

**SAN JOSÉ STATE UNIVERSITY
ONE WASHINGTON SQUARE SAN
JOSÉ, CA 95192**

S26-10, Academic Integrity

Legislative History:

On May 4, 2026, the Academic Senate approved University Policy, Academic Integrity, presented by Senator Vogel for the Instruction and Student Affairs Committee.

Rescinds: F15-7

Action by University President:

Date: May 20, 2026

Signed and approved by: 
**Cynthia Teniente-Matson, President,
San José State University**

**University Policy
Academic Integrity**

Resolved: That University Policy F15-7 be rescinded and replaced with the following.

Approved: April 27, 2026

Vote: 12-0-0

Present: Currin-Percival, Dao, Fryer, Gambarin, Giampaolo, Johnson, Lee, Leisenring, Mathur, Masegian, Sullivan-Green, Vogel

Absent: Akin, Brown, Chisholm, Meniketti

Financial Impact: No financial impacts are anticipated.

Workload Impact: Additional workload expected in terms of review for ADRRC and for updating materials and training provided by SCED.

**SAN JOSE STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSE, CA 95192**

F15-7, University Policy, Academic Integrity

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.**

University Policy: Academic Integrity

Resolved: That the attached be implemented as policy, rescinding S07-2.

Rationale: There is a need for faculty members to report all instances of academic misconduct in a timely manner and provide a complete record of accused students' academic performance; equal treatment demands it. The University can gain awareness of patterns of infractions only if it has a record of student infractions.

Student rights must also be upheld. Currently, student conduct violations and faculty academic sanctions are reviewed by the Office of Student Conduct and Ethical Development (SCED). When SCED reaches a finding in favor of the student – either the finding of not responsible or a lack of evidence of the violation – the faculty member may appeal the decision to the Board of Professional Responsibility (BPR).

However, a student has no comparable avenue of appeal when the faculty member refuses to lift a sanction after a SCED finding in the student's favor. At present, faculty members who have imposed academic sanctions on students accused of misconduct are not required to remove those sanctions if the student is found not responsible by SCED. The BAFPR has both the expertise and infrastructure to review this kind of dispute regardless of which party brings the issue to BAFPR's attention.

SAN JOSE STATE UNIVERSITY POLICY ON 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.

STUDENT ROLE

The San José State University Academic Integrity Policy requires that each student:

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;
2. know the consequences of violating the Academic Integrity Policy;
3. know the appeal rights and procedures to be followed in the event of an appeal;
4. foster academic integrity among peers.

FACULTY ROLE

The San José State University Academic Integrity Policy requires that each faculty member:

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) and clearly specify the allowable uses of technological tools;
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;
3. comply with the rules and standards of the Academic Integrity Policy and abide by the processes described here.

ROLE OF THE OFFICE OF STUDENT CONDUCT AND ETHICAL DEVELOPMENT

The San José State University Academic Integrity Policy requires that the student conduct administrator, the Director of the Office of Student Conduct and Ethical Development (SCED),

1. comply with and enforce the Student Conduct Code¹, which includes the Academic Integrity Policy;
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 this policy;
3. adjudicate student conduct cases and assign administrative sanctions to students who have violated the Student Conduct Code;
4. serve as a resource for faculty, staff, and students on matters of academic integrity and this policy;
5. ensure dissemination of the policy to the campus community when changes are made to the policy or procedures-;
6. maintain a database for tracking academic integrity violations.

ROLE OF THE ACADEMIC DISQUALIFICATION AND REINSTATEMENT REVIEW COMMITTEE (ADRRC)

The San José State University Academic Integrity Policy requires that 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.

1. Requests for reviews of academic sanctions may be referred to the ADRRC by SCED, based on recommended sanctions for similar types of violations, to ensure consistency across campus, as described below.
2. Appeals of academic sanctions may also be submitted by students to the ADRRC
3. 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, university Ombudsperson, or other administrators or staff.

1.0 DEFINITIONS OF ACADEMIC DISHONESTY

1.1 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:

- 1.1.1 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;
- 1.1.2 submitting work previously graded in another course without prior approval by the course instructor or by departmental policy;
- 1.1.3 submitting work simultaneously presented in two or more courses without prior approval of all course instructors or by the departmental policies of all departments;
- 1.1.4 using or consulting technology, sources, tools, or materials prohibited by the instructor on any assignment;
- 1.1.5 any unauthorized use of technology per guidelines established by the instructor.
- 1.1.6 altering or interfering with the grading process;
- 1.1.7 sitting for an examination by a surrogate or as a surrogate;
- 1.1.8 any other act committed by a student in the course of his or her academic work that defrauds or misrepresents, including aiding others in any of the actions defined above.

1.2 PLAGIARISM

San José State University defines plagiarism as without giving appropriate credit, regardless of how that work was obtained, and submitting it to fulfill academic requirements.

Plagiarism includes:

- 1.2.1 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;
- 1.2.2 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 work;

- 1.2.3 representing the output of artificial intelligence or other emerging technology as one's own work without appropriate acknowledgment or citation.

1.3 USE OF ARTIFICIAL INTELLIGENCE

- 1.3.1 Instructors are responsible for communicating their course policy regarding the use of Artificial Intelligence and other emerging technologies via the course syllabus.
- 1.3.2 Students may not use Artificial Intelligence or other emerging technologies in ways that violate Sections 1.1 and 1.2 in this policy.
- 1.3.3 Any use of Artificial Intelligence or other emerging technologies must be appropriately acknowledged or cited.

