

PLAGIARISM Reporting Procedure

Steps one through four are *required* by CLAS policy and must be followed by instructors:

1. The instructor must make two copies of the student's paper so that she/he will have one on hand for the rest of the process and one to forward to the program director.
2. The instructor must inform the student in a letter that the instructor is considering charging him or her with plagiarism. The instructor's letter should contain the student's ID number as part of the address. It should specify the parts of the work by the student the instructor feels are not the student's own work and should specify in the letter the website and specific URL from which the student seems to have taken work without attribution. The letter must invite the student to discuss this charge with the instructor and/or with program director Brooks Landon. The letter should specify that the instructor is forwarding the charge of plagiarism to Brooks Landon and he will determine whether or not to endorse it and forward it to Academic Programs in CLAS.
3. The instructor must notify the program director by e-mail that she/he will be submitting a plagiarism charge. Instructor must put in Brooks Landon's General Education Literature mailbox in EPB 308 a campus envelope containing: (a) a copy of the letter to the student, (b) a copy of the student paper, (c) a printout of the source the instructor feels the student has used without attribution. The instructor should mark in colored highlight the sections of the student paper that may have been plagiarized and the corresponding passages on the printout of the web source for these passages.
4. The instructor must notify the program director by e-mail of the results of any discussions she/he has had with the student concerning these charges.