

## Addendum to CNM Academic Dishonesty Policy -- Guidelines for Instructors

The full text of CNM's new Academic Dishonesty Policy can be found in the CNM Catalog under Codes & Policies or as a link on the Dean of Students Web page. Here are some additional suggestions to help instructors implement this new policy:

1. Take incidents of cheating **seriously** and deal with them **promptly**.
2. After witnessing a cheating incident, discussing it with the offending student, and considering the student's response, you may impose an immediate sanction **up to an "F" or a "0" for the assignment**, or you may impose a sanction at a later time.
3. Other sanction **options** that may be considered by the instructor include verbal admonition, immediate collection of paper, re-take of the exam or assignment, extra assignments, grade deduction, and others.
4. For purposes of consistency and appropriateness of sanctions within your program, you may wish to consult with other departmental faculty members, directors, or deans/associate deans. When consulting with colleagues, **maintain confidentiality** at all times; that is, do not use the student's name.
5. In sanctioning students, it may be important to **distinguish** among dishonesty born of **ignorance** (unwitting plagiarism, negligent omissions, etc.), **opportunistic** cheating (wandering eyes and the like) and **pre-meditated, planned** cheating or plagiarism (preparation of cheat sheets, securing test copies beforehand, downloading prepared papers from the Internet, etc).
6. Retain any **evidence** of infractions. The standard for initiating a charge of academic dishonesty is not proof beyond doubt but a preponderance of the available evidence.
7. Fill out and submit to the Dean of Students office an **Incident Report Form** for every incident of academic dishonesty, even if the student has dropped the course after your initial contact or even if you decide not to impose a sanction for the particular incident.
8. **Incident Report Forms are available** from your Department offices, the Dean of Students office, the Dean of Students web-site <<http://cnm.edu/depts/deanofstudents/index.php>>, and the Faculty Senate web-site <<http://planet/facultysenate/APC/Policydocuments>>
9. **Prevention** is better than punishment, so it is worthwhile to take time to separate students on tests, explain what is acceptable and unacceptable on tests and assignments, and so on. Nevertheless, certain prohibitions (e.g., against using a textbook or a "cheat sheet" during an exam) are reasonable academic expectations for any such graded activity and need not be specifically stated in order to be sanctioned.
10. Include a policy statement about academic dishonesty **in each course syllabus** and explain it to your classes early in the term. An example of such a statement might read:

**"Students in this course and in all college classes are expected to complete their course work in accordance with a high level of honesty and integrity. Academic dishonesty on the part of a student, such as cheating on a test or aiding other students' cheating, plagiarism, falsification, fabrication, unauthorized collaboration, or submitting a piece of work from another course for credit, will be subject to academic sanctions. For more detailed information about academic dishonesty and how such incidents will be handled by your instructors and by the Institute, read the Codes & Policies section of the CNM Catalog."**
11. For more **information or questions** about this policy, contact the Dean of Students at (505) 224-4342. Also, if you believe a **harsher sanction** than an "F" or "0" for the assignment is warranted, such as an F in the course, the Dean of Students must be consulted before such a sanction can be imposed.