California State University Chico
Office of the President

Executive Memorandum 25-015

July 24, 2025

From: Stephen Perez, President

Subject: Policy on Student Academic Integrity

Upon the recommendation of the Academic Senate and with the concurrence of the Provost, I approve the Policy on Student Academic Integrity.

Policy Title:	EM 25-015 Policy on Student Academic Integrity
Contact:	Director, Student Rights and Responsibilities
Supersedes:	EM 24-048
Revision:	
Enabling Legislation or Executive Order:	

Summary

The students, faculty, and staff of Chico State are committed to a campus culture that fosters excellence in learning. Excellence in learning can only take place in an environment based on academic integrity and honesty. Student academic dishonesty is a serious offense that can diminish the quality of scholarship, the academic environment, the academic reputation, and the long-term value of a degree from Chico State. An environment of academic honesty and integrity depends on all members of the campus community participating actively in the creation and maintenance of a campus culture that cherishes such values.

Because technology has made plagiarism and academic cheating much easier for the average student than ever before, there is a growing consensus in academia that the challenge to academic honesty and integrity must be met with a proactive, unified, and concerted effort. This document addresses this challenge at Chico State by focusing student, staff, faculty, and departmental discourse on the issues of academic honesty and integrity.

Objectives

The following policies and procedures focus on student academic honesty and integrity in order to emphasize their role in a high-quality learning environment. As such, these policies and procedures support the goals of the Chico State Playbook: "Engage our students in powerful learning experiences that prepare them for successful futures" as well as "Foster an equitable, inclusive, and rewarding experience for all students and employees."

The intent of this Policy is to:

- Establish university-wide definitions of cheating, misuse of sources, and plagiarism
- Implement an academic integrity statement
- Define the responsibilities of stakeholders
- Describe guidelines for reporting misconduct
- Affirm due process

This policy conforms to EM 08-040, Code of Student Rights and Responsibilities and Faculty Personnel Policies and Procedures (FPPP).

I. Definitions

Student Academic Integrity

Student academic integrity is defined as "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals to action."[2]

Artificial Intelligence

Artificial Intelligence (AI) is a tool that can be used only when explicitly permitted and at the discretion of the faculty. AI should be used to assist students but not serve in place of students' production of their own work, unless specified by faculty. Any usage of AI should be explicit in the syllabus and/or assignment(s) by the faculty member. Students with disabilities may require specific accommodation when using AI tools. Faculty should consult with the Accessibility Resource Center for individual support options.

The use of AI by a student to complete an assignment must be referenced in the same manner a student must acknowledge/cite a resource to avoid plagiarism and/or unauthorized collaboration. Using AI outside of the parameters stated by the faculty member would be considered plagiarism. AI usage should be guided by faculty policy. Due to the rapid evolution of AI technology, it is vital for faculty and students to engage in early discussions about the appropriate level of engagement with AI tools.

Cheating

Cheating is intentional fraud or deception for the purpose of improving a grade or obtaining course credit and includes all behavior intended to gain unearned academic advantage. Cheating includes either helping or attempting to help another person cheat.

Unauthorized Collaboration

Unauthorized collaboration is working with others on assignments without the permission of the instructor. This rule includes but is not limited to in-class, take home, or online tests; writing assignments; lab work; or any homework assignment or class project. Students may not collaborate without authorization from the instructor.

Unauthorized Electronic Device Use

The use of electronic devices, including but not limited to cell phones, tablets, laptops, or similar devices, is prohibited during examination except when explicitly permitted by the instructor.[3]

Plagiarism

Plagiarism is the use of someone else's work, including words, ideas, projects, and/or any other material without citing the source. [4]

Self-Plagiarism

Re-use of a students original work, in part or in its entirety, without the express permission of the course instructor may be considered a form of plagiarism. This can occur when a student:

- Hands in the same or similar work for separate, unrelated classes in previous or current semesters without the knowledge or express permission of instructors.
- Retakes a class and hands in work completed during a previous semester for the same or a different instructor, without the current instructor's express permission. [5]

Misuse of Sources

Misuse of sources is defined as "carelessly or inadequately citing ideas and words borrowed from another source. Ethical writers make every effort to acknowledge sources fully and appropriately in accordance with the contexts and genres of their writing. A student who attempts (even if clumsily) to identify and credit his or her source, but who misuses a specific citation format or incorrectly uses quotation marks or other forms of identifying material taken from other sources has not plagiarized. Instead, such a student [has] failed to cite and document sources appropriately." [6]

II. Academic Integrity Statement

Chico State is committed to creating a campus that takes pride in fostering an environment of academic integrity, academic freedom, and high-quality learning. These efforts will be guided by the following statement:

The students, faculty, administrators, and staff of Chico State are committed to a culture of honesty in which members of the community accept the responsibility to uphold academic integrity in all they say, write, and create.

