

Cheating and Plagiarism Review Guide

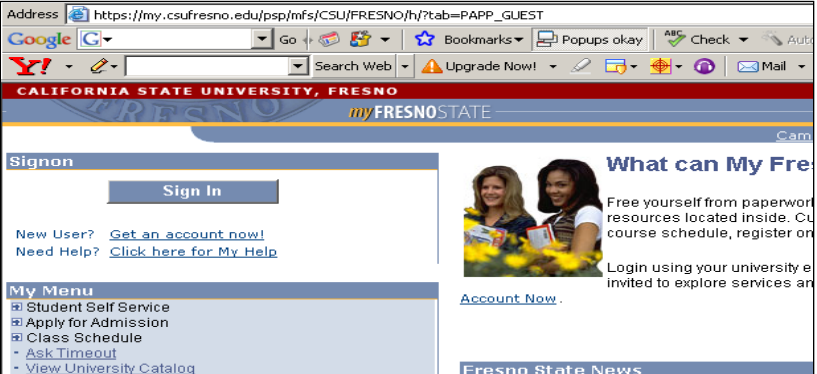

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Overview

The Division of Student Affairs has the responsibility to track reported cheating and plagiarism. The “Cheating and Plagiarism Electronic Reporting” screen has been added to PeopleSoft to replace the manual method. This screen will be used by faculty/department chairs to record an infraction and Student Affairs to process that infraction. This guide describes this electronic method of recording and maintaining details of incidents of Cheating/Plagiarism.

Logging in to PeopleSoft

<ol style="list-style-type: none"> 1. Start up Internet Explorer 2. http://my.csufresno.edu 3. Log on to PeopleSoft using your email login 	
<p>Click on Faculty Self Service</p>	

Instructor's Page

Adding/Viewing your reports of Cheating or Plagiarism:

Click on the **Cheating And Plagiarism** link

Main Menu >

Faculty Self Service

Faculty links to application pages.

- Faculty Center**
Use the Faculty center to manage all your class, student and advisee related activities.
- Advisement**
View student details such academic information, class schedules, degree progress and grades for drop-in advisees.
- Student Services Center**
View an at-a-glance overview of quick links to more detailed information administrative tasks.

Main Content

Cheating And Plagiarism-Instr
Cheating And Plagiarism - Instructor

Enter in the **Emplid** or click “Advanced Search” and enter in the Emplid, Term, Class Nbr...to filter your search. For all students you previously entered just click the Search button to get the entire list.

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Student ID: begins with [] []

Term: begins with [] []

Instructor ID: begins with [] 10 []

Class Nbr: = [] []

Name: begins with [] []

Course Title: begins with [] []

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-5 of 5 Last


Student ID	Name	Term	Class Nbr	Course Title	Status	Type
103	James	2087	76978	Adm Orq Behavior	CLOSED	Dept Chair
104	Megar	2087	76939	Adm Orq Behavior	OPEN	Instructor
104	Anthor	2087	76940	Adm Orq Behavior	OPEN	Dept Chair
105	Gilber	2087	76978	Adm Orq Behavior	CLOSED	Instructor
148	Mavra	2087	76941	Adm Orq Behavior	OPEN	Dept Chair


To go back to a previously entered report – click on the entry you want.


To add a new report


1. Click the “Add a New Value” tab.
2. Enter the student’s PeopleSoft id.
3. Enter or Select the Term of the infraction.
4. Enter or select the class Nbr. (Only the classes this student takes for the specified term/instructor will be available to report on)
5. Enter in the Incident Date
6. Click the Add button


[Find an Existing Value](#) [Add a New Value](#)

Student ID: 

Term: 

Class Nbr: 

Incident Date: 

Instructor ID: 

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

The screen defaults as shown below: **NOTE: the Review Type states “Instructor’s Rpt of Conference”**

Report of Cheating/Plagiarism

Report Date 07/20/2009 Fall 2008 Status Stat Dt 07/20/2009

Student Millie [REDACTED] ID [REDACTED]

Instructor Michael [REDACTED] Course Dept Chemistry

Course Title Chemistry & Soci Subj CHEM 10 Class 75215 Sec 01

*Stdnt Affairs Action		*Action Dt
1		

*Incident Date Additional Notes of Incident

*Cheating	Cheating Description
1	

*Plagiarism	Plagiarism Description
1	

INSTRUCTOR - STUDENT CONFERENCE / DEPARTMENT HEARING

Review Type Student Notified of Meeting? Yes No

Date of Conference/Hearing Did Student Admit Responsibility? Yes No No Show

Conference Notes (Optional)

Attendees / Witnesses

Did you impose ACADEMIC SANCTIONS? Yes No If Yes : Choose or Explain

If ACADEMIC SANCTIONS were proposed,did student accept them? Yes No N/A

Do you recommend DISCIPLINARY SANCTIONS? Yes No If Yes, Please Explain

1. Make sure a cheating or plagiarism type is selected or the “Additional Notes of Incident” are filled in.
2. Select and/or enter in the information as needed.
3. Click the Submit button.
4. An email will be sent to you.
5. If Academic Sanctions were not accepted the Department Chair will be copied on the email, otherwise Student Affairs will be copied on the email.

