**SAN JOSÉ STATE UNIVERSITY  
Academic Senate AS 1894**

**Instruction and Student Affairs Committee**

**May 5, 2024**

**First Reading**

**University Policy, Academic Integrity**

Whereas, Academic Integrity is a tenet that all members of the SJSU community must hold paramount; and

Whereas, The current university policy is not consistent with current CSU Executive Orders; and

Whereas, The current university policy is not up to date with respect to modern technology that both results in academic integrity violations and detects academic integrity violations; and

Whereas, The existing policy lacks sufficient detail to ensure consistent and equitable response to academic integrity violations; therefore be it

Resolved, That University Policy F15-7 be rescinded and replaced with the following.

Approved: April 28, 2025

Vote: 8-0-1

Present: Gambarin, Giampaolo, Lacson, Leisenring (non-voting), Masegian, Mathur, Meniketti, Sen, Sullivan-Green, Vogel

Absent: Han, Kelly (non-voting), Rollerson, Tucker

Financial Impact: No financial impacts are anticipated.

Workload Impact: The Office of Student Conduct and Ethical Development will be required to update their documentation and forms to reflect updates in the policy and procedures. Faculty training materials may require updates related to policy updates. Members of the Academic Disqualification and Reinstatement Review Committee (ADRRC) may experience an increase in workload associated with hearing academic integrity cases.

**Legislative History: Rescinds S07-2**

At its meeting of November 2, 2015, the Academic Senate approved the following policy recommendation presented by Senator Kaufman for the Instruction and Student Affairs Committee.

S07-2 laid out the University’s Policy on Academic Integrity. Since that time, it has been determined that:

* academic sanctions for infractions of academic integrity have been imposed in inconsistent ways across campus;
* student misconduct often goes unreported, resulting in a lack of university knowledge, input, and oversight and an inability of the university to recognize patterns of conduct;
* no formal grade appeal process currently exists for accused students who are found not responsible in the student conduct process or whose cases are dismissed.

Partly for these reasons, the University has not been in complete compliance with CSU executive orders on academic integrity (E.O. 1037, 1068, and 1098). This policy addresses the problems.

**Approved and signed by**

**Interim President Susan W. Martin on**

**November 5, 2015.**

**SAN JOSE STATE UNIVERSITY**

**ACADEMIC INTEGRITY**

The university emphasizes responsible citizenship and an awareness of ethical choices inherent in human development. Academic honesty and fairness foster ethical standards for all those who rely on the integrity of the university, its courses, and its degrees. University degrees are compromised and the public is defrauded if faculty members or students knowingly or unwittingly allow dishonest acts to be rewarded academically.

This policy sets the standards for such integrity and shall be used to inform students, faculty, and staff of the university’s Academic Integrity Policy.

1. **Roles**
   1. **STUDENT ROLE**

Students must:

1.1.1 Know the rules that preserve academic integrity and abide by them at all times, including learning and abiding by rules associated with specific classes, exams, and course assignments;

1.1.2 Know the consequences of violating the Academic Integrity Policy;

1.1.3 Know the appeal rights and procedures to be followed in the event of an appeal;

1.1.4 Foster academic integrity among peers.

* 1. **FACULTY ROLE**

Faculty must:

1.2.1 Provide a clear and concise course syllabus that apprises students of the Academic Integrity Policy and the ethical standards and supporting procedures required in a course. The syllabus should comply with [S16-9 (University Policy, Course Syllabi)](https://www.sjsu.edu/senate/docs/S16-9.pdf) and clearly specify the allowable uses of technological tools, including generative AI, specific to the course and consistent with current university policy.

1.2.2 Make every reasonable effort to foster honest academic conduct. Specifically, examinations should be appropriately proctored or monitored by university personnel to prevent students from copying, using non-cited resources, or exchanging information. Examinations and answers to examination questions should be kept private. Efforts should be made to give unique and varied assignments;

1.2.3 Comply with the rules and standards of the Academic Integrity Policy and abide by the processes described here.

* 1. **OFFICE OF STUDENT CONDUCT AND ETHICAL DEVELOPMENT ROLE**

The Director of the Office of Student Conduct and Ethical Development (SCED) must:

1.3.1 Comply with and enforce the Student Conduct Code[[1]](#footnote-0), which includes the Academic Integrity Policy;

1.3.2 Review all submitted Academic Integrity Reporting Forms. Refer to Academic Disqualification and Reinstatement Review Committee (ADRRC) any cases where the academic sanctions imposed by faculty are deemed inappropriate and/or not commensurate with the recommended sanctions;