This statement may be placed in University publications and websites. Faculty are encouraged to use this statement on their syllabi and in other course material.

III. Academic Integrity Responsibilities

The long-term value of the Chico State degree is dependent upon all members of the campus community taking part in creating a culture of academic integrity. This responsibility is borne jointly by students, faculty, academic departments, and administrators and staff members.

A. Responsibilities of Students

Students share with faculty, administrators, and staff members the responsibility for academic integrity. The following recommendations are made for students to achieve a campus culture of academic integrity at Chico State.

1. Know and understand the University's policies on cheating and plagiarism.
2. Understand the definitions of cheating, plagiarism, and misuse of sources.
3. Acknowledge University Catalog statements regarding academic honesty at the time of registration and follow the guidelines of the academic departments and instructors.
4. Bear full responsibility for the content and integrity of all academic work submitted.
5. Understand individual instructors' expectations regarding group work, collaboration, and use of materials prepared for more than one class. Students who are unclear about a specific situation should ask their instructors.
6. Uphold the academic standards of the University. Ignorance of a rule does not constitute a basis for waving the rule or for avoiding the consequences of breaking that rule.
7. Report suspected instances of cheating to the instructor or department office.

B. Responsibilities of Faculty Members

Faculty members share with students, administrators, and staff members the responsibility for student academic integrity. According to the CSU Policy on Student Conduct Process "Academic dishonesty cases that occur in the classroom 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 vice president for Student Affairs (or designee) and Student Conduct Procedures".

The following recommendations are made for faculty members to achieve a campus culture of student academic integrity at Chico State.

1. Set high expectations for student academic integrity in the classroom by modeling good behavior of student academic integrity through syllabi and lectures.
2. Encourage student academic honesty by emphasizing University policy and any additional course-specific policies on academic integrity in their syllabi. Faculty members are encouraged to refer to the Student Rights and Responsibilities website, department policies, and other campus resources, such as this EM, for guidance in crafting syllabus language on student academic integrity.
3. Communicate clear expectations regarding group work, collaboration, and use of materials prepared for more than one class.
4. Teach discipline-specific writing and documentation style or inform students where they can go for such instruction. Use instances of misuse of sources as teaching opportunities to educate and inform students about plagiarism and proper citation practice.
5. Encourage student academic honesty by appropriate means, such as adopting a variety of examination and assignment formats and/or content and by monitoring exams.
6. If prudent and possible, arrange a meeting with a student suspected of committing student academic dishonesty in a timely manner in order to advise them of the allegations, supporting evidence, and probable consequences.
7. Impose appropriate academic sanctions for violations, proportional to the offense against academic honesty that has occurred. Before sanctions may be assigned, the faculty member must have support for the charge of academic dishonesty in the form of personal observation, documentation, the testimony of a reliable witness, or any combination of the above. Some possible penalties imposed by faculty members may include, but are not limited to:
    a) oral reprimand of the student
    b) reduction of an assignment grade
    c) reduction in the course grade

C. Responsibilities of Academic Departments

Fair, even enforcement of University policies regarding academic integrity are a function of the practices and policies of individual departments, not just faculty members. The following recommendations are made for academic departments to achieve a campus culture of academic integrity at Chico State.

1. In accordance with this Executive Memorandum and University policy, draft an academic integrity policy that relates specifically to the expectations of faculty within the department and best professional practices within the context of the discipline.
2. Provide ongoing support and education of faculty members on university policies regarding the importance of reporting or referring to incidences of academic dishonesty to the Student Rights and Responsibilities office.
3. Integrate high standards of academic integrity across the department's curriculum.

D. Responsibilities of Administrators and Staff Members

Administrators and staff members share with students and faculty the responsibility for academic integrity. The following recommendations are made for administrators and staff members to achieve a campus culture of academic integrity at Chico State.

1. Set high standards of professional ethics.
2. Support instructor efforts to set high standards for academic integrity in the classroom.
3. Support the Student Rights and Responsibilities office in its campuswide academic integrity efforts.
4. Promote and publicize academic integrity policy and procedures.
5. Support faculty in the reporting process.
6. Provide a clear and consistent voice to the campus community that promotes high standards.
7. Orient new faculty, staff, and students about the University's academic integrity policies and procedures.
8. Report suspected instances of cheating to the instructor or department office.

