by that office no later than four weeks
before the last day of the final examination
period. The Registrar will assist in filing
the form necessary for withdrawal.

Withdrawals after this date will be
permitted only under extenuating circum-
cstances and will require consultation and approval of
the Academic Dean and the Registrar.

Readmission is contingent upon the
student's academic standing at the time of re-
entry. The student must complete a reactiva-
tion form with the Office of Admissions to initiate readmission.

**Change of Status**

Change of status from full-time to part-
time may be requested at any time prior to the
first day of classes and through the third
week of a semester. No change of status is
permitted after the third week. Refer to
www.csu.edu/Registrar for further details.

**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 edu-
cation is for students to learn to think criti-
cally, 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 respon-
sibility 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 thought 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 mis-
conduct as including, but not limited to:
providing or receiving assistance in a manner not
authorized by the instructor in the creation of
work to be submitted for academic evaluation
including papers, projects, and examinations
(changing); and presenting, as one's own, the
ideas or words of another person or persons
for academic evaluation without proper
acknowledgment (plagiarism).

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

- **Exams**
  - 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 instruc-
tor 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 act-
    ing 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 impro-
    perly 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 sub-
    stantially similar work, in more than one
course without prior consent of the eval-
    uating 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 the CSU Rights and Responsibili-
    ties, "Proscribed Conduct," No. 7, 
    CCSU Student Handbook.)

- **Falsification or Misuse of Academic
  Information**
  - Falsification 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
computersystem and changing a grade,
having another student take an examina-
tion in one's place, signing someone
else's name to an attendance sheet;
- Unauthorized use of information in Un-
    iversity computer records or the com-
puter files of other students (see Com-
puter Use Policy);
- Using unauthorized materials or fabric-
cated data in academic exercise; e.g.,
falsifying data in a research paper or lab-
atory 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 with-
out 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 pur-
pose of violating academic honesty poli-
cies. (This may also be an academic
crime, see Connecticut General Statutes,
§§5-392a.)

**Understanding Plagiarism**

Plagiarism is presenting another person's
work without acknowledgements, whether in
the same or in a slightly modified form. In acad-
emic practice this is regarded as theft,
intended to gain undeserved credit. Like
other forms of academic dishonesty, plagia-
mism is cheating. To academicians, a well-doc-
umented paper is more impressive than one
which omits the suspicion of a reader familiar
with the student's work and alert to echoes
from other writers. The proper use of outside
sources does not necessarily mean that a
paper is lacking in originality, nor does the
presence of quotation marks in the text. In
fact, the purpose of research and documenta-
tion 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 respon-
sible for learning how to present the ideas
of others in their own work. For current docu-
mentation practice, consult the instructor
and a style manual. When material is bor-
rowed 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 précis; condensing part of a writer’s argument.
3. By paraphrase; interpretation of a writer’s ideas.

All three must be acknowledged either in footnotes or informally in the text.

**Consequences of Academic Misconduct**

- There are significant consequences when an undergraduate 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 this 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’s office, and the University Judicial Officer.
- Upon receipt of the University Academic Misconduct Report, the University Judicial Officer, in consultation with the faculty member, may initiate disciplinary proceedings, which may result in sanctions, including disciplinary probation, suspension, or expulsion from the University.
- When a faculty member determines that a student has engaged in Academic Misconduct the student shall be required to complete the Academic Integrity Workshop.
- The sanctions for academic misconduct available to a faculty member include any or all of the following:
  1. A grade of ‘IP’ for the course.
  2. A grade of ‘IP’ for the material being evaluated.
  3. A reduced grade for the material being evaluated.
  4. The assigning of additional course work.

**When Undergraduate 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 specified in the University Academic Misconduct Policy.
   c. The faculty member will indicate that the matter may be referred to the University Judicial Officer for possible disciplinary action.
2. Based on the available documentation, the response offered by the student, if any, and any 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.
   c. If the faculty member determines that Academic Misconduct has not occurred, no University Academic Misconduct Report need be prepared.
3. If the faculty member determines that Academic Misconduct has occurred, the faculty member shall:
   a. Submit an academic sanction.
   b. Prepare and forward a University Academic Misconduct Report indicating the determination reached and sanctions imposed.
   c. Direct the student to attend the Academic Integrity Workshop at the Learning Center.
   d. Prior to making any determinations, a faculty member may consult with the Learning Center and/or the University Judicial Officer to determine whether the student has already attended the Academic Integrity Workshop.
   e. The faculty member shall:
      a. Inform the student that additional University Academic Misconduct Reports may result in more severe penalties.
      b. May also contact the University Judicial Officer regarding additional University disciplinary actions, which may include probation, suspension, or expulsion.

6. In accordance with the "Student Records and Disclosure Policy," [Data from academic, disciplinary, and counseling files shall not be available to unauthorized persons on campus or to any person off campus without the express consent of the student involved, except under legal compulsion.” (CCSU Student Handbook)]

**Understanding the Academic Conduct Workshop**

The Academic Integrity Workshop is available to all CCSU students so that they will not violate the Academic Misconduct Policy as a result of misunderstanding. For those students who have violated the Academic Misconduct Policy, the Academic Integrity Workshop is designed to educate students about what constitutes Academic Misconduct so that future violations will not occur. Upon completion of the Academic Integrity Workshop, notification will be forwarded to the University Judicial Officer who will document such completion in the student’s file. Students must sign up for the Academic Integrity Workshop at the Learning Center within 10 school days of being provided with the University Academic Misconduct Report. Refusal or failure to attend the workshop will result in a referral to the University Judicial Officer for immediate action.

**Subsequent Violations of the Academic Misconduct Policy**

When the University Judicial Officer receives multiple University Academic Misconduct Reports regarding a particular student, whether or not the faculty member has made a complaint, a “Pre-Hearing Investigation” will normally be conducted in anticipation of disciplinary action, which may result in disciplinary probation, suspension, or expulsion from the University. If the University Judicial Officer 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 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, and the University Judicial Officer, setting forth the basis of the student's appeal. Upon receipt of a student's mid-semester appeal, the University Judicial Officer will consult with the faculty member, the Department Chair, and the Dean and communicate to the student within 10 school days the results of the student's appeal.

2. Once a final grade is awarded, the student may file a grade appeal in accordance with the "Appeals for Grade Change Policy" (CCSU Student Handbook).

3. 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 University Judicial Officer, a student has the right to have such proceedings resolved in accordance with the CSU "Guidelines for Student Rights and Responsibilities and Judicial Procedures."

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.

Academic Misconduct reported by a member of the University Community other than the relevant faculty member: See "Academic