



PLAGIARISM & CHEATING INCIDENT FORM

In an effort to track incidents 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Plagiarism – includes but is not limited to: a) the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; b) the unacknowledged use of materials prepared by another person or agency engaged in the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
- c) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff
- d) Fabrication, the invention or counterfeiting of data and/or research, this includes patient data, vital signs, assessments, and medication records (not an exhaustive list).
- e) Complicity, when a student provides assistance in any act that violates this policy. Complicity includes allowing other students to copy one's own work, assisting in cheating, sharing test questions/answers, selling a paper to a paper vendor, and any other act that would assist another student in engaging in academic dishonesty. Talking during an exam/quiz is considered sharing information, and failure to report knowledge of other students cheating is also considered an act of complicity.
- f) Multiple submissions, when a student submits the same (or largely unaltered) work in multiple courses without instructor approval.

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

DATE COURSE ID & TITLE

CRN INSTRUCTOR NAME

INSTRUCTOR EMAIL INSTRUCTOR PHONE

DEPARTMENT OR COLLEGE

STUDENT'S EAGLE ID NUMBER



1) Is this an incident of plagiarism, cheating, or both? _____

2) In what assignment did you find evidence of plagiarism, cheating, or both?

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

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

5) 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.)

6) 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.)



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

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