

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.

*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 Administrator's office and you will need to meet with the Student Conduct Administrator. 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://senate.sonoma.edu/memberships-and-meeting-dates/sac#DRB>

The Cheating and Plagiarism Policy is online at:
<http://www.sonoma.edu/policies/cheating-and-plagiarism>

The Formal Dispute Resolution Procedures are online at:
<http://www.sonoma.edu/policies/formal-dispute-resolution-procedures>