



San José State
UNIVERSITY

Reporting Form for Violations to the Academic Integrity Policy

Office of Judicial Affairs

For all cases of violations to the Academic Integrity Policy, please complete and return this form to the Office of Judicial Affairs, Administration Building, Room 218, Phone Number 4-5985, and Extended Zip – 0031. This report will enable the University to identify offenders.

Please Print or Type clearly:

Student's Name: Mr. Ms. _____ SJSU ID #
Last First Middle Int. Nine (9) Digit Number

Student's Address: _____ Zip:
Street Apt. # City/State

Faculty Name: _____ Contact Phone: _____

Department: _____ College: _____ Dept. Extended Zip:

E-mail: _____ Course Name: _____

Description and date of Incident:

Date of conference** with student: _____

**Please refer to the full Policy on Academic Integrity, S04-12, or see back page for sec. 1.0 Definitions of Academic Dishonesty and 3.0 Evaluations and Reporting excerpt.

Faculty Action: Please check all that apply

- "F" in the course •This Academic sanction merits: AUTOMATIC ADMINISTRATIVE ACTION
- "F" on the assignment/paper
- "F" on the exam
- Zero on the exam
- Zero on the assignment/paper
- "No credit" for the course •This Academic sanction merits: AUTOMATIC ADMINISTRATIVE ACTION
- Other – (please specify) _____
- Lower final course grade
- Lower grade on the assignment/paper
- Lower grade on the exam
- Re-do assignment/paper
- Warning
- Filed report with Judicial Affairs

Are you referring this student for administrative disciplinary action? Yes No

If **yes**, please include all pertinent documentation with this report. (Administrative disciplinary action will be taken in addition to the academic action taken by the faculty.)

If you have any questions, please call the Chief Judicial Affairs Officer at 408-924-5985 or refer to the Academic Senate Policy on Academic Integrity at http://sa.sjsu.edu/judicial_affairs/index.html You can also email the Office of Judicial Affairs at judicialaffairs@sjsu.edu.

Judicial Affairs Office Use only:

•Student enrolled in current semester: Yes No Case Number:
•Previous case: Yes No CHEATED
• LOG PLAGIARIZED
• DATABASE

Academic Integrity Policy S04-12

1.0 DEFINITIONS OF ACADEMIC DISHONESTY

1.1 CHEATING

At SJSU, cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating at SJSU includes but is not limited to:

- 1.1.1. Copying, in part or in whole, from another's test or other evaluation instrument including homework assignments, worksheets, lab reports, essays, summaries, quizzes, etc.;
- 1.1.2. Submitting work previously graded in another course unless this has been approved by the course instructor or by departmental policy;
- 1.1.3. Submitting work simultaneously presented in two courses, unless this has been approved by both course instructors or by the department policies of both departments;
- 1.1.4. Using or consulting, prior to, or during an examination, sources or materials not authorized by the instructor;
- 1.1.5. Altering or interfering with the grading process;
- 1.1.6. Sitting for an examination by a surrogate, or as a surrogate;
- 1.1.7. Any other act committed by a student in the course of their academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

1.2 PLAGIARISM

At SJSU plagiarism is the act of representing the work of another as one's own without giving appropriate credit, regardless of how that work was obtained, and/or submitting it to fulfill academic requirements. Plagiarism at SJSU includes but is not limited to:

- 1.2.1 The act of incorporating the ideas, words, sentences, paragraphs, or parts of, and/or the specific substance of another's work, without giving appropriate credit, and/or representing the product as one's own work;
- 1.2.2 Representing another's artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures, or similar works as one's own.

3.0 EVALUATION AND REPORTING

When a faculty member suspects and has supporting evidence to substantiate that the behavior of a student or students fall(s) within one or both of the above sets of definitions, it is the faculty member's responsibility to take the following steps:

- 3.1 Any classroom confrontation should be discreet. Faculty members should not discuss specific charges of cheating, plagiarism, or any other violations involving specific individuals in the classroom before other members of the class.
- 3.2 Communicate with the student concerning the alleged infraction; arrange for a conference to present documentation. Advise the student of the allegations and make them aware of the supporting evidence and the probable consequences. As a result of this conference, if the faculty member believes that the student's response is insufficient to offset the charge of violating the Academic Integrity Policy, the instructor will inform the student of the sanctions to be assessed or recommended in accordance with section 3.0.

All notes and/or discussions between the student and the faculty member will be kept confidential except as may be relevant in subsequent disciplinary proceedings or any subsequent legal actions.

- 3.3 Report the alleged infraction and the academic action taken to the Office of Judicial Affairs on the reporting form for violations to the Academic Integrity Policy. A copy of the supporting documentation must be attached to the reporting form.
- 3.4 The instructor may impose the recommended penalty and make the report called for in section 3.3 without a conference when a student fails to attend a scheduled conference to discuss the alleged dishonesty, or when the apparent dishonesty is detected only near the end of the semester and the faculty makes a good-faith effort to contact the student but is unable to do so. In either case, the student's right to appeal is preserved.