IV. Due Process

In dealing with academic integrity issues, it is incumbent upon the academic community that all of its members are assured of fair and equitable treatment. Additional information may be provided by or found in:

- Code of Student Rights and Responsibilities (EM 08-040)
- Office of Student Rights and Responsibilities
- Faculty Personnel Policies and Procedures (FPPP)
- Standards for Student Conduct, Title V, California Code of Regulations, in particular, section 41301: Student Disciplinary Procedures for the California State University.
- Student Grievance Procedures (EM 05-010)

V. Faculty and Student Action in Allegations of Cheating or Plagiarism.

1. Allegations of cheating and plagiarism must be filed against a student within 30 calendar days of the first instance being discovered, regardless of when it was due. The 30 days must be within the semester that the assignment was turned in. Once a faculty member identifies an instance of cheating or plagiarism, they have the authority to reevaluate the student's work for the entire semester, even if that work falls outside the 30-day period.
2. The faculty member should have reasonable evidence, which may include documents, video, personal observation, testimony, or other evidence. Prior cheating or plagiarism is not reasonable evidence.
3. Notes and evidence shall be kept by the office of Student Rights and Responsibilities and be accessible to the student for a minimum of seven years after the case is settled.
4. All notes and discussions between the students and the faculty members are confidential, except as may be relevant to the Academic Integrity Committee or in subsequent campus disciplinary proceedings.
5. Neither the faculty member nor the student(s) shall discuss a specific charge of cheating or plagiarism or any violations with reference to individuals in the classroom with other members of the class.

6. When a faculty member believes an incident of cheating or plagiarism may have happened, the faculty member shall arrange for a meeting with the student as soon as possible, where they shall discuss the issues and review courses of action. In arranging the meeting, the faculty member shall inform the student(s) in writing of the existence of this policy. At the meeting, the student shall be notified by the faculty member of the charge and supporting evidence.
7. In cases where more than one student is suspected of cheating or plagiarism, the faculty member may decide to call the students to confer jointly as a group, or as individuals.
8. If the faculty member decides to confer with the students as a group, the students shall have the option to also confer with the instructor separately as individuals.
9. In order to establish facts about the student's knowledge or skill, the faculty member may ask the student to provide evidence of work completed, as the faculty member deems necessary to evaluate scholarship and academic performance.
10. The faculty member must advise the student that a decision to provide an opportunity for such an additional demonstration of competency is entirely at the faculty member's option, but that the student may choose whether or not to comply with the request.
11. Neither compliance nor non-compliance shall be considered an admission of cheating or plagiarism.
12. After the faculty member confers with the student(s), or makes a documented effort to do so, the faculty member may:
    1. decide not to pursue issues further, ending the process; or
    2. pursue the issue further by completing and submitting the online Academic Integrity Form, which is forwarded to the Office of Student Rights and Responsibilities (SRR) as well as AIC. The form should identify the student who was found responsible, the general nature of the offense, the action taken, and a recommendation as to whether or not additional action should be considered by the SRR.
13. The faculty member may take one or more of the following actions (and shall indicate it on the Academic Integrity Form):
        1. No action;
        2. Request a Written Opinion from the AIC;
        3. Require the student(s) to repeat the assignment;
        4. Reduce the student(s) grade on the assignment, or assign a score of 0 (zero) on the specific assignment;
        5. Assign the student(s) a failing or reduced final grade in course.
        6. Assign a grade of "I" or "IC" when appropriate.
14. The faculty member shall notify student(s) of their decision within 14 calendar days. If the faculty member assigns the student(s) a D, F, or NC as their final grade in the course, the faculty member may inform Enrollment Services that this grade is the result of a finding of academic dishonesty. In that case, EM 25-001 Grade Appeal Policy applies: "grades assigned due to student conduct matters (e.g. academic integrity) are not eligible for appeal…" In other words, if the student(s) retake(s) the course, the new grade will be averaged with the previous grade.
15. If the student(s) accept(s) the faculty member's decision, they shall confirm their acceptance of the decision on the Academic Integrity Form within 14 calendar days. If the student does not confirm their acceptance, the case shall be pursued by SRR.
16. If the student(s) do(es) not accept the faculty member's decision within 14 calendar days, they may request a review by a subcommittee of the AIC. The AIC subcommittee investigation shall

take place before the SRR investigates the allegation. The process and charge of the AIC are described below and in policy on Establishment of the AIC (EM 25-014).

17. If this process prevents the student from registering for the subsequent semester or from a prescribed sequence of courses, declaring a major or completing their degree, the student can request an expedited appeal to the AIC.

