Handling Plagiarism in English 1310 and 1320

1. Decide what penalty you will assess. Options include requiring the student to rewrite the assignment for a reduced grade, failing the student on the assignment, or failing the student for the course.

2. Fill out the top part of the Honor Code Review Form (down to “Acceptance of Administrative Disposition”), and then make one photocopy. Photocopy the student’s paper, as well.

3. Tell the student you need to meet with him or her as soon as possible. Have a face-to-face meeting in your office; do not handle the incident via email or telephone.

4. Explain the offense to the student. Tell him/her that University policy allows him/her up to three days to accept or not accept your decision. The student may sign the form at this time, especially if the plagiarism is clear-cut (i.e., you have the source). Give one copy of both the form and the paper to the student.

5. Explain to the student that the form will be sent to the Coordinator of Student Justice, to be kept on file. If the student plagiarizes again while at Texas State, the University will pursue an additional disciplinary penalty.

6. Forward scanned copies of the signed Honor Code Review form and the paper (with a brief cover memo) to

   1. Dr. Daniel Lochman, Chair, Department of English
   2. Dr. David Wiley, Chair of the Honor Code Council
   3. Dr. Michael Hennessy, Dean, College of Liberal Arts