**Responding to Academic Integrity Violations**

**What should you do if your online professor says that your paper contains plagiarism? Follow these steps:**

**STEP ONE**: Review the section of the course syllabus on plagiarism, and, if available, read the Turnitin report for your assignment.

**STEP TWO:** The conversation should always begin with your professor.Use these tips in your communication:

* Contact your professor by *Canvas email.* Do not leave comments in the grading page for your assignment because instructors do not receive alerts when comments are left there.
* Use calm, respectful language, even if you feel upset or angry. Do not use accusatory language. The best way to receive help and to resolve a problem is to be professional and polite.
* Give your professor 24 hours to respond or 48 hours if you’ve emailed him or her over the weekend.
* Be open to learningwhat you may have done wrong. Before reacting, ask for knowledge and information to help you understand why you received the charge.
* Request a virtual meeting or phone call if necessary. Your professor can share his or her screen to discuss your paper with you.
* Ask if an official charge was submitted to the college.
* Ask if you will have an opportunity to redo the paper or take a Plagiarism Workshop to learn the policies and rules surrounding the citation of sources. It’s possible that you may receive a zero.
* Ask where to find online resources for properly citing your sources.
* Ask how to receive help from a tutor when documenting sources in your next paper.
* Remember that plagiarism can be intentional or unintentional; however, plagiarism, if present, is a violation of policy and is subject to penalties.
* If, after a thorough conversation with your instructor, you disagree with the charge and believe that it was issued in error, proceed to Step Two.

**STEP THREE: Wait to receive an email from the Assistant Dean of e-Learning, Dr. Christine Webster-Hansen.**

* The Assistant Dean has 7 days to contact you with a charge of academic dishonesty after your professor submits a report of the incident. She will email you at your OCC student account and Canvas account with an explanation of the charge and a copy of the college’s Policy 5180 on Academic Integrity, which explains your right to appeal the charge. Your next steps will be explained in that email.
* Even though the Assistant Dean has 7 days to email you, you may contact her with any concerns if you do not hear from her within 48 hours of receiving your instructor’s note about plagiarism. Her email address is [cwebster@ocean.edu](mailto:cwebster@ocean.edu). Email her only if you were unable to satisfactorily resolve your concerns with your professor. She will then thoroughly investigate your concerns and reply to you directly.

**You may access a copy of Policy 5180 on Academic Integrity on the** [**college’s website**](https://z19gk1a29t11uf15h455jmuv-wpengine.netdna-ssl.com/wp-content/uploads/2020/02/5180-Policy-and-Procedure-2.27.20.pdf)**.**