

## Working with Titans: Academic Integrity & Civility

**Overview of [Student Conduct](#):** As part of the Division of Student Affairs, we **prepare** students for success, **educate** the university community about standards/process, **consult** with the university community, **develop/interpret** university policies, and **adjudicate** complaints against students.

Topic	What You Need to Know		
Academic Dishonesty	<i>Cheating</i> is <a href="#">Academic Dishonesty</a> . The attempt to gain an unfair academic advantage or assisting or permitting another to do so.		
How You Can Prevent Academic Dishonesty	<ul style="list-style-type: none"> <li>• Course Syllabus</li> <li>• Class Discussion</li> <li>• Instruction/Class Environment</li> <li>• Examinations</li> <li>• Unauthorized Collaboration</li> <li>• Falsification of Documents</li> <li>• Written Assignments</li> </ul>		
How You Can Prevent Plagiarism	<ul style="list-style-type: none"> <li>• Discuss scholarly writing/attribution</li> <li>• Provide examples of correct citation</li> <li>• Limit topics and/or require outlines, drafts, copies of sources</li> <li>• Model use of attribution in your class</li> <li>• <a href="#">Student Guide to Avoiding Plagiarism</a></li> <li>• <a href="#">Making Integrity Count online tutorial</a> and <a href="#">video</a></li> <li>• <a href="#">Academic Integrity Resources for Faculty</a> and <a href="#">Instructor's Manual</a></li> </ul>		
Addressing Academic Dishonesty	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Graduate Students During an Exam</td> <td style="width: 50%; border: none;">Out-of-Class Assignments Research Papers</td> </tr> </table>	Graduate Students During an Exam	Out-of-Class Assignments Research Papers
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Steps to Report Academic Dishonesty	<ol style="list-style-type: none"> <li>1. Gather information</li> <li>2. Meet with student</li> <li>3. Determine if academic dishonesty occurred</li> <li>4. Assess a grade consequence (see below) <ul style="list-style-type: none"> <li>• Student may appeal to the Academic Appeals Board (see <a href="#">UPS.300.030 Academic Appeals</a>)</li> </ul> </li> <li>5. Complete the <a href="#">online referral form</a></li> <li>6. Submit report to Student Conduct</li> <li>7. Student Conduct process ensues</li> </ol>		
Consequences of Academic Dishonesty	<p><i>From Faculty:</i></p> <ul style="list-style-type: none"> <li>• Oral reprimand</li> <li>• Rewrite a paper</li> <li>• Grade penalty on the assignment/exam or reduced grade in course</li> </ul> <p><i>From Student Conduct:</i></p> <ul style="list-style-type: none"> <li>• Suspension or expulsion from CSUF and all CSU campuses</li> <li>• Revocation of admission or degree</li> <li>• Dismissal from academic department</li> <li>• Disciplinary or warning probation</li> <li>• Critical thinking or reflective writing assignment, or letter of apology</li> <li>• Community service or counseling</li> </ul>		
Student Discipline Record	<ul style="list-style-type: none"> <li>• Record in Student Conduct for 7 years</li> <li>• Exception in <a href="#">UPS 300.015 Repetition of Courses Policy</a></li> <li>• Transcript</li> </ul>		

**Student Civility and Disruptive Behavior**

Topic	What You Need to Know
Disruptive Behavior	Behavior which directly interferes with the ability of the instructor to teach or the ability of other students to benefit from the classroom experience.
Steps to Prevent Disruptive Behavior	<ul style="list-style-type: none"> <li>• Syllabus</li> <li>• Discussion</li> <li>• Expectations</li> <li>• Modeling</li> </ul>
Steps to Address Disruptive Behavior	<ul style="list-style-type: none"> <li>• Respond immediately</li> <li>• Meet with the student and clearly define the particular behavior that is considered inappropriate</li> <li>• Written documentation</li> <li>• Consult with                             <ul style="list-style-type: none"> <li>▪ Department Chair</li> <li>▪ Student Conduct. Contact the Dean of Students located in TSU-235 and at ext. 3211.</li> </ul> </li> </ul>
Other Policies on Student Conduct	<ul style="list-style-type: none"> <li>• President’s Directive #9 <a href="#">Use of Attorneys in Student Conduct Proceedings</a></li> <li>• Student Conduct Procedures <a href="#">Executive Order 1098</a></li> <li>• California Code of Regulations <a href="#">Title 5</a></li> </ul>

