

Academic Dishonesty

If you feel that a student has cheated or plagiarized in some way...

- Discuss the allegation with the student prior to giving them a consequence such as a failing grade. The student needs to be told of the allegation and provided an opportunity to share his or her side of things.
- If after hearing from the student, the instructor feels it is more likely than not that the student cheated/plagiarized, then the consequence can be given.

For documenting in the incident report system the instructor should...

- Complete the form: https://cm.maxient.com/reportingform.php?WesternTC&layout_id=3
- Under “Description of incident”, note what the allegation is and what tool, website, process, etc. was used to determine it was plagiarized or the student cheated. Note what, if any, action has been taken (ex. given a zero on the assignment, retake the test in a controlled environment, etc.) and whether the instructor desires any follow up or if the report is for tracking purposes.
- Under “Alleged Violation(s)”, select “Academic dishonesty”.
- Attach any supporting documents.

For further information, reference the Student Rights and Responsibilities, Academic Dishonesty Definition section of the Student Handbook: <https://www.westerntc.edu/sites/default/files/student-rights/documents/StudentHandbook.pdf>