VI. Office of Student Rights and Responsibilities Action in Allegations of Cheating and Plagiarism

1. SRR shall receive copies of all Academic Integrity Forms. SRR shall pursue the allegation, unless faculty member or student(s) request a review from the AIC. If such a request is made, SRR shall wait for the AIC's Opinion (see section 8) before pursuing the allegation.
2. SRR shall follow the timelines described in Executive Order 1098. Currently, EO 1098 states that SRR has 10 business days from the date it receives the form from the faculty member to notify a student about the documented incident and to schedule a conduct conference. After reviewing the matter, SRR holds the student "responsible" or "not responsible." SRR shall inform the faculty member that a decision has been made, though SRR will not convey the actual decision.
3. If SRR holds the student(s) "not responsible," no further action is taken.
4. If SRR holds the student(s) "responsible," the office may recommend one of the following actions, pursuant to the authority provided in Section 41301 of Title 5 of the California Administrative Code.'

    1. No further action;
    2. Educational measure for the student(s) involved;
    3. Disciplinary probation of the student(s) involved;
    4. Suspension of the student(s) involved;
    5. Expulsion of the student(s) involved.

5. SRR may not change the grade for an assignment or a course. If the student is found not responsible and the student(s) wishes to challenge a grade after the determination, they can pursue a grade appeal (see section VIII below).

6. Opportunities for appeal regarding the sanctions applied by the vice president for Student Affairs are provided for students involved in the proceedings as outlined by Executive Order 1098.

7. The Director of Student Rights and Responsibilities or designee shall report annually to the Academic Senate a summary of the charges concerning cheating and plagiarism brought before the Office of Student Rights and Responsibilities.

VII. Academic Integrity Committee (AIC) Review

1. A faculty member or student who requests a review of the evidence in a case of alleged cheating or plagiarism must make such a request to the AIC in writing no later than 14 calendar days following the date of first notification of the student by the faculty member of the allegation. Except under extenuating circumstances, the student and faculty member will have no more than 14 additional calendar days to provide evidence to the Committee.
2. In cases where more than one student is suspected of cheating or plagiarism, the AIC may decide to review the students' case(s) jointly as a group, or as individuals.
3. If the AIC decides to review students' case(s) as a group, the students shall have the option to request that their case(s) be reviewed separately, as individuals.
4. After reviewing documentation provided by the student(s) and the faculty member, the AIC will issue an opinion on the matter and communicate it to the faculty member, student(s), and SRR. If the opinion of the AIC is not in alignment with the decision of the faculty member, the student(s) may use the opinion to ask the faculty member to change their grade, or as evidence in a grade appeal.
5. The AIC may request additional information as may be appropriate to the development of its opinions. The AIC shall provide a final opinion within 21 calendar days of the submission of a request to it. Should additional time be required, the reasons should be communicated to the student(s) and faculty members involved.

VIII. Student Right to Grade Appeal

1. If SRR finds the student not responsible, student(s) may appeal a final course grade to the appropriate grade appeals committee, when they have received a reduction of score on an examination, other test of competence or final course grade due to cheating and/or plagiarism. Students may only appeal on the grounds outlined in the University's Policy on Grade Appeals Procedures EM 25-001.
2. While not required, it is often recommended that the student(s) request that the AIC evaluate the matter before it is reviewed by Faculty Affairs (Grade Appeal Process).
3. A grade appeal may include, as written testimony, the opinion of the AIC. Because of that, the grade appeal shall be filed after the AIC issues its decision if the student(s) intend(s) to ask for a review by the AIC.

References

1 "1940 Statement of Principles on Academic Freedom and Tenure." American Association of University Professors, accessed April 5, 2018, https://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure.

2 "The Fundamental Values of Academic Integrity," The Center for Academic Integrity, last modified October 1999, https://cdn.dal.ca/content/dam/dalhousie/pdf/dept/university_secretariat/academic-integrity/FVProject.pdf (PDF).

3 "Emory College of Arts and Sciences Honor Code." Emory College, last modified January 10, 2017, http://catalog.college.emory.edu/academic/policies-regulations/honor-code.html.

4 "Defining and Avoiding Plagiarism: the WPA Statement on Best Practices," Council of Writing Program Administrators, last modified January 2003, http://wpacouncil.org/positions/WPAplagiarism.pdf (PDF).

5 "Academic Self Plagiarism (Double-dipping), and Other Questionable Writing Practices: A Guide to Ethical Writing," The Office of Research Integrity, last modified 2015, https://ori.hhs.gov/avoiding-plagiarism-self-plagiarism-and-other-questionable-writing-practices-guide-ethical-writing.

6 "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices." Council of Writing Program Administrators, last modified January 2003, http://www.wpacouncil.org/positions/WPAplagiarism.pdf (PDF).