

Academic Standards Committee  
NNMC Faculty Senate

## Plagiarism and Cheating Incident Form

In an effort to track incidences of plagiarism and cheating on campus, the Academic Standards Committee has approved this form for faculty to use when they encounter incidences of plagiarism and cheating. Your participation is invaluable in addressing this important issue.

**Plagiarism** – includes but is not limited to: a) the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement; b) the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.

**Cheating** – includes but is not limited to: a) use of unauthorized assistance in taking quizzes, tests, or examinations; b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports solving problems, or carrying out other assignments; or c) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

-NNMC Student Handbook, 2019-2020;  
pg.15

Instructions: Please complete this form and submit to the Academic Standards Committee ([academic-sc@nnmc.edu](mailto:academic-sc@nnmc.edu))

- 1) Date (e.g., 11/16/2015):
- 2) Course ID and Title (e.g., ENG111, English Composition I):
- 3) CRN (e.g., 10255):
- 4) Instructor Name:
- 5) Instructor Email:
- 6) Instructor Phone:
- 7) Department or College (e.g., Humanities):
- 8) Student's Eagle ID number (e.g., 12345):
- 9) Is this an incident of plagiarism, cheating, or both?

11) In what assignment did you find evidence of plagiarism, cheating, or both? (e.g., homework, term paper, exam, etc.)

12) Please provide a description of the plagiarism and/or cheating you found.

13) To the best of your knowledge, is this the first incident of plagiarism or cheating committed by this student?

13) Please provide a description of any actions you have taken to address this situation in addition to confronting the student (e.g., warning, reduced grade, recommend dismissal, etc.)

14) Please list any actions you have taken prior to or as a result of this incident to help deter plagiarism and/or cheating in your courses (e.g., policy on plagiarism and cheating stated in syllabus, discussed plagiarism and cheating during class or via class communications, provided resources on citation, recommended workshops, etc.)

15) Confirm student's Eagle ID number (e.g., 12345):

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For plagiarism cases, the offending student may benefit from taking part in a program to teach them to avoid committing plagiarism in the future. This Curriculum for Avoiding Plagiarism (CAP) consists of the student enrolling in a short course on proper citation and avoiding plagiarism and concludes with an exam. Students who complete the course with an 85% or higher on the CAP Exam will receive a Certificate of Completion from the Ben Lujan Library.

If you would like enroll this student into CAP, please download the CAP Program Enrollment and Completion Form from the Faculty & Staff Resources webpage and follow the instructions therein. Please contact the Academic Standards Committee if you have any questions ([academic-sc@nnmc.edu](mailto:academic-sc@nnmc.edu)).



15) Please provide any additional information that are relevant or important concerning this case and attach any supplementary documents to this form.