

As the TA how do you address potential incidents of cheating?

The following are guidelines for handling a suspected incidence of cheating. Every situation is different. Work with your instructor and follow the department's or unit's approach in responding to the situation. Some Colleges have specific protocols for addressing these issues. Find out what your college does.

1. **Read the ASU policy:**

- ASU's Academic Integrity Policy <http://provost.asu.edu/academicintegrity/policy>
- Learn the academic integrity policy of your department and college <http://provost.asu.edu/academicintegrity/colleges>
- Understand what constitutes a violation of academic integrity <http://provost.asu.edu/academicintegrity/defined>
- Learn how to address Allegations of Academic Dishonesty <http://provost.asu.edu/academicintegrity/policy/AllegationsofAcademicDishonesty>

2. Accept that you need to address the situation. If you do not, cheating will continue to occur in your class. This is no time for denial.

3. Do not return any assignments to the class until you talk to the course instructor and make a determination that cheating occurred and it was not widespread. (In your meeting with the student you do not want the student to tell you how many others cheated in the same way. You want to have all the facts in hand.)

4. Assess the situation:

- Collect the documents that may indicate inappropriate behavior (i.e., copies of student exams, homework, submitted papers vs. plagiarized texts, etc.)
- Assess if this was the only incident or if others engaged in the same behavior.. A stolen test or collaborative homework may be shared by more students than initially thought. Go back and look at all the assignments to determine if this was limited to one student or several.
- Make copies. Highlight the common paragraphs or shared work that show inappropriate behavior (i.e., shared work, unattributed work, the original source, etc.).

5. Present your case to the instructor or the undergraduate (or graduate) director of the program if you have primary responsibility for the class.

6. If the instructor does not know how to deal with the situation, suggest that s/he discuss it with the department chair/director or the undergraduate/graduate director of the specific program (or contact the designated individual in the Dean's office)

This may be the first time the instructor is dealing with plagiarism so do not feel discouraged if s/he does not know what to do.

7. If the instructor wants you to handle the situation let them know that as the instructor of record they need to address the issue. As the TA, you support the instructor but do not take the lead in the addressing the violation.

8. You and the instructor may want to meet with the department chair to determine how situations like this have been handled in the unit and college.

What is the typical sanction or the range of sanctions for incidents of this magnitude? Go into the meeting with the student with an understanding of what your options are.

9. The next step is to meet with the student. Set up a meeting with the student and the instructor:
 - When you inform the student that you need to meet, tell him/her you have questions about the submitted assignment and need to discuss it. Do not accuse the student of cheating or plagiarism.
 - If more than one student is involved set up separate meetings with each one on the same day.

10. The meeting:

- Ask the student about his/her work on the assignment without showing him/her the highlighted case that you have made. By asking students questions about the assignment or paper, s/he will often show that they have not done the work.
- Present the evidence for cheating and why you believe a violation has occurred.
- Listen to the student's response. The student may provide a reasonable explanation or they may accept responsibility for their actions. Give the student a chance to explain.
- The instructor decides the next course of action. This may be to reduce the grade for the assignment or the course. If a more severe sanction is warranted (XE grade, dismissal, etc.) then the instructor must take this to the next level of review.
- Tell the students what your decision is or that you will take this situation under advisement.
- Let the student know where to obtain information on Student's Right and Responsibilities.

http://provost.asu.edu/academicintegrity/students#what_to_do

<http://provost.asu.edu/academicintegrity/policy/AllegationsofAcademicDishonesty>

Information in this handout was taken from. . .

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