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**California State University, Long Beach**

**College of Education**

**Graduate Programs Policy on Academic Integrity**

Students are encouraged to review closely [Academic Senate Policy 21-01](https://www.csulb.edu/sites/default/files/u69781/ps_21-01_academic_integrity_0.pdf) on Academic Integrity Regarding Cheating and Plagiarism.

**Guiding Principles**

1. The College of Education recognizes that developing scholarly writing skills is an essential component of graduate education. The College offers resources and support throughout students’ careers so that they may learn and practice proper attribution skills and develop as scholarly writers.
2. An essential element in having a positive graduate learning experience is taking seriously one’s educational responsibilities and adhering to principles of academic integrity. As with other forms of academic misconduct, cheating, plagiarism and self-plagiarism are considered to be serious breaches of academic integrity and may have serious consequences for a student’s course grade and/or progress toward the degree. Students who are found to be in violation of Academic Senate PS 21-01 and/or the College of Education Graduate Programs Policy on Academic Integrity may be dismissed from the program, particularly for multiple offenses and/or in the case of cheating, plagiarism or self-plagiarism on a doctoral qualifying paper or master’s/doctoral culminating activity.

**Overview of Cheating**

Cheating is defined in PS 21-01 as “the act of obtaining, trying to obtain, or helping someone else to obtain academic credit for work by using dishonest, deceptive, or fraudulent means.” For examples of cheating, consult PS 21-01.

**Overview of Plagiarism**

Plagiarism is defined in PS 21-01 as “the act of using the ideas or work of another person or persons as if they were one’s own, without giving credit to the source.” Plagiarism may occur unintentionally if a student is not careful while taking notes and/or appropriately citing sources in their work. Students must paraphrase, summarize, or acknowledge another’s work using appropriate references and citations following American Psychological Association (APA) style, which is the most frequently used citation style in education.

**Overview of Self-Plagiarism**

Self-plagiarism is generally defined in PS 21-01 as “re-use of one’s own work for multiple assignments within one or multiple courses, or presenting previous work in another context without citing it as one’s own.” According to PS 21-01, “It is recommended that faculty clearly indicate in their syllabi to what extent students may or may not re-use their own previously created work. In the absence of clear direction from the syllabus, students are advised to receive prior authorization from the instructor in any course before they re-use any portion of their own work.”

In the College of Education, self-plagiarism may involve students submitting portions of their previously submitted work as original work or building upon previously submitted work for a new assignment, doctoral qualifying paper, or culminating activity (comprehensive exam, master’s project, master’s thesis, or doctoral dissertation) without the consent of the current instructor, program, or supervisor of the culminating activity. The College of Education acknowledges that many assignments and projects are developmental in nature and that building upon prior work may be allowed or encouraged by faculty, programs, and supervisors in certain cases. Re-submission of previously submitted work as original or building upon previously submitted work without the approval of the instructor, program, or supervisor of the course or culminating activity constitutes self-plagiarism and will be addressed according to the process outlined in Academic Senate Policy 21-01 and the College of Education Graduate Programs Policy on Academic Integrity.

**Cheating, Plagiarism or Self-Plagiarism in Coursework**

When a faculty member suspects a student of cheating, plagiarism, or self-plagiarism, the faculty member has a recommended sequence of actions to take as outlined in Academic Senate Policy 21-01. College of Education graduate program coordinators agree that minimally the faculty member will:

1. Thoroughly investigate the work in question, including careful examination of any plagiarism detection/originality analysis reports (e.g., TurnItIn.com).
2. Within 30 days of the alleged incident, arrange a conference with the student to notify the student of the charge and supporting evidence and discuss the issue to gain an understanding of the student’s intent and explanation. Inform the student in writing about PS 21-01 and the College of Education Graduate Programs Policy on Academic Integrity. As a result of the conference and depending on the intentionality of the violation, the faculty member may suggest skill development and referral to writing coaches, on-line resources, and/or the APA manual.
3. If cheating, plagiarism, or self-plagiarism has occurred a faculty member may:
4. Pursue additional actions, as outlined in Academic Senate Policy 21-01 (5.6.1).
5. After consultation with the department chair and Associate Dean for Faculty Development, Research and Graduate Studies, dismiss the student from the program for academic integrity violations, particularly in egregious cases or when multiple offenses have occurred.
6. Complete the online Academic Integrity form and submit it to the Office of Student Conduct and Ethical Development for possible university intervention and/or disciplinary action. Completing a form is encouraged in all cases to provide documentation of the academic integrity violation.

