

What do I do when I discover a case of plagiarism?

1. Meet with the student to discuss the incident and clarify any issues (if necessary).
2. If you conclude that plagiarism has occurred and that there is a probable grade ramification, notify your chair and Dean. You may choose to consult with the chair and Dean for guidance about sanctions. Such penalties may range from loss of credit for the work in question to loss of credit for the entire course.
3. Meet with the student again. Explain the student's rights and option for appeal. Explain the grade penalty that you have decided upon based on this particular incident. Inform the student that the case is also being considered by the Dean and that further penalties may be imposed either by the Dean or the Chief Judicial Officer, or Dean of Students, depending on whether the student has a history of academic integrity problems or conduct problems.
4. Put your decision in writing, make three copies, each of which is signed by you and the student. One copy is for your records; the second is for the student; the third should be sent to your Dean. Include any supporting evidence (copies of the source material, account of conversation with students, etc.) with your records and what you send to the Dean.
5. The Dean and the AVPAA will review the case for instances or repeated academic misconduct and will decide 1) whether this incident will be placed in the student's permanent record, and 2) whether to recommend possible additional sanctions for this particular case.