

COB Faculty

Steps for Handling Plagiarism and other forms of Cheating¹

1. Inform student(s) of suspected plagiarism/cheating and provide evidence of allegation. In the classroom environment, the instructor should meet with the student face to face. In the online environment, the instructor can confront the student regarding the transgression electronically. In both cases, inform the student that he/she is expected to respond to the allegation in writing by completing the Student Statement regarding the allegation of violating the Academic Honesty Policy.

Students will typically want to “explain” what happened. You should not get pulled into an infinite debate with the student on the issue. Indicate that the first step in resolving the issue is to complete the Student Statement. You may indicate to the student that he/she may add an addendum to the Student Statement if he/she wishes, but that this is not required.

2. Inform the Associate Dean for Faculty Affairs that you have taken this step.
3. If student admits guilt:
 - a. Instructor should compile materials of the case, including the piece of work that was plagiarized, or where other form of cheating occurred, copies or links to source or sources that were plagiarized, and a summary of the conversation with the student. These materials and the Student Statement should be submitted to the Associate Dean for Faculty Affairs.
 - b. Instructor “assigns a grade on the work and a grade in the course, up to and including a failure in the course.” (Note – per page 31 of the UD Bulletin 2013-2014, the instructor has sole discretion in deciding what grade will be assigned on the work in question and in the course.)
 - c. Instructor reports decision on grade(s) to Associate Dean for Faculty Affairs, who has the option of applying a penalty on the student beyond the grade awarded by the instructor. The Associate Dean for Faculty Affairs will contact the student to inform him/her of next steps, if any, in the process.

4. If student claims innocence:
 - a. Instructor should compile materials of the case, including the piece of work that was plagiarized, or where cheating occurred, copies or links to source or sources that were plagiarized, and a summary of the conversation or correspondence with the student. These materials and the Student Statement should be submitted to the Associate Dean for Faculty Affairs. The student should be informed of this action by the instructor.
 - b. Associate Dean for Faculty Affairs forwards case to COB Academic Review Board (ARB).
 - c. ARB holds a hearing at which student represents him or herself and is invited to present his or her case and answer questions from the committee. The committee's charge is to "decide solely on whether the student did plagiarize [or commit other act(s) of cheating], and will base its decision only on the evidence, not on mitigating or extenuating circumstances (p. 31, UD Bulletin 2013-2014)."
 - d. The decision by the ARB is communicated to the Associate Dean for Faculty Affairs and to the faculty member who brought forth the charge.
 - e. If the decision is guilty:
 - 1.) Instructor "assigns a grade on the work and a grade in the course, up to and including a failure in the course." (Note – per page 31 of the UD Bulletin 2013-2014, the instructor has sole discretion in deciding what grade will be assigned on the work in question and in the course.)
 - 2.) Instructor reports the decision on the grade(s) to Associate Dean for Faculty Affairs, who holds a hearing with the student and has the option of applying a penalty on the student beyond the grade awarded by the instructor, up to and including dismissal from the university.
 - f. If decision is innocent:
 - 1.) Instructor shall compute a grade for the piece of work and the course without regard to the alleged offense, but based solely on an

evaluation of the merits of the student's work. The case against student is dropped.

¹These guidelines are quoted liberally from the University of Dallas Bulletin 2013-2014, *Academic Policies and Procedures*, **Academic Honesty**, Pages 31-32 .