

**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**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."