2.0 NOTIFICATION OF STANDARDS OF DETECTING ~~PLAGIARISM~~ ACADEMIC DISHONESTY

San José State University personnel may only use academic dishonesty detection services approved by the university. Any software used by faculty must comply with the requirements of 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 detection service with which San José State University contracts shall agree to assure that ownership rights of all submitted work shall remain with the work's author and not with the detection service. Academic sanctions may not be imposed based solely on the results of the university-approved AI-detection software. Examples of additional forms of evidence are provided on the website of SCED.

3.0 PROCEDURES FOR EVALUATION AND REPORTING

When a faculty member suspects a violation of the Academic Integrity Policy 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 take the following steps:

- Handle the situation discreetly; that is, a faculty member shall not discuss specific charges of cheating, plagiarism, or any other violations involving specific individuals in the classroom or elsewhere publicly.
- Communicate with the student concerning the alleged violation (at minimum, via SJSU

email) and confer with the student within 10 working days of the observed/reported/suspected incident of academic dishonesty, no later than when the grade for the assessment is released. The faculty member shall make reasonable attempts to meet with the student in person or virtually. 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 faculty should make every effort to protect the student's privacy. The student must be offered the opportunity to provide their perspective and respond to the allegation. The faculty member is expected to maintain the confidentiality of notes and communications between the student and the faculty member (and the department chair and/or Associate Dean of the College, if needed), except as they may be relevant in subsequent disciplinary proceedings or any subsequent legal actions.

- Inform the student of the sanctions imposed in accordance with Section 4.0 if the faculty member still believes that a violation of the Academic Integrity Policy has occurred after conferring with the student.
- Report the alleged violation and any sanctions imposed to SCED on the Academic Integrity Reporting Form within 15 working days of the observed/reported/suspected incident of academic dishonesty. The form identifies the faculty member, student involved, and type of violation (cheating or plagiarism), 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.

A faculty member may not impose academic sanctions on a student without submitting an Academic Integrity Reporting Form. Should the faculty member neglect to submit the reporting form within 15 working days of the observed/reported/suspected incident of academic dishonesty, 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 (e.g., the issue needs to be resolved in order for the student to graduate).

SCED shall review the academic sanctions imposed by the faculty member 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.

4.0 LEVELS OF OFFENSE AND SANCTIONS

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. Administrative sanctions are actions that address a student's status on campus and are determined by SCED. Academic sanctions and administrative sanctions may be imposed simultaneously.

Faculty members are responsible for determining initial academic sanctions. Faculty members may find it helpful to consult with their department chair or school director, senior faculty members, associate deans, 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.” The faculty member is expected to maintain confidential notes and communications between the student and the faculty member (as well as other relevant parties, such as the associate dean), as they may be relevant in subsequent disciplinary proceedings or any subsequent legal actions. Administrative sanctions are generally adjudicated by SCED (see Section 4.2).

4.1 ACADEMIC SANCTIONS AND LEVEL OF OFFENSES

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. Faculty shall ensure sanctions are proportional to level of offense and the weight of the assessment tool to the course grade. Differentiation of levels of offenses helps to ensure consistency and equity in response. See SCED website for additional information (<https://www.sjsu.edu/studentconduct/index.php>).

Levels of offenses:

4.1.1 Minor offense: 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.

4.1.2 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.

4.1.3 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, failure in the course, and/or recommendation of additional administrative sanctions (SCED to review for possible violations of the Student Conduct Code).

4.2 ADMINISTRATIVE SANCTIONS

As stipulated in California State University's Student Conduct Process, 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. It shall further respond to repeat violations as brought to its attention by the Academic Integrity Reporting Forms filed with SCED.

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

5.0 PROTECTION OF STUDENT RIGHTS

- 5.1 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, students may submit statements and evidence to support their case.
- 5.2 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 to the faculty member, and, if necessary, to ADRRC. This assessment shall be made in consideration of consistency across the campus. California State University's Standards for Student Conduct mandates that instructors report all suspected cases of academic dishonesty.
- 5.3 **Student Appeal Process.** A student may submit an appeal of academic sanctions to Academic Disqualification & Reinstatement Review Committee (ADRRC) within 10 working 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 working days of receiving the appeal, ADRRC shall schedule the appeal hearing for this case. The appeal hearing must be concluded within 30 working days of receiving the appeal. ADRRC may extend timelines set forth in this policy if operational hurdles prevent the appeal hearing to conclude within this timeline. The student must be notified of any revisions to the timeline when the decision to extend is made. 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 ADRRC (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.

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. Decisions by ADRRC are final.

6.0 DISSEMINATION OF INFORMATION

- 6.1 The Academic Integrity Policy shall be published in the university catalog and on the university website. Copies of this policy shall also be held in every department office and in SCED.
- 6.2 Dissemination of this information shall be the responsibility of SCED. Information is available at <http://www.sjsu.edu/studentconduct/>.
- 6.3 SCED shall submit a statistical report on the number and types of violations and their eventual disposition to the Academic Senate annually.
- 6.4 Colleges and departments/schools are encouraged to periodically discuss this policy at faculty meetings, including discussion of strategies for ensuring academic integrity among students and consistency among faculty.
- 6.5 Department chairs, school directors, and program directors should ensure that new faculty members receive a copy of this policy at the time they are given their first class assignment.