1.3.3 Adjudicate student conduct cases and assign administrative sanctions to students who have violated the Student Conduct Code;

1.3.4 Serve as a resource for faculty, staff, and students on matters of academic integrity and this policy;

1.3.5 Ensure dissemination of the policy to the campus community when changes are made to the policy or procedures;

1.3.6 Maintain a database for tracking academic integrity violations.

**1.4 ACADEMIC DISQUALIFICATION AND REINSTATEMENT REVIEW COMMITTEE (ADRRC) ROLE**

The ADRRC reviews and makes the final decision on cases referred to them by SCED and on appeals of academic sanctions imposed for violations of the academic integrity policy. The ADRRC must:

1.4.1 Review academic sanctions that are referred to the ADRRC by SCED based on recommended sanctions for similar types of violations to ensure consistency across campus, as described below.

1.4.2 Review academic sanctions when students appeal.

In all cases, appeals of academic sanctions shall be subject to a thorough review process with evidence presented by the instructor, student, and any other parties involved in earlier review processes such as department chairs, SCED staff, the university Ombudsperson, or other administrators or staff.

2.0 **DEFINITIONS OF ACADEMIC DISHONESTY**

2.1 **CHEATING**

San José State University defines cheating as the act of obtaining credit, attempting to obtain credit, or assisting others to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.

Cheating includes:

2.1.1 Copying, in part or as a whole, from another’s test or other evaluation instrument, including homework assignments, worksheets, lab reports, essays, summaries, and quizzes;

2.1.2 Submitting work previously graded in another course without prior approval by the course instructor or by departmental policy;

2.1.3 Submitting work simultaneously presented in two or more courses without prior approval of all course instructors or by the departmental policies of all departments;

2.1.4 Using or consulting sources, tools, or materials prohibited by the instructor prior to or during an examination;

2.1.5 Altering or interfering with the grading process;

2.1.6 Sitting for an examination by a surrogate or as a surrogate;

2.1.7 Any other act committed by a student in the course of their academic work that defrauds or misrepresents, including aiding others in any of the actions defined above.

2.1.8 Any unauthorized use of technology per guidelines established by the instructor (including but not limited to generative artificial intelligence and tutoring sites).

2.2 **PLAGIARISM**

San José State University defines plagiarism as the act of representing the work of another as one’s own without giving appropriate credit, regardless of how that work was obtained, and submitting it to fulfill academic requirements.

Plagiarism includes:

2.2.1 Knowingly or unknowingly incorporating the ideas, words, sentences, paragraphs, parts of sentences or paragraphs, or the specific substance of another’s work without giving appropriate credit, and representing the product as one’s own work;

2.2.2 Representing another’s artistic or scholarly works, such as computer programs, instrument printouts, inventions, musical compositions, photographs, paintings, drawings, sculptures, novels, short stories, poems, screen plays, or television scripts, as one’s own.

**3.0 NOTIFICATION OF STANDARDS OF DETECTING ACADEMIC DISHONESTY**

San José State University or its faculty may only use university-approved and sponsored academic dishonesty-detection services. Any detection service used by faculty or with which San José State University contracts shall ensure compliance with FERPA, university data security policies, and accessibility requirements.

Except for the stated purpose of storing submitted work in databases solely for the purpose of detecting academic dishonesty, any plagiarism-detection service with which San José State University contracts shall, to the fullest extent possible, agree to assure that ownership rights of all submitted work shall remain with the work’s author and not with the detection service.

**4.0 PROCEDURES FOR EVALUATION AND REPORTING**

When a faculty member suspects an academic integrity violation and is in possession of evidence to substantiate that violation (which includes statements of personal observation of the infraction by the faculty member or other SJSU personnel or students), it is the faculty member’s responsibility to:

4.1. Maintain confidentiality, ensuring discussions are held privately and communications/documentation are kept confidential except for required disclosures of relevant information to those involved in the disciplinary proceedings or legal actions.

4.2 Communicate with the student concerning the alleged violation and confer with the student within 10 business days of the observed/reported/suspected academic integrity violation, though no later than when the grade for the assessment is released. The faculty member shall make reasonable attempts to meet with the student. When conferring with a student about alleged academic misconduct, the faculty member shall explain the allegation, present any supporting evidence, and provide the student with the opportunity to respond to the allegation. The student should be given the opportunity to respond to the allegation.

