



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

<Division>

Approved By: <Office Use Only>  
<Office Use Only>

Policy Number: SP 04-38

Effective Date: <Office Use Only>

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## Policy on the Honor Code

**Purpose:** The purpose of the Honor Code is ensure that all members of the university community work to instill self-respect; foster scholarship and achievement; build habits of honesty; promotes ethical behavior; inspire mutual fellowship and respect; and confer prestige on California State University Channel Islands and members of the university community.

**Background:** This policy establishes the Honor Code.

**Accountability:** Academic integrity is the responsibility of all members of the CSUCI community, Honor Council, Academic Appeals Board, Vice President of Academic Affairs, and Vice President of Student Affairs.

**Applicability:** Students

**Policy:**

## Honor Code

Academic integrity is the responsibility of all members of the CSUCI community. We, as members of the university community, share equally in the responsibility to ensure that the honor code instills self-respect; fosters scholarship and achievement; builds habits of honesty; promotes ethical behavior; inspires mutual fellowship and respect; and confers prestige on California State University Channel Islands and members of the university community. All university community members should be familiar with the Honor code. Students share with faculty and staff the responsibility of sustaining a climate of integrity. These values are to be maintained at all times.

### A. Introduction

In a university community, there can be no doubt that honor and the pursuit of knowledge are inexorably intertwined.

An honor system must be believed in, supported, and administered by those who belong to it. Upon enrollment at California State University Channel Islands (CSUCI), each student is automatically subject to the provisions of the Honor system. Each student has a duty to become



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familiar with the Honor Code and the provisions of the Honor system. Ignorance of what constitutes an Honor Code violation cannot be used as a defense in an honor hearing.

The Honor system at CSUCI does not discriminate based upon race, color, religion, national origin, political affiliation, gender, sexual orientation, age, or disability.

A faculty or staff member may require examination, paper, and other written or electronically submitted assignment contain the following pledge (or similar pledge approved by the faculty or staff member) of the student(s) submitting the work: "This work complies with the CSUCI Honor Code." The pledge shall be signed by the student(s) unless it is submitted electronically, in which case the faculty or staff member may require a different method of proof of a student's pledge.

### B. The Honor Code

Students shall observe complete honesty in all academic matters. All students are strongly urged to ask their faculty or staff members to clarify what types of conduct are authorized or unauthorized in each course. Violations of the Honor Code include, but are not limited to, taking or attempting to take any of the following actions:

1. Using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit. Unauthorized materials may include, but are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers, or other supplementary items.
2. Giving false or misleading information regarding an academic matter.
3. Copying information from another student during an examination.
4. Rendering unauthorized assistance to another student by knowingly permitting him or her to see or copy all or a portion of an examination or any work to be submitted for academic credit.
5. Obtaining prior knowledge of examination materials (including using copies of previously given examinations obtained from files maintained by various groups and organizations) in an unauthorized manner.



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6. Providing or obtaining unauthorized copies of any portion of an examination or other course work.
7. Using a commercially prepared paper or research project, or submitting for academic credit any work completed by someone else.
8. Falsifying or attempting to falsify class attendance records for oneself, or for someone else, or having another falsify attendance records on your behalf.
9. Falsifying material relating to course registration or grades, either for oneself or for someone else.
10. Falsifying reasons why a student did not attend a required class or take a scheduled examination.
11. Taking an examination in the place of another student.
12. Making unauthorized changes in any reported grade or on an official academic report form.
13. Falsifying data submitted for academic credit.
14. Collaborating in an unauthorized manner with one or more other students on an examination or any work submitted for academic credit.
15. Committing the act of plagiarism - the deliberate copying, writing, or presenting as one's own the information, ideas, or phrasing of another person without proper acknowledgment of the true source.
16. Using University resources in an academically dishonest manner.
17. Falsifying evidence, intimidating, or influencing someone in connection with an honor violation investigation, hearing, or appeal.