

## Reporting Plagiarism in the Faculty of Arts

March 2018

If you find evidence of plagiarism in an assignment, send an official letter to the Associate Dean, Undergraduate Programs & Student Affairs. In the reporting letter, you should summarize the form and extent of the plagiarism and include reference to any instructions about avoiding plagiarism that you gave in class or on the course outline. (The latter is helpful when the Associate Dean discusses the charge with the student.)

Send the letter along with the assignment, supporting evidence (see next paragraph), the assignment instructions, and a copy of the course outline to [artsam@ucalgary.ca](mailto:artsam@ucalgary.ca).

Clear evidence of plagiarism rather than a mere suspicion is required to pursue a charge. Plagiarized passages in the assignment should be clearly highlighted and cross-referenced to highlighted passages in the source(s). In cases of collusion between students, highlight the text that appears in both papers.

You should inform the student that you have forwarded a charge of academic misconduct to the Associate Dean of Arts. Let the student know that the Associate Dean will rule on the case after interviewing the student. Please do NOT discuss the penalty with the student. Rather, make it clear that the disposition of the case along with the penalty, if the charge is upheld, are determined by the Associate Dean. Information about academic misconduct and its penalties can be found under K.2 in the University Calendar, to which you can refer students who inquire about possible penalties.

If you need to calculate a final grade for submission before you receive a ruling, calculate a zero for the assignment. The grade can be changed later, if warranted by the final ruling.

The student will receive a summons within a few days and no longer than a week after receipt of the charge. If clarification of anything pertaining to the case is required, the Associate Dean will consult with you either before or after meeting with the student.

After meeting with the student, the Associate Dean will issue a ruling, which will be sent via email to the student and copied to you as the instructor of the course so that you are aware of the disposition of the case and can adjust the student's grade, if necessary. The letter will also be copied to your Department Head and, if the student is not an Arts student, the Associate Dean of the student's home faculty.

If you have any questions about reporting procedures or rulings, please do not hesitate to contact me (Associate Dean, Undergraduate Programs & Student Affairs) at [tumasz@ucalgary.ca](mailto:tumasz@ucalgary.ca) or email your questions to [artsam@ucalgary.ca](mailto:artsam@ucalgary.ca).

Thanks in advance for your diligence in detecting and reporting cases of plagiarism.

Virginia Tumasz