

## Guidelines for Faculty Members and Others Responsible for Evaluating Student Work

While it is ultimately the student's responsibility to ensure that he or she does not commit plagiarism, Excelsior College expects its faculty to be familiar with proper source citation, to instruct students on appropriate citation style, and to notify the appropriate dean or designee when a student's source citation practice appears to be a deliberate violation of the Excelsior College Academic Honesty Policy. Faculty members are expected to review the source of the alleged plagiarism with the student to promote a better understanding of proper citation and the use of original work.

The College offers plagiarism detection software for all instructors to use. Students must accept the use of the plagiarism detection software (see Electronic Use Policy). The College also expects the faculty member to exercise appropriate discretion in the interpretation of such an incident.

### Action Steps When Plagiarism Is Suspected

- Student work that the instructor believes may be due to lack of knowledge of proper citation should be addressed directly with the student by the instructor.
- The faculty member will warn the student of the seriousness of the incident and offer the student resources to learn proper source citation practice.
- If a faculty member believes that student work has been intentionally plagiarized or if the work evidences little or none of the student's original work, the faculty member will notify the dean or dean's designee of a possible violation of the Excelsior College Academic Honesty Policy. Faculty may refuse to accept plagiarized content and grade the student work accordingly, such as assigning a failing grade for the assignment or giving only partial credit for the assignment. However, the College administration (School deans and Office of the Provost) retains responsibility for levying disciplinary action for a violation of the Academic Honesty Policy.
- When there are incidents of plagiarism, faculty members must follow the grading procedures as specified in the course syllabus. Any incident of plagiarism should be documented in the student record in the Student Information System.
- Deans or designees who receive notification from faculty of intended and/or repeated plagiarism incidents will document the incident(s) in the student's record, initiate investigation, and treat the incident in accordance with the College's Academic Honesty Policy with respect to any disciplinary action. The student may appeal disciplinary action in accordance with the procedure outlined in the Student Appeals Policy.