any action, students are to ask their instructors for clarification and guidance.

This policy should be promulgated to all new faculty and to all entering students during orientation sessions.

Inappropriate student academic conduct is any behavior by a student that is intended to gain unearned academic advantage or interfere with another's academics. This includes, but is not limited to, the following:

1. Collaborating on laboratory work, take-home examinations, homework, or other assigned work when instructed to work independently.
2. Collaborating during an examination with any other person by giving or receiving information without specific permission from the instructor.
3. Copying from another student during an examination.
4. Using any materials or resources that are not authorized by the instructor for use during an examination.
5. Looking at another student's paper during an examination.
6. Copying homework assignments from another person.
7. Giving one's work to another to be copied, paraphrased, or plagiarized.
8. Giving answers or other unauthorized assistance to another student during an examination.
9. After having taken an examination, passing information concerning the examination on to students who still must take the examination.
10. Writing a paper, or doing a project, homework or other assignment for another student.
11. Unauthorized copying of all or parts of an article, paper, book, published work or other proprietary source including documents from the Internet and submitting all or parts of the article or paper as one's own work, without proper citations or attribution.
12. Failing to give credit for ideas, statements of fact, or conclusions derived by another author.
13. Failure to use quotation marks when quoting directly from another source, whether it is a paragraph, a sentence, or part thereof.
14. Buying, selling or otherwise obtaining or providing information about an examination not yet administered.
15. Having another student take one's exam, write one's computer program, or perform a lab experiment.
16. Substituting for another person or permitting any other person to substitute for oneself to take an examination.
17. Submitting the following as one's own: report, term paper, essay, computer program, speech, or other written or creative work or project of any nature, which was prepared totally or in large measure by another.
18. Falsification of attendance and/or participation.
19. Lying to an instructor to improve one's grade.
20. Submitting altered or falsified data.
21. Giving or encouraging false information or testimony in connection with academic work or any proceeding under this policy.
22. Academic Misconduct. Academic misconduct is any action that deliberately undermines the free

- exchange of ideas in the learning environment, threatens the impartial evaluation of the students by the instructor or advisor, or violates standards for ethical or professional behavior established by a course or program. This includes but is not limited to attempts to bribe an instructor or advisor for academic advantage; persistent hostile treatment of, or any act or threat of violence against an instructor, advisor or other student(s); and/or actions or behavior that violate standards for ethical or professional behavior established by a course or program in an off-campus setting.
23. Destruction or misuse of the university's academic resources. This includes but is not limited to: unauthorized access to or use of university resources including equipment and materials; stealing, destroying or deliberately damaging library materials; preventing, in an unauthorized manner, others' access to university equipment, materials or resources; using University equipment, materials or resources to destroy, damage or steal the work of other students.
 24. Altering grades or official records.
 25. Stealing or altering an instructor's grade book or other academic records.
 26. Stealing exams or other course materials.
 27. Falsifying or signing another person's name on any academically-related form or document.
 28. Sabotaging another student's work.
 29. Using spell-check or grammar-check software on a writing assignment when expressly prohibited.
 30. Submitting work which is substantially the same for credit in two different courses without the approval of both instructors.
 31. Altering a graded exercise after it has been returned, then submitting the exercise for re-grading, without permission from the instructor.
 32. Presenting fabricated excuses for missed or late assignments or tests.

Charges of inappropriate student academic conduct can be brought by an instructor, a student, or any employee of Cal Maritime. Upon receipt of the charge, the Committee on Academic Integrity will conduct an inquiry and hearing to determine the facts of the case and then, after deliberation, arrive at a determination of guilt or innocence. If the Committee determines the charged student violated this policy, the Committee will make a recommendation of sanctions to be imposed. The Committee shall forward the findings and recommendations to the Provost for disposition of the case.

Forms, timelines and procedures shall be published in separate Procedures.

Adapted in part from policies of California State University San Jose, DePaul University, University of Arkansas, Niagara University and University of Georgia.