4.3 Inform the student of the sanctions imposed in accordance with Section 4.0 if the faculty member still believes that an academic integrity violation has occurred after conferring with the student.

4.4 Report the alleged violation and the action taken to SCED on the Academic Integrity Reporting Form[[2]](#footnote-1) within 5 business days of the conference with the student. The form identifies the faculty member, student(s) involved, and type of academic integrity violation. It includes a description of the incident and any academic sanctions imposed. When submitting the Academic Integrity Reporting Form, the faculty shall include a copy of all supporting documentation and communications with the student(s).

If the student has not responded to the faculty member’s good-faith attempts to arrange a conference within 15 business days, the faculty member may proceed with the reporting and/or sanctioning processes. In such a situation, the student’s right to appeal is preserved. A faculty member may not impose academic sanctions on a student without submitting an Academic Integrity Reporting Form. If the faculty member has not acted on the alleged violation within the 15-day period, any academic sanction imposed is invalid. Department chairs or Associate Deans are authorized to respond to student inquiries regarding instances of alleged violations when necessary, such as when the instructor is unavailable or does not respond in a timely manner or there are exigent circumstances that warrant earlier intervention. (For example, the issue needs to be resolved in order for the student to graduate.)

SCED shall review all academic sanctions imposed by faculty members and determine whether they are justified in light of the provisions of the Student Conduct Code and commensurate with university norms of severity contained in this policy. SCED shall further determine whether it is appropriate to impose additional administrative sanctions.

**5.0 SANCTIONS AND LEVEL OF OFFENSE**

There shall be two major classifications of sanctions that may be imposed for violations of this policy: academic and administrative. Academic sanctions are actions related to coursework or grades and are determined by the faculty member. All academic sanctions are reviewed by SCED for consistency and equality. Administrative sanctions are actions that address a student’s status on campus, such as administrative academic probation or suspension, and are determined by SCED*.* Academic sanctions and administrative sanctions may be imposed simultaneously.

5.1 **ACADEMIC SANCTIONS**

Faculty members are responsible for determining academic sanctions. ~~Faculty members may find it helpful to consult with their department chair or school director, senior faculty members, or the director of SCED in consideration of appropriate academic sanctions.~~ Such sanctions shall be proportional to the offense. The academic sanction is usually a form of “grade modification.” Before sanctions can be employed, the faculty member must have verified the instance(s) of academic dishonesty by personal observation or documentation. The faculty member is expected to maintain confidential notes and communications between the student and the faculty member, as they may be relevant in subsequent disciplinary proceedings or any subsequent legal actions.

Academic sanctions may include:

5.1.1 Oral reprimand;

5.1.2 Repetition of the assignment, with appropriate change in instructions;

5.1.3 Lower grade on the evaluation instrument;

5.1.4 Failure on the evaluation instrument;

5.1.5 Reduction in course grade;

5.1.6 Failure in the course;

5.1.7 Recommendation of additional administrative sanctions (SCED to review for possible violations of the Student Conduct Code).

5.2 **LEVELS OF OFFENSES AND RECOMMENDED SANCTIONS**

Academic penalties within the course can range from oral reprimand to failure of the course, depending on the severity of the academic integrity violation. The recommendations below are provided to allow for equitable sanctions across campus for all students and to help ensure sanctions are proportional to the level of offense and the weight of the assessment tool to the course grade. Differentiation of levels of offenses helps to ensure consistency and equality of sanctions in response.

Levels of offenses:

5.2.1 Minor offense: minor infractions or infractions on minor assignments with lower weight minor OR minor actions of plagiarism or cheating without clear evidence of intent to gain unfair advantage.

Recommended Sanction for Minor Offense: oral reprimand; repetition of the assignment; and/or lower grade on the evaluation instrument.

5.2.2 Moderate offense: moderate actions of plagiarism or cheating without clear evidence of intent to gain unfair advantage.

Recommended Sanction for Moderate Offense: failure on the evaluation instrument and/or reduction in course grade.

5.2.3 Major offense: premeditated or planned plagiarism or cheating with clear evidence of intent to gain unfair advantage.

Recommended Sanction for Major Offense: failure on the evaluation instrument, reduction in course grade, and/or failure in the course.

