

**Department Chair's Report of Cheating/Plagiarism
California State University, Fresno**

CONFIDENTIAL

Date of Departmental Hearing: _____

Name of Student: _____

Student Id#: _____

Instructor Initiating Departmental Hearing: _____

Department Chair/Designee Filing Report: _____

Please print your name above

Dept Chair/Designee Signature Above

Are you the: Department Chair or Department Chair's Designee

Date of Incident: _____

Type of Incident:

Cheating

or

Plagiarism

Course Information: _____

Course Title

Course Number

Section Number

Summary of Incident: _____

DEPARTMENT CHAIR'S/DESIGNEE'S REPORT OF THE DEPARTMENTAL HEARING

Date of initial faculty conference with Department Chair: _____

Was there a Faculty-Student Conference held on this incident prior to the departmental hearing? Yes No

Date of departmental meeting: _____

Please list all those present at the hearing: _____

From that hearing:

Do you find that cheating and/or plagiarism did occur? Yes No

Briefly summarize your finding: _____

If yes, did the instructor impose **ACADEMIC SANCTIONS**? Yes No

If Yes: Give 0 or **F** for test/paper/assignment

Give **F** for course (semester)

Other: (Please explain.) _____

If yes, do you recommend **DISCIPLINARY SANCTIONS**? Yes No

If Yes, please explain. _____

If sanctions were proposed, did the student accept the proposed sanctions? Yes No

Student Signature Indicating Acceptance of Proposed Sanctions [Optional]

Append copies of all correspondence to the student, including (1) initial written statement of the allegation and notice of the hearing as described in APM 235, (2) written summaries of the hearing detailing the finding of the hearing and, if recommended, any sanctions.

Note: If one or more incidents involving the same student are already on record with the Vice President for Student Affairs/Dean of Students, a disciplinary review will be conducted because a pattern of unacceptable behavior is apparent.

Forward this report to Vice President for Student Affairs/Dean of Students (MS #JA67); mark the envelope "Confidential."