STUDENT REGULATIONS AND CONDUCT
Graduate students at Central Connecticut State University are expected to follow University regulations outlined in the Student Handbook (available online at www.ccsu.edu/Students/handbook) and the School of Graduate Studies Handbook (available from the Graduate Studies Office, Barnard Hall). These handbooks describe in detail the code of student conduct and subsequent disciplinary actions that may occur as a result of violations of this code. Policies of particular importance to graduate students are summarized below.

Attendance. Regular attendance for classes is expected of all graduate students and may be a course requirement. Frequent absences can result in a lowered grade or possible course failure.

Policy on Academic Misconduct. At Central Connecticut State University we value
personal integrity as fundamental to our interactions with each other. We believe that one of the purposes of a University education is for students to learn to think critically, to develop evaluative skills, and to express their own opinions and voices. We place special weight on academic honesty in all of our intellectual pursuits because it is a value that is fundamental to academic life and scholarly practice. All members of the University community are obligated to uphold high standards of academic honesty in their scholarship and learning. Therefore, we expect students to take personal responsibility for their intellectual work and to respect and acknowledge the ideas of others. Academic honesty means doing one’s own work and giving proper credit to others whose work and ideas one may draw upon. It is the responsibility of each student to become familiar with what constitutes academic dishonesty and plagiarism and to avoid all forms of cheating and plagiarism. The CSU code of conduct, Guidelines for Student Rights and Responsibilities and Judicial Procedures, defines academic misconduct as including, but not limited to, providing or receiving assistance from another, in a manner not authorized by the instructor, in the creation of work to be submitted for academic evaluation (including papers, projects, and examinations). Plagiarism is defined as presenting, as one’s own, the ideas or words of another person, for academic evaluation, without proper acknowledgment.

Cheating may take many forms. It includes, but is not limited to, the following actions, unless explicitly authorized by the instructor:

**Exam:**
- Copying from another person’s paper or receiving unauthorized aid from another person during an examination;
- Use of unauthorized materials or devices during an examination or any other form of academic evaluation and grading; e.g., use of signals, notes, books, or calculators during an examination when the instructor has not approved their use;
- Knowingly allowing another person to copy from one’s paper during an examination.

**Improper Behavior:**
- Use of another person as a substitute in any form of academic evaluation or acting as a substitute for another person in any form of academic evaluation; e.g., a student cannot have another person take an examination for him/her;
- Acquisition or distribution of improperly acquired examinations; e.g., stealing examinations before the test period or taking a copy of an examination from a testing room without the permission of the instructor. (Examinations which have been distributed by an instructor are legitimate study tools);
- Submission of another’s material as one’s own for academic evaluation;
- Preparation of work for another student to submit for academic evaluation;
- Unauthorized collaboration in the preparation of materials to be submitted for academic evaluation; e.g., working with another student on an assignment when the instructor has not authorized working together;
- Submission of the same work, or substantially similar work, in more than one course without prior consent of the evaluating instructor(s);
- Disruption in classroom, lab, or research and study areas; any conduct or actions that grossly or persistently interferes with the academic process. (See Rights and Responsibilities, “Prohibited Conduct,” Student Handbook.)

**Falsehoods or Misuse of Academic Information:**
- Fabrication or misrepresentation of one’s own academic record or that of anyone else; e.g., altering a transcript for admission, hacking into the University’s computer system and changing a grade, having another student take an examination in one’s place, signing someone else’s name to an attendance sheet;
- Unauthorized use of information in University computer records or the computer files of other students (see Computer Use Policy);
- Using unauthorized materials or fabricated data in an academic exercise; e.g., falsifying data in a research paper or laboratory activity; conducting research on human or animal subjects without review by the appropriate panel or supervisor.

**Plagiarism:**
- Copying sentences, phrases, paragraphs, tables, figures, or data directly or in slightly modified form from a book, article, or other academic source without using quotation marks or giving proper acknowledgment to the original author or source;
- Copying information from Internet Web sites and submitting it as one’s own work;
- Buying papers for the purpose of turning them in as one’s own work;
- Selling or lending of papers for the purpose of violating academic honesty policies. (This may also be an academic crime, see Connecticut General Statutes, §53-392a.)

**Understanding Plagiarism:**
Plagiarism is presenting another person’s work without acknowledgements, whether in the same or in slightly modified form. In academic practice this is regarded as theft, intended to gain undeserved credit. Like other forms of academic dishonesty, plagiarism is cheating. To academicians, a well-documented paper is more impressive than one which arouses the suspicion of a reader who is familiar with the student’s work and alert to echoes of other writers. The proper use of outside sources does not necessarily mean that a paper is lacking in originality, nor does it mean that the presence of quotation marks in the text. In fact, the purpose of research and documentation is to share useful information with the reader. The penalties for plagiarism greatly exceed the unlikely reward of gaining credit by getting away with it. Students must be careful to avoid plagiarism and are responsible for learning how to present the ideas of others in their own work. For current documentation practice, students should consult the instructor and a style manual. When material is borrowed from another person, the source must be indicated. There are three ways in which another writer’s material may appear:

1. by putting quotation marks around short passages borrowed verbatim (word for word); or by setting off from the text, without quotation marks, for longer quotations;
2. by precise condensation part of a writer’s argument, and;
3. by paraphrase interpretation of a writer’s ideas. All must be acknowledged either in footnotes or informally in the text.

