1: Identify Cheating or Plagiarism
The faculty member should be confident that cheating or plagiarism has occurred. If the faculty member has any doubt that cheating or plagiarism has occurred, the faculty member should consult with the student.

2: Requisite Communication
The student must receive written communication, which includes the faculty member’s determination that cheating or plagiarism has occurred, as well as the intended outcome. Additionally, the correspondence will inform the student of their right to discuss the matter with the department head for the course of record.

3: Take Action
The faculty member must issue a grade to the student who either cheated or plagiarized. Cheating requires, at minimum, an “F” assigned to the assignment, exam, or task and must be reflected in the course grade. Grade forgiveness will not be available to students whose grades are impacted by academic dishonesty.

4: Report to OSRR
The faculty member is obligated to report the allegation of cheating or plagiarism to OSRR irrespective of whether an appeal is made. This form can be found on our website: osrr.calpoly.edu/report

5: Provide Evidence
The faculty member should gather and provide evidence in the event that cheating or plagiarism has occurred. All physical and circumstantial evidence, and testimony of observation should be provided with the report to OSRR.

Additional information and resources (including a sample email letter to students) can be found on our website.