Inappropriate Student Academic Conduct

Academic Senate Policy 547

Procedures

A. Charges of Inappropriate Student Academic Conduct:

Charges of inappropriate student academic conduct can be brought by an instructor, a student, or any employee of the California Maritime Academy. Any person, if other than the instructor of record for the involved course or activity, who wishes to bring a charge under this policy, must first discuss the matter with the instructor of record for the involved course. If the charging party is the instructor of record, he or she must first consult with the department chair of the department responsible for the course or activity involved before bringing formal charges to the Committee on Academic Integrity. Under no circumstances should faculty members impose penalties for alleged violations of this policy in a unilateral fashion; all charges must be brought to the attention of the department chair and the Committee before sanctions can be imposed. After the above consultations, the instructor and/or the charging party may bring charges to the Committee on Academic Integrity by submitting a written request for a hearing describing the details of the situation to the Chair of the Committee on Academic Integrity.

B. Initiation of Inquiry into Inappropriate Student Academic Conduct:

Charges of inappropriate academic conduct against a student must be communicated, in writing to the Chair of the Committee on Academic Integrity, with a copy of the charge delivered to the student on the same day. An e-mail with return receipt is the preferred method of communication. The communication to the Committee on Academic Integrity should describe, with specificity, the events leading to the charge. Copies of all documents pertinent to the charge should be appended to the statement of the instructor or person bringing the charge. Within 10 work days, the Chair of the Committee will convene the Committee to hear the evidence and adjudicate the charge.

C. Hearing Process:

1. Student Conduct Record.

Prior to the hearing, the Student Conduct Administrator will forward a copy of the student's conduct record to the Chair of the Committee on Academic Integrity. The conduct record will remain sealed until after adjudication. If the student is found to have violated the standards of the Policy on Inappropriate Student Conduct (Policy 547), the contents of the file will be disclosed to the Committee prior to disciplinary sanctioning.

2. Hearing Attendees.

The instructor of record for the involved course (or, in the instructor's absence, the department chair or his/her designee), the person bringing the charge, and the charged student are expected to appear before the Committee. Additionally, the student may have a non-professional advisor (i.e. not a practicing attorney) appear with him or her at the hearing. Committee hearings are closed to all except Committee members, the charged student, the instructor, the person bringing the charge, the charged student's advisor, witnesses, and appropriate campus administrators.

3. Burden of Proof.

The person(s) bringing a charge of violation of Policy 547 to the Committee bear(s) the burden of proof in establishing, by a preponderance of the evidence, that the student(s) violated the policy.

4. Evaluation of Charges and Findings of Committee.

The Committee on Academic Integrity will act as both a fact-finding body and trier of fact. It will determine the applicability of the charges or modify the charges to better reflect the nature of the alleged inappropriate conduct, and then, after deliberation, arrive at a determination of guilt or innocence.

The Committee is not to make recommendations of academic sanctions that would impinge the instructor's exclusive right to evaluate academic performance and assign grades. The Committee's responsibility is to adjudicate guilt or innocence, describe any mitigating or exacerbating circumstances, and make recommendations to the Provost of disciplinary (not academic) sanctions to be awarded.

5. Responsibility for Assignment of Grades.

It is the exclusive responsibility of the course instructor of record to evaluate student academic performance and to assign grades within a course. However, faculty suspecting a student of cheating or other inappropriate academic conduct should not include such a consideration in the assigned grade until after an adjudication of guilt has been made by the Committee. Faculty are encouraged to include in the course syllabus notification of how violations of this policy will affect assigned grades.

D. Violation Levels:

The following violation levels are assigned to specific types of violations of The California Maritime Academy's Policy on Inappropriate Student Academic Conduct. If a violation of academic integrity principles occurs which is not specifically provided for below, then any sanctions will be based on the most similar type of violation that exists in the rubric. A violation will be considered as a single violation until the point that a student receives notice

of that violation; additional infractions occurring after that point will be considered separately for purposes of this rubric.

A student will receive the assigned number of sanction points for each violation for which he/she is found responsible. Sanction points are cumulative over the length of the student's tenure at the Academy.