**Cheating, Plagiarism, or Self-Plagiarism in Doctoral Qualifying Papers and Master’s/Doctoral Culminating Activities**

Doctoral qualifying papers and master’s/doctoral culminating activities (comprehensive exams, master’s theses, master’s projects, doctoral dissertations) represent the highest level of graduate work and are outside the confines of a specific class and the purview of a single faculty member.

1. Doctoral qualifying papers and culminating activities, including comprehensive exams; master’s projects; master’s theses; master’s project, master’s thesis, and doctoral dissertation proposals; and doctoral dissertations may be submitted to a digital submission platform to be examined by plagiarism detection/originality analysis software.
2. If a plagiarism detection report suggests that plagiarism or self-plagiarism is evident or if cheating is alleged, the appropriate program coordinator or administrator will notify the department chair and, if applicable, the appropriate supervising faculty member.
3. The appropriate supervising faculty member and/or department chair will conduct a thorough investigation of the documents and/or details related to alleged incident(s) of cheat, plagiarism, or self-plagiarism. If the faculty member/department chair finds that there is sufficient evidence to indicate cheating, plagiarism, or self-plagiarism, a conference will occur with the student within 30 days of the incident to discuss the concern. Prior to the conference, the student will be informed in writing about PS 21-01 and the College of Education Graduate Programs Policy on Academic Integrity. During the conference, the student will be notified of the charge and supporting evidence. At the conclusion of that meeting, the faculty member/department chair will make a determination as to whether cheating, plagiarism, or self-plagiarism. The Associate Dean for Faculty Development, Research and Graduate Studies will be notified of any instances in which cheating, plagiarism, or self-plagiarism have occurred in a doctoral qualifying paper or master’s/doctoral culminating activity.

When cheating, plagiarism, or self-plagiarism has occurred in a qualifying paper or doctoral/master’s culminating activity, the faculty member/department chair follows the guidelines below.

1. Comprehensive Exams: student fails the entire exam and is referred to the Office of Student Conduct and Ethical Development via the online Academic Integrity form for university disciplinary action.
2. Qualifying Papers: student fails the exam and is referred to the Office of Student Conduct and Ethical Development via the online Academic Integrity form for university disciplinary action.
3. Master’s Project, Master’s Thesis or Doctoral Dissertation Proposal: student fails the proposal defense (as appropriate) and is referred to the Office of Student Conduct and Ethical Development via the online Academic Integrity form for university disciplinary action.
4. Master’s Project, Master’s Thesis or Doctoral Dissertation: student fails the project, thesis or dissertation and is referred to the Office of Student Conduct and Ethical Development via the online Academic Integrity form for university disciplinary action.

After meeting with the student in a case of cheating, plagiarism, or self-plagiarism in doctoral qualifying papers or master’s/doctoral culminating activities, program faculty, department chairs, and/or the Associate Dean may determine that the student should be dismissed from the program, regardless of potential university disciplinary action.

If the student is not dismissed from the program, he or she will be placed on Administrative Academic Probation via the College of Education. The Administrative Academic Probation letter will outline specific actions and expectations that need to be completed in order to satisfactorily complete the program.

If, at any time while on Administrative Academic Probation related to cheating, plagiarism, or self-plagiarism in a doctoral qualifying paper or master’s/doctoral culminating activity, a subsequent violation occurs, action will be taken as outlined in the standing Administrative Academic Probation letter. Typically, a subsequent violation will result in dismissal from the program by the College of Education.