

# CPS ACADEMIC INTEGRITY FACT SHEET

## 1. The [GW Academic Integrity Code](#)

CPS is governed by the GW Academic Integrity Code, which includes the following provisions:

- **Definitions:** The Code applies to all “Academic Dishonesty”, including cheating, fabrication, plagiarism, and falsification and forgery of University academic documents (Article II, Section 1(b)). The Code defines “Plagiarism” as “intentionally representing the words, ideas, or sequence of ideas of another as one’s own in any academic exercise; failure to attribute any of the following: quotations, paraphrases, or borrowed information” (Article II, Section 1 (b)(3)).
- **“Substantive” cases and procedures:** First step when becoming aware of a violation is a determination by the faculty member as to whether the violation is “substantive” (Article III, Section 4(a)(2)). Note that the Code does not define “substantive,” presumably leaving the determination up to the faculty member’s discretion. If substantive, the instructor is to contact the Academic Integrity Office to see if this is a first offense (Article III, Section 4(a)(2)). If a first offense, the instructor can act on the violation directly in consultation with the department chair (presumably in the case of CPS, the PD), or can refer the case to the Academic Integrity Council (the “Council”) (Article III, Section 4(a)(2)(i)). If a repeat offense, the instructor is to refer the matter directly to the Council for a hearing (Article III, Section 4(a)(2)(iii)).
- **Sanctions:** Sanctions are referred to as “recommended minimums,” and thus there appears to be room for discretion. The “recommended minimum” sanction for a first offense is failure of the assignment in question and for a repeat offense is failure of the course (Article III, Section 5(a)). Sanctions (except for failing an assignment) are noted on the student’s permanent record as “Academic Dishonesty” for a set period of time although it is unclear from the policy whether CPS can make such a transcript notation on its own or only as a result of a hearing or other action by the Council (Article III, Section 5(e)).

## 2. CPS Implementation of the Code

CPS will follow the following procedures with respect to implementation of the Code:

- We strongly encourage all instructors to create assignments that do not lend themselves to academic dishonesty. One way to accomplish this is to give assignments that are new every semester and very specific, requiring the students to respond to narrowly drawn questions using materials directly from the course. Associate Dean for Learning and Faculty Development, Jack Prostko, is available to assist you with assignment creation or adaptation to meet this end.

- Educating students about what constitutes academic dishonesty is equally important. All instructors should be discussing the issue in class as it specifically relates to the type of course. For example, courses in which there is little written work may spend less time discussing plagiarism and more on permissible group work. Students must be clear about expectations for the course and what academic integrity means in that specific context. Additionally, all new students will be required to complete a CPS new student orientation which includes a unit on academic integrity. The unit will end with a short quiz designed to prove that the student reviewed the material. Students not scoring 100% on the quiz must retake it until reaching that score and will be unable to register for the following semester until they do so. The quiz also includes a pledge of academic integrity throughout the course. Instructors may wish to also require such a pledge or affirmation of honesty for their courses and should contact their program directors to discuss.
- Instructors suspecting academic dishonesty must immediately contact their Program Director to determine next steps such as whether to contact the student directly for explanation. Instructors and Program Directors must work together to determine (1) whether there has been a violation and (2) whether the violation is “substantive.” Program Directors may consult the Dean’s Office for guidance.
- CPS will follow the recommended minimum sanctions set forth in the Code (see 2e above). First offenses can either be (1) handled internally and result in a failed assignment or (2) referred to the Council for a hearing. Note that although failure of an assignment may in some courses result in failure of that course, you may not fail the student in the course and/or remove the student from the program without a hearing before the Council, so in such cases you must elect option #2. A second offense must be reported to the Council for a hearing.