Examples of inappropriate student conduct that may lead to the imposition of sanctions include, but are not limited to, the following:

1. Level One Violation – 0 to 0.5 sanction point for each violation:

- a. Collaboration
 - i. Collaborating on laboratory work, take-home examinations, homework, or other assigned work when instructed to work independently.
 - ii. Collaborating during an examination with any other person by giving or receiving information without specific permission from the instructor.
- b. Taking Information
 - i. Copying from another student's work during an examination.
 - ii. Using any materials or resources that are not authorized by the instructor for use during an examination.
 - iii. Looking at another student's paper during an examination.
 - iv. Copying graded homework assignments from another person.
- c. Providing Information
 - i. Giving one's work to another to be copied, paraphrased, or plagiarized.
 - ii. Giving answers to another student during an examination.
 - iii. After taking an examination, passing information concerning the examination on to students who have yet to take the examination.
 - iv. Writing a paper, or doing an assignment for another student.
- d. General Violation
 - i. Using spell-check or grammar-check software on a writing assignment when expressly prohibited.
 - ii. Submitting work which is substantially the same for credit in two different courses without the approval of both instructors.
 - iii. Conspiring with one or more fellow students to engage in any form of academically dishonest conduct.
 - iv. Altering a graded exercise after it has been returned, then submitting the exercise for re-grading, without permission from the instructor.
 - v. Presenting fabricated excuses for missed or late assignments or tests.

2. Level Two Violation – 0.5 to 1.0 sanction point for each violation:

- a. Plagiarizing
 - i. Unauthorized copying of all or part(s) of an article, paper, book, published work or other proprietary source including documents from the Internet

and submitting all or part(s) of the article or paper as one's own work, without proper citations or attribution.

- ii. Failing to give credit for ideas, statements of fact, or conclusions derived by another author.
- iii. Failure to use quotation marks when quoting directly from another source, whether it is a paragraph, a sentence, or part thereof.
- iv. Retyping all or parts of a paper written by another and handing it in for credit.
- v. Submitting a paper from house files for credit.
- b. Buying, selling or otherwise obtaining or providing information about an examination not yet administered.
- c. Having another student take one's exam, write one's computer program, or perform a lab experiment.
- d. Substituting for another person or permitting any other person to substitute for oneself to take an examination.
- e. Submitting the following as one's own: report, term paper, essay, computer program, speech, or other written or creative work or project of any nature, which was prepared totally or in large measure by another.
- f. Falsification of attendance and/or participation.
- g. Lying to an instructor to improve one's grade.
- h. Submitting altered or falsified data (undergraduate level).
- i. Giving or encouraging false information or testimony in connection with academic work or any proceeding under this policy.

3. Level Three Violation: 3.0 sanction points for each violation

- a. Academic Misconduct
Academic misconduct is any action that deliberately undermines the free exchange of ideas in the learning environment, threatens the impartial evaluation of the students by the instructor or advisor, or violates standards for ethical or professional behavior established by a course or program. This includes but is not limited to attempts to bribe an instructor or advisor for academic advantage; persistent hostile treatment of, or any act or threat of violence against an instructor, advisor or other students; and/or actions or behavior that violate standards for ethical or professional behavior established by a course or program in an off-campus setting which could damage the University's relationship with community partners and/or affiliated institutions.
- b. Destruction or Misuse of Academic Resources
Destruction or misuse of the university's academic resources includes but is not limited to: unauthorized access to or use of university resources including equipment and materials; stealing, destroying or deliberately damaging library materials; preventing, in an unauthorized manner, others' access to university equipment, materials or resources; using University equipment, materials or resources to destroy, damage or steal the work of other students.
- c. Altering grades or official records.
- d. Stealing or altering an instructor's grade book or other academic records.

- e. Stealing exams or other course materials.
- f. Falsifying or signing another person's name on any academically-related University form or document.
- g. Sabotaging another student's work.
- h. Submitting altered or falsified data (graduate level).

E. Report of Findings and Recommendations:

The Chair of the Committee on Academic Integrity will provide a written report of findings and recommendations to the Provost. The Provost will ensure procedures were followed in accordance with this policy and procedures and forward the results to involved student(s), course instructor, the Department Chair, the Academic Dean, and the Student Conduct Administrator. If the Provost determines that proper procedures were not followed, the Provost will return the report to the Committee for appropriate corrective action.

