

Winona State University Computer Science Department

Process for Dealing with Illegal Collaboration

The Computer Science Department has a zero-tolerance policy regarding illegal collaboration, or “cheating.” Instructors should inform students at the beginning of the semester about the department’s collaboration policy. Any variation in the policy for a particular class should be told to the students at this time as well.

The following steps should be taken when an instructor encounters a cheating case in his or her class.

1. Initiation.

When an instructor suspects one or more students of illegal collaboration, the instructor should gather the following information:

- assignment handout given to class
- the test(s), program(s), or written assignment(s) in question
- copies of programs or tests of other students (if appropriate for comparison)
- signed Collaboration Policy sheets by the students in question (if appropriate)

This information should be given to the review group for this class. The instructor should not discuss the matter with the students in question at this time.

2. Review.

The material from step 1. above is given to a review group based on the particular class. (The groups are shown in the table below.) After looking at the information and talking to the instructor as necessary, the review group either recommends a specific action to the Department Chair or recommends that the case not be pursued further.

Classes	Review Group
CS 234, 250, 301, 341, 351	Introductory Programming Sequence Committee
Upper division classes	At least one other CS faculty member
Gen. Ed. classes	To be determined by Department Chair

3. Final Action.

Upon receipt of a recommendation from the review group, the Department Chair will look over all the relevant material and arrange to meet with the student(s) in question.

- a. At the meeting, the Chair will tell the student(s) the situation and ask them for any explanations they can give.
- b. There will then be a waiting period of at least one day after meeting with the student(s) before any final action is taken. This will allow the Chair to gather any other information necessary after talking to the student(s).
- c. After the waiting period, the Chair will again meet with the student(s) and the instructor to inform the student(s) of both the final action and the appeals process to the Academic Dean if they wish to contest the final action.
- d. Student(s) will be asked to sign a form stating that they are aware of the Department’s action being taken for this case and the appeals process.