**Consequence of Academic Misconduct:**
- There are significant consequences when a graduate student engages in academic misconduct.
- In each case the faculty member will initiate a conference with the student, after which the faculty member who believes that misconduct has occurred must complete a University Academic Misconduct Report, which is the record of a faculty member’s determination that the student identified in the report has engaged in academic misconduct.
The content of a University Academic Misconduct Report shall include all items indicated in the form attached to this policy.

• A copy of each University Academic Misconduct Report will be sent to the student, the department chairperson, the dean of the School of Graduate Studies, and the director, Office of Student Conduct.

• Upon receipt of the University Academic Misconduct Report, the director, Office of Student Conduct, with the dean, School of Graduate Studies, in consultation with the faculty member, may initiate further proceedings, which may result in sanctions, including disciplinary probation, suspension, or expulsion from the University.

• The sanctions for academic misconduct available to a faculty member include any or all of the following:
  1. A grade of "F" for the course.
  2. A grade of "F" for the material being evaluated.
  3. A reduced grade for the material being evaluated.
  4. The assigning of additional coursework.

When Graduate Students are Suspected of Academic Misconduct:

1. When a faculty member reasonably believes that there is sufficient information to demonstrate that a student may have engaged in Academic Misconduct:
   a. The faculty member will discuss the incident with the student, in the presence of the department chair, if the faculty member or student so desires.
   b. At this time the faculty member shall outline the possible penalties as specified in the Student Handbook.
   c. The faculty member will indicate that the matter may be referred to the dean of the School of Graduate Studies or the director, Office of Student Conduct, for possible disciplinary action.

2. Based on the available documentation, the response offered by the student, if any, and other relevant information:
   a. The faculty member will, within a reasonable period of time, reach a determination whether the student has engaged in Academic Misconduct.
   b. Should the faculty member determine that Academic Misconduct has occurred, the faculty member shall retain evidence of the said misconduct.

3. If the faculty member determines that Academic Misconduct has not occurred, no University Academic Misconduct Report need be prepared.

4. If the faculty member determines that Academic Misconduct has occurred, the faculty member shall:
   a. impose an academic sanction:
      i. prepare and forward to the dean, School of Graduate Studies, and director, Office of Student Conduct, a University Academic Misconduct Report indicating the determination reached and sanctions imposed;
      ii. inform the student that additional University Academic Misconduct Reports may result in more severe penalties.

5. The faculty member:
   a. May contact the dean of the School of Graduate Studies or the director, Office of Student Conduct, to request a conference with the student to further explain the act leading to the University Academic Misconduct Report. The conference will be facilitated by the dean of the School of Graduate Studies and include the director of the Office of Student Conduct, a Graduate Studies Committee member not affiliated with the graduate program of the student, and the graduate student. This meeting will not be a disciplinary hearing, but a consultation with the student to further explain the misconduct.
   b. May request a disciplinary hearing with the dean of the School of Graduate Studies and the director, Office of Student Conduct, in cases of serious forms of academic misconduct.

6. In accordance with the "Student Records and Directory Information Policy," the Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, including "the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff), a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility." (Student Handbook).

Subsequent Violations of the Academic Misconduct Policy:

When the director, Office of Student Conduct, or the dean of the School of Graduate Studies determines that a formal hearing is warranted, a faculty member or members may be requested to provide information.

A Student's Rights When Suspected and/or Charged with Academic Misconduct:

1. A student has the right:
   a. To meet with the faculty member, in the presence of the department chair if so desired, before any determination has been made.
   b. To be informed during this meeting of the faculty member's suspicions and have an opportunity to discuss the matter.
   c. To appeal a finding of Academic Misconduct made during the course of the semester, within 10 school days of being provided with a University Academic Misconduct Report. A written statement of appeal must be provided to the faculty member, the department chairperson, the dean of the School of Graduate Studies, and the director, Office of Student Conduct, setting forth the basis of the student's appeal.
   d. Upon receipt of a student's mid-semester appeal, the director, Office of Student Conduct, will consult with the faculty member, the department chair, and the dean of the School of Graduate Studies and communicate to the student within 10 school days the results of the student's appeal.
   e. Once a final grade is awarded, the student may file a grade appeal in accordance with the "Appeals for Grade Change Policy."

2. If a student receives a final grade of "F" as a result of violating the Academic Misconduct Policy, and that grade is
upheld by the grade appeal process, no retroactive withdrawal from the course will be permitted.

4. All end of the semester appeals must be made in accordance with the “Appeals for Grade Change Policy.”

5. In addition to academic sanctions provided by the faculty member, if disciplinary proceedings have been initiated by the director, Office of Student Conduct, or the dean, School of Graduate Studies, a student has the right to have such proceedings resolved in accordance with the “Rights and Responsibilities” (Student Handbook).

Professor’s Responsibilities When Academic Misconduct is Suspected During End of the Semester Grading

If a faculty member reasonably suspects academic misconduct during end of the semester grading, a grade of Incomplete may be entered to be replaced by an appropriate grade once the issue is resolved. The grade of Incomplete allows a faculty member to complete end of the semester grading and still follow up on suspected violations of the University Academic Misconduct Policy.

For Academic Misconduct, reported by a member of the University Community other than the relevant faculty member, please refer to “Academic Misconduct” in “Rights and Responsibilities” (Student Handbook).

Computer Use. The campus computing facilities are available to graduate students to facilitate educational objectives, research, and study. In exercising computer privileges, graduate students are expected to follow University rules and regulations governing the use of computer accounts and equipment. These regulations are found in the Student Handbook.