**5.3 ADMINISTRATIVE SANCTIONS**

As stipulated in [California State University’s Student Conduct Process](https://calstate.policystat.com/policy/14075291/latest/), violations of the Student Conduct Code (Title 5 of the California Code of Regulations Section 41301), including cheating or plagiarism in connection with an academic program, may warrant expulsion, suspension, probation, or a lesser sanction. Administrative action involving academic dishonesty shall be the responsibility of SCED. SCED will review reports from faculty to determine if additional administrative actions are needed and respond accordingly. SCED shall further respond to repeat violations as documented by the centralized reporting database. For definitions of administrative action sanctions, reference Executive Order 1098 addressing Student Conduct Processes

SCED shall notify faculty members when action has been taken. It shall maintain a record of students who have been reported for violating the Academic Integrity Policy.

6.0 **PROTECTION OF STUDENT RIGHTS AND APPEAL PROCESS**

6.1 Students are guaranteed due process, including the right to be informed of the charges and nature of the evidence supporting the charges and to have a meeting with the faculty member, SCED, or other decision makers. At any such meeting, statements and evidence on behalf of the student may be submitted..

6.2 SCED shall review the academic sanction imposed by a faculty member on a student and determine whether evidence exists in support of the instructor’s allegation. It shall also make an assessment of the proportionality of the sanction to the severity of the infraction and may recommend a reduction or increase in sanction severity. This assessment shall be made in consideration of consistency across the campus. Reporting of infractions is mandated by California State University’s Student Conduct Process.

6.3 If SCED finds upon review that academic sanctions should be modified, the case shall be referred to ADRRC for review.

6.4 **Student Academic Sanction Appeal Process**. A student may submit an appeal of academic sanctions to ADRRC within 10 business days of being notified of the imposition of sanctions. ADRRC may extend this filing period if the student shows good cause for the extension. If a student does not appeal within the time provided, the decision and sanctions of the faculty member will be final.

Within 15 business days of receiving the appeal, ADRRC shall schedule the appeal hearing for this case. The appeal hearing must be concluded within 30 business days of receiving the appeal. Upon appeal, ADRRC shall review the faculty member’s decision, sanctions and supporting evidence, and any evidence provided by the student, and shall confer with the faculty member and the student. ADRRC shall have the authority to uphold, modify, or overturn the faculty member’s decision and sanctions. If the Dean of the College (or designee) finds:

1. That the conclusion of a violation is not supported by the evidence, then they shall render a finding of no violation and that the sanction(s) imposed be overturned.
2. That the conclusion of a violation is supported by the evidence and the sanction imposed is appropriate, then they shall uphold the faculty member's decision and sanction(s).
3. That the conclusion of a violation is supported by the evidence, and the sanction(s) imposed are inadequate or excessive, then they shall modify the sanction(s) as appropriate.

ADRRC shall notify the student, the faculty member, the department chair, and SCED in writing of their decision. If ADRRC decides no violation occurred, all reference to the charge shall be removed from the student's University records, and the student may continue in the class without prejudice. If the semester has ended prior to the conclusion of the appeal process, the faculty member shall calculate the grade without the sanction. If work was not completed due to the academic integrity allegation, the faculty member and the student shall confer and a grade of "Incomplete" (I) shall be assigned. If a grade of "I" is assigned, the student shall have the opportunity to complete any remaining work without prejudice within the timeframe set forth under the normal university grading policy.

If the alleged academic integrity violation and subsequent appeal process continues past a student’s scheduled graduation date, ADRRC should make every reasonable attempt to hear the appeal in an expedited manner.

7.0 **DISSEMINATION OF INFORMATION**

7.1 The Academic Integrity Policy shall be published in the university catalog and on the university website.

7.2 Dissemination of this information shall be the responsibility of SCED. Information is available at <http://www.sjsu.edu/studentconduct/>, including the updated sanctioning guidelines.

7.3 SCED shall submit a statistical report on the number and types of violations and their eventual disposition to the Academic Senate annually.

7.4 Colleges and departments/schools are encouraged to discuss this policy periodically at faculty meetings, including discussion of strategies for ensuring academic integrity among students and consistency among faculty.

7.5 Department chairs, school directors, and program directors should ensure that new faculty members are made aware of this policy and an oral explanation at the time they are given their first class assignment.

1. Student Conduct Code Available at:

   <https://www.sjsu.edu/studentconduct/docs/SJSU-Student-Conduct-Code.pdf> [↑](#footnote-ref-0)
2. Academic Integrity Reporting Form Available athttps://www.sjsu.edu/studentconduct/conduct-processes/academic-integrity.php [↑](#footnote-ref-1)