CONTACT: Student Conduct, 657-278-4436, [www.fullerton.edu/Integrity](http://www.fullerton.edu/Integrity)

**[Disability Support Services \(DSS\)](#)**

DSS is the campus department that is the agent of the university that ensures that students with disabilities are able to participate in instruction (and all other aspects of campus life) by facilitating access and providing reasonable accommodations (modifications in academic or administrative procedures), in accordance with the Americans with Disabilities Act of 1990 and the Chancellor’s Executive Order (AA-2014-08) on the Provision of Accommodations and Support Services. Students connect with the DSS department by applying for services, providing documentation about their disability and completing an interview with a DSS Counselor. A Letter of Accommodation is produced for each student.

Students must present their Letter of Accommodations to you and in many cases will need to meet with you privately to discuss the process and implementation of specific accommodations. DSS has developed a faculty “Fact Sheet” on handling some accommodations and there are accompanying guideline documents which spell out the role of the student, faculty and DSS office. We will be building some new resources for faculty into our existing web information.

Useful resources for faculty include: [Accommodation for Tests](#) and [Faculty Roles and Responsibilities](#)

Faculty can reach DSS at University Hall Room 101, (657) 278-3112, and [dsservices@fullerton.edu](mailto:dsservices@fullerton.edu)

## Behavioral Intervention Team (BIT) - CSUF Cares

Topic	What You Need to Know
Behavioral Intervention Team (BIT)	BIT is the centralized body for discussion and coordinated action regarding <i>concerning, problematic, or troubling student behavior</i> . Our goal is to intervene before a student reaches crisis level and ensure the safety of both the student and the CSUF community. The <a href="#">Dean of Students</a> leads BIT, which includes staff from Counseling and Psychological Services, Dean of Students Office, Disability Support Services, Housing and Residence Life, Student Conduct, University Counsel, and University Police.
Referring a student to BIT/CSUF Cares	This action gets care-related guidance and resources to students who experience distressing situations. Services are designed for: <ul style="list-style-type: none"> <li>• Students <i>of</i> concern - refer students who demonstrate marked decline in quality/quantity of academic work or struggle with personal/emotional or behavioral difficulties that hinder their success.</li> <li>• Students <i>with</i> concerns - have complaints or are unsatisfied with different university departments, policies, or practices</li> </ul>
When working with a distressed student, you should submit a referral if you	<ul style="list-style-type: none"> <li>• Don't know where to refer them</li> <li>• Want to ensure that the student is connected to support services</li> <li>• Want to consult about possible responses to a student's behavior</li> <li>• Notice a student's behavior is making others feel uncomfortable</li> <li>• Believe there may be safety concerns in the future</li> <li>• Walk or refer a student to <a href="#">Counseling and Psychological Services</a></li> <li>• Have called 911 because of a safety concern</li> </ul>
How to Make a Referral	(657) 278-3211 <a href="#">Submit this online form</a> or email <a href="mailto:deanofstudents@fullerton.edu">deanofstudents@fullerton.edu</a> If there is an imminent threat to anyone's personal safety or if there is an emergency in progress, call University Police at 911.
Your referral should include	<ul style="list-style-type: none"> <li>• Your name and contact information</li> <li>• Nature of the concern (academic, personal/emotional, or behavioral)</li> <li>• Urgency of the referral (information sharing/consultation request, on-going concern, serious but not emergency/crisis)</li> <li>• Date, time, and location of incident</li> <li>• Name of student and CWID</li> <li>• Your connection to the student</li> <li>• Detailed description of incident/behavior making you concerned</li> <li>• Language that is specific, concise, and objective</li> </ul>
Then, staff. . . .	<ol style="list-style-type: none"> <li>1. May contact you to discuss the concern.</li> <li>2. Will reach out to the student to schedule an initial appointment, assess primary concerns with the student, develop an appropriate action plan, identify and help coordinate beneficial resources, and continue outreach until the action plan is completed or primary concerns are resolved.</li> <li>3. Students <u>may not be required</u> to meet with CSUF Cares staff.</li> <li>4. You may or may not receive information about the student's action plan.</li> </ol>
Useful resources	<a href="#">Red Folder</a> <span style="float: right;"><a href="#">Helping Students in Distress Guide</a></span>