F. Report to Student Conduct Administrator:

The Chair of the Committee shall also forward a copy of the Committee findings to the Student Conduct Administrator. The Student Conduct Administrator is not to conduct separate or additional hearings on academic issues already adjudicated by the Committee on Academic Integrity. The Student Conduct Administrator may, however, initiate an inquiry and conduct hearings into whether the actions of individuals brought before the Committee on Academic Integrity also involve moral, ethical, leadership and character issues such as, lying, stealing, breaking and entering, or other conduct unbecoming a student, and therefore also fall within the purview of the policies governing the Student Conduct Administrator.

G. Imposition of Sanctions:

After verifying that the hearings were conducted in accordance with CMA policy, the Provost will issue the letter to the involved student(s) setting forth the final disposition of the case and the terms of any disciplinary sanctions, with copies sent to the Student Conduct Administrator and Chair of the Committee on Academic Integrity.

H. Record Keeping:

Copies of all case documents are to be maintained by the office of the Provost. Annual reports of all cases heard and their final dispositions are to be made available to the Senate Executive Committee. A copy of the Provost's letter of final disposition is to be sent to the Student Conduct Administrator for inclusion in the student's file.

I. Student Rebuttal and Appeals:

Within three work days of receipt of the Committee's findings, the charged student may submit a written rebuttal/comment to the Provost to be included and considered with the Committee report. Within three work days of receipt of the letter from the Provost stating the final disposition of the case, the student may appeal to the President. Appeals to the

President must be in writing using the Appeals Petition Form available from the Student Conduct Administrator. Results of all appeals decisions shall be maintained by the Student Conduct Administrator and placed in the student's file. A copy of the President's appeal decision shall be forwarded to the Committee on Academic Integrity. Grades or other academic penalties (such as reduction of points, extra assignments, etc.) given by an instructor are not appealed to the President or any other Administrator. If the student wishes to appeal the academic consequences, this appeal must instead be addressed via a Student Originated Request for Change of Grade.

J. Sanction Guidelines:

Sanction Guidelines are recommendations for faculty and the Chair of the Committee for consistency only. It is not in the purview of the Committee to assign grades in cases of academic dishonesty. The following sanctions may be imposed upon any student whose conduct falls short of the Academy's standards of academic integrity, as indicated in this policy. (Note: More than one of the sanctions described below may be imposed for conduct proscribed by the policy.)

1. Sanction points = 0.5: The instructor may give the exam or assignment an immediate zero (0) which shall then be averaged into the course grade. If the violation occurred on a non-graded assignment, the faculty member may require that the work be redone. If that involves missing a stated deadline, the stated late penalty may apply.
2. Sanction points = 1.0: The student may receive a course grade of F.

For infractions involving point levels of 1.5 and above, the course grade/project failure sanction may apply in addition to suspension.

3. Sanction points = 1.5: The student will be suspended for the following semester (the student will be allowed to complete the current semester).
4. Sanction points = 2.0: The student will be suspended for two full semesters (the student will be allowed to complete the current semester).
5. Sanction points = 2.5 and higher: The student will be suspended for three full semesters (the student will be allowed to complete the current semester).

Note: In the event of a conflict between a syllabus and the Policy on Inappropriate Student Academic Conduct or this rubric, the policy and rubric shall take precedence.

K. Denial of Access:

During a suspension or subsequent to an expulsion, physical access to the campus of the California Maritime Academy may be either restricted or denied. If the basis for suspension or expulsion involves conduct which (1) disrupted the orderly operations of the campus or any of its facilities, or (2) also involved a violation of California Penal Code statutes, denial of access may be imposed. (See California Penal Code §626.2.) Students under a *no access* provision imposed in conjunction with an academic suspension, who violate the no access provision, expose themselves to the risk of additional University sanctions in addition to

possible civil and criminal penalties.

L. Denial of Admission or Readmission:

Admission or readmission to the Academy may be denied to any student found to have violated the provisions of the Academy's Policy on Inappropriate Student Academic Conduct. (See, California Code of Regulations Title 5 §41303.)

M. Good Standing:

Imposition of a sanction or denial of (or qualification placed on) admission or readmission means that a student is not considered to be in *good standing* for purposes of admission to any institution of the California State University system, for the period during which sanctions apply. (See California Code of Regulations Title 5 §40601(g).)

Procedures approved by the Academic Senate, April 4, 2014.

Adapted in part from policies of California State University San Jose, DePaul University, University of Arkansas, Niagara University and University of Georgia.