California State University Channel Islands

Preventing & Addressing Academic Dishonesty

Student Conduct & Community Responsibility

Reducing Academic Dishonesty

As a faculty member/instructor you can take precautions to reduce academic dishonesty in your classroom. The information contained in this document provides you an overview of CI's academic dishonesty policy and expectations of reporting academic dishonesty. It also includes resources such as creating a syllabus statement, strategies to prevent academic dishonesty, discussion topics on academic integrity, and resources.

Academic Dishonesty Policy & Reporting

Per California State University [Executive Order 1098](#), Article II, Section I, cases involving academic dishonesty shall be handled by faculty members according to applicable campus procedures. After action has been taken in any such case, the faculty member shall promptly notify the student conduct administrator of the matter so that the circumstances of the misconduct can be considered in their totality.

A department's procedure for responding to cases of academic dishonesty is, by its nature, limited to the instance presented in a particular class. The Student Conduct Code process provides the campus with an opportunity to consider the student's entire circumstances, including whether the reported instance is part of a larger pattern of misconduct.

The University policy regarding academic dishonesty may be found at: http://policy.csuci.edu/sp/13/sp-03-006.htm.

If a student commits an act of academic dishonesty, please report the incident to the Student Conduct & Community Responsibility office via the following link: [Academic Dishonesty Report Form](#).

Syllabus Statement

It is recommended that faculty include a statement on their course syllabus noting the University policy on academic dishonesty and that suspected cases of academic dishonesty will be referred to the Student Conduct & Community Responsibility office. It is recommended that you discuss your academic dishonesty policies throughout the semester with your students.

Below you will find a sample introductory statement to CI's policy as well as the two options on how you may address alleged violations of academic dishonesty on your syllabus.

Sample Syllabus Statements:

By enrolling at CSU Channel Islands, students are responsible for upholding the University's policies and the Student Conduct Code. Academic integrity and scholarship are values of the institution that ensure respect for the academic reputation of the University, students, faculty, and staff. Cheating, plagiarism, unauthorized collaboration with another student, knowingly furnishing false information to the University, buying, selling or stealing any material for an examination, or substituting for another person

may be considered violations of the *Student Conduct Code* (located at
http://www.csuci.edu/campuslife/student-conduct/academic-dishonesty.htm). Please
ask about my expectations regarding academic dishonesty in this course if they are
unclear.

If a student is found responsible for committing an act of academic dishonesty in this
course, the student may receive academic penalties including a failing grade on an
assignment or in the course and a disciplinary referral will be made and submitted to the
Student Conduct & Community Responsibility office. Students are expected to
familiarize themselves with the University *Student Conduct Code* at the following link:
http://www.csuci.edu/campuslife/student-conduct/academic-dishonesty.htm). Please
ask about my expectations regarding academic dishonesty in this course if they are
unclear.

Strategies to Prevent Academic Dishonesty

Homework Assignments

- Switch assignments each class or semester.
- Require students to submit two copies of each assignment. Return one copy and keep the other for your records.
- Inform students that they should not turn in the same paper/assignment in two courses.
- Clarify if you permit students to work together or collaborate together on homework assignments/papers.
    - If you permit students to work together what is the expectation for the work they submit, can it be identical or should the work they submit be in their own words?
- Do not use questions from the instructor's manual.
- Count assignments as only a small proportion of the final grade.

Exams

- Switch exams each class and semester.
- Do not let students keep copies of exams.
- Never give the original exam as a make-up.
- If you do return exams, keep a copy of each student's exam on file. At times students have changed numbers or written answers on returned exams and requested a re-grade.
- Give clear instructions both in writing and orally as to what is allowed or not allowed during exams.
- Require students to show a student ID when they submit their exam (recommended for classes with 50 students enrolled or more).
- Have students space out their seats and make sure all personal belongings (including cell phones!) are placed under the desk.
- Make time before exams for students to use the restroom, get a drink, etc.
- Use proctors to help monitor exams, particularly in classes larger than 40 students.

Papers

- Utilize tools such as Turnitin.com that will identify potential acts of plagiarism based on similarity of language and/or direct copy and pasting of other online sources.
- Narrowly or specifically define the paper assignment (i.e., create unique paper prompts)
- Have "check-in assignments" which require students to show the progress of their paper by submitting items such as their bibliography, outline, a draft, and then the final paper.
- Review how to properly cite as a class by bringing in external individuals to present on the topic or present this information yourself.
- Require students to submit photocopies of the title pages of the books or journal articles they cite in their bibliography to prevent students from fabricating their bibliography.

Collaboration
- Be explicit about the degree of collaboration, if any, that is permitted.
- Warn students against storing work on multiple-user computer devices such as shared drives or flash drives.
- Inform potential helpers about limits on assistance (i.e., do not share their own papers with their classmates).

Discussing Academic Dishonesty

Staff from the Student Conduct & Community Responsibility office are trained to facilitate discussions and can provide presentations on academic dishonesty. To request a presentation, please contact us at studentconduct@csuci.edu.

If you prefer to have a discussion yourself, the questions listed below may assist you in facilitating the discussion to learn about student perceptions, how they can prevent acts of academic dishonesty, and why academic integrity is important to the University.

1. How many of you have witnessed another student committing an act of academic dishonesty such as cheating?
2. How did you feel when you saw another student commit an act of academic dishonesty?
3. How do students who commit acts of academic dishonesty impact you?
4. What is academic plagiarism? Why do we care?
5. How do you think we [instructors] feel when we become aware that a student has committed an act of academic dishonesty in our class?
6. What do you think are the larger impacts of you committing an act of academic dishonesty?
   Note: *The idea is to get them thinking about fairness to their fellow peers, grade inflation, reputation of the institution, personal reputation, professor is unable to see their critical thinking skills* (Whitley Jr. & Keith-Speigel, 2002).
7. What happens if all professionals cheat through college? Grad school? Law school? Med school? Do we want doctors operating on us that cheated in biology? Do we want lawyers representing us that don't understand the Constitution?
8. How does academic integrity coincide or violate your personal values and ethics?
9. What do you think are the "real world" consequences of cheating/plagiarizing?

10. How might committing acts of academic dishonesty impact your time here at the University?

Addressing Academic Dishonesty

Below are some suggested questions to gain more information before referring a student to the Student Conduct & Community Responsibility office:

- When did you begin working on this assignment?
- How did you collect your resources?
- What made you decide to bring in additional notes to your exam?
- How do you define cheating/plagiarism/collaboration with another student?
- Is there anything else going on that I should be aware of? (*Note: the point of this question is to see if there are any mitigating circumstances [i.e., student says father just lost job and has been working more hours to help compensate].*)
- Discuss the issue with your Academic Chair and submit a referral to Student Conduct & Community Responsibility via the [Academic Dishonesty Report Form.](#)

Resources

For further information on available resources, books or literature please click the book covers below: