

Sonoma State University

Cheating and Plagiarism information for SSU Faculty

This handout describes the procedures for faculty when cheating or plagiarism has been discovered in a student's work.

If you've discovered plagiarism in an assignment or some form of cheating:

- Ask the student to meet you during your office hours or another mutually agreeable time and place.
- Present the student with your evidence of the plagiarism/cheating and describe the sanction you will give her/him. (an F on the assignment, 0 points, etc.). *This step is very important. You must formally meet to discuss your concerns.*
- Have the **negotiated cheating and plagiarism signature form** ready (<http://senate.sonoma.edu/forms/drb>) - look under Resources for Faculty.
- Offer the form to the student for signature. Tell the student that the signature on the form means they **accept the sanction only**.
- If they sign, send the form to the Student Conduct Officer.
- The Student Conduct Officer will then contact the student for a meeting focusing on the opportunity to get the student back on track.
- **If the student won't sign the form**, file a formal charge of plagiarism or cheating with the Dispute Resolution Board. All the information you need to file a formal charge is on the website above. Oftentimes, just receiving a letter from the Board that a formal charge has been filed will appeal to the student to sign the informal form.

There are circumstances when you may want to file a formal charge because the cheating or plagiarism was particularly egregious and you want to ask for administrative sanctions as well. Review the Cheating and Plagiarism policy for more details about instructor and administrative sanctions.

http://www.sonoma.edu/UAffairs/policies/cheating_plagiarism.htm

Campus Resource

- <http://www.sonoma.edu/writingcenter/resources/handouts/faculty/index.html>