

Standard of Conduct

All members of the university community are expected to practice self-discipline, fair and independent judgment, and responsibility for their treatment of others. The relationship among faculty, administrators, staff and students should be free of exploitation, harassment, or discriminatory treatment. Particularly, intimate relationships between supervisors and employees, faculty and students, or between any individuals of unequal status are strongly discouraged because of the inherent power imbalance.

All members of the university community are expected to exercise reasonable judgment regarding the separation of their rights, obligations, and activities as private citizens from their responsibilities to the university. Specifically, when they speak or act as private persons, they should avoid creating the impression of speaking or acting for the university.

These statements are intended to preserve academic freedom, maintain professional conduct, and prevent potential discrimination, harassment, and conflict of interest.

Academic Integrity

The University is committed to maintaining academic integrity throughout the university community. Academic dishonesty is a serious offense that can diminish the quality of scholarship, the academic environment, the academic reputation, and the quality of a Cal Poly Pomona degree. The following policy is intended to define clearly academic dishonesty at Cal Poly Pomona and to state the responsibility of students, faculty and administrators relating to this subject.

All forms of academic dishonesty at Cal Poly Pomona are a violation of university policy and will be considered a serious offense. Academic dishonesty includes but is not limited to:

- a. **Plagiarism**—Plagiarism is intentionally or knowingly presenting words, ideas or work of others as one's own work. Plagiarism includes copying homework, copying lab reports, copying computer programs, using a work or portion of a work written or created by another but not crediting the source, using one's own work completed in a previous class for credit in another class without permission, paraphrasing another's work without giving credit, and borrowing or using ideas without giving credit.
- b. **Cheating During Exams**—Exam cheating includes unauthorized "crib sheets," copying from another, looking at another student's exam, opening books when not authorized, obtaining advance copies of exams, and having an exam regraded after making changes. Exam cheating includes exams given during classes, final exams and standardized tests such as the Graduating Writing Test and Math Diagnostic Test.
- c. **Use of Unauthorized Study Aids**—This includes utilization of other's computer programs or solutions, copying a copyrighted computer program without permission, using old lab reports, having others perform one's share of lab work, and using any material prohibited by the instructor.
- d. **Falsifying any University Document**—This includes falsifying signatures on university forms, such as Add-Drop and Withdrawal forms, forging another student's signature and falsifying prerequisite requirements.

The responsibility of all students is to be informed of what constitutes academic dishonesty and to follow the policy. Cal Poly Pomona students who come from various international educational systems and wish to understand better the expectations of the American educational system

are encouraged to speak with an international student advisor in the International Center.

A student who is aware of another student's academic dishonesty is encouraged to report the instance to the instructor of the class, the test administrator, or the head of the department within which the course is offered. A student who is reported by the instructor to the Director of Judicial Affairs will receive a letter with this accusation.

The responsibility of the faculty, instructors or test administrators is to clarify their positions on academic dishonesty to their classes early in each class. The instructor is encouraged to report each instance of academic dishonesty to the Director of Judicial Affairs. In addition to reporting each instance, each instructor shall address the problem in the narrow context of the individual class. Any form of academic dishonesty in class could result in a failing grade for the assignment related to the instance or in a failing grade for the class.

The responsibility of the administration is to address the cases of academic dishonesty from the disciplinary standpoint. Each case that is referred to the administration will be reviewed by the Office of Judicial Affairs and an appropriate action will be taken. As a reasonable norm for an average magnitude offense, a student's first instance of academic dishonesty should result in a probation period with the student's name placed temporarily on file for academic dishonesty and the student will be informed of this. The second report should result in the student being suspended from the University for the quarter and the following quarter, with the student's name placed permanently on file for academic dishonesty. The third instance should result in the end of a student's career at Cal Poly Pomona. The administration has the responsibility to ensure that the systemwide guidelines regarding student discipline are met in Cal Poly Pomona's attempt to ensure academic integrity.

Campus Violence

The University has a Zero Tolerance policy for violence on campus. Threatening behaviors, acts of aggression, and instances of violence will result in appropriate responses, up to and including dismissal or expulsion, and the pursuit of civil and criminal penalties, as appropriate. Violence and threats of violence include, but are not limited to:

- any act which is physically assaultive;
- any substantial threat to harm or to endanger the safety of others;
- behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression;
- any substantial threat to destroy property;
- possession of a weapon (Penal Code 626.9 prohibits bringing a firearm, knife or dangerous weapon onto the campus of a public school including the California State University).

It is the responsibility of every administrator, faculty member, staff member and student to take any threats of violence seriously, and to report them to the appropriate resource. When confronted by an imminent or actual incident of violence, call 9-1-1 immediately. When presented with a threat of possible violence, action is recommended as follows:

- Threats by a student should be reported immediately to Police and Parking Services and the Director of Judicial Affairs;
- Threats by a staff or student employee should be reported immediately to Police and Parking Services and the reporting employee's supervisor who will contact Human Resource Services for assistance;
- Threats by a faculty member should be reported immediately to