Once Saved – you can only adjust the Instructor-entered details until the Status is changed to “CLOSED” by Student Affairs. At that time – the information will become display only.

Report of Cheating/Plagiarism

Report Date 07/20/2009 Fall 2008 Status Stat Dt 07/20/2009

Student Millie [REDACTED] ID [REDACTED]

Instructor Michael [REDACTED] Course Dept Chemistry

Course Title Chemistry & Soci Subj CHEM 10 Class 75215 Sec 01

Customize Find View All [Grid Icon]		First	1 of 1	Last
*Stndt Affairs Action	*Action Dt			
1				[+/-]

*Incident Date [Calendar Icon] Additional Notes of Incident

Customize Find View All [Grid Icon]		First	1 of 1	Last
*Cheating	Cheating Description			
1	<input type="text" value="9"/> [Search Icon] Having someone else take an exam in your place			[+/-]

Customize Find View All [Grid Icon]		First	1 of 1	Last
*Plagiarism	Plagiarism Description			
1	<input type="text"/> [Search Icon]			[+/-]

INSTRUCTOR - STUDENT CONFERENCE / DEPARTMENT HEARING

Find | View All | First | 1 of 1 | Last

Review Type Student Notified of Meeting? Yes No

Date of Conference/Hearing [Calendar Icon] Did Student Admit Responsibility? Yes No No Show

Conference Notes (Optional)

Attendees / Witnesses

Did you impose ACADEMIC SANCTIONS? Yes No If Yes : Choose or Explain [Dropdown Arrow]

If ACADEMIC SANCTIONS were proposed,did student accept them? Yes No N/A

Do you recommend DISCIPLINARY SANCTIONS? Yes No If Yes, Please Explain

Department Chair's page

If the report/review needs to go to a Department Hearing – the Department Chair will log in to the **Cheating and Plagiarism - chair** link only incidents reported in the department where the logged-in person is recognized as a department chair in PeopleSoft will show up. (You can only see your department's incidents)



1. Find the student to record the Department Chair hearing.
2. Click on that row to bring up the screen.

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Department Chair Id: 1032

Department: 32244

Student ID:

Term:

Class Nbr:

Incident Date:

Instructor ID:

Name:

Course Title:

Include History Case Sensitive

[Basic Search](#)

Search Results

View All First 1-9 of 9 Last

Student ID	Name	Term	Class Nbr	Incident Date	Instructor ID	Course Title	Status	Type
1053	Millie	2087	75514	04/08/2009	19053	What Is Math	OPEN	Dept Chair
1053	Miche	2087	75298	04/08/2009	19053	What Is Math	OPEN	Dept Chair
1053	Esmé	2087	75298	04/08/2009	19053	What Is Math	OPEN	Instructor
1053	Esmé	2087	75298	05/01/2009	19053	What Is Math	OPEN	Dept Chair
1053	Karin	2087	75514	04/08/2009	19053	What Is Math	OPEN	Instructor
1054	Gao	2087	75298	04/08/2009	19053	What Is Math	OPEN	Instructor
1054	Jazm	2087	75514	04/08/2009	19053	What Is Math	OPEN	Instructor
1054	Regir	2087	75514	04/08/2009	19053	What Is Math	OPEN	Instructor
1054	Srbul	2087	75298	04/08/2009	19053	What Is Math	OPEN	Instructor

3. The page will default as shown. **NOTE the “Review Type” shows “Dept Chairs Rpt of Hearing”**
4. Select and/or enter in the information as needed. Click the Submit button.
5. An email will be sent to you and Student Affairs.

Report of Cheating/Plagiarism

Report Date 07/20/2009 Fall 2008 Status Stat Dt 07/20/2009

Student Millie [REDACTED] ID [REDACTED]

Instructor Michael [REDACTED] Course Dept Chemistry

Course Title Chemistry & Soci Subj CHEM 10 Class 75215 Sec 01

*Stndt Affairs Action		*Action Dt
1		

*Incident Date Additional Notes of Incident

*Cheating	Cheating Description
1	9 Having someone else take an exam in your place

*Plagiarism	Plagiarism Description
1	

INSTRUCTOR - STUDENT CONFERENCE / DEPARTMENT HEARING

Review Type Dept Chair's Rpt of Hearing David [REDACTED] Student Notified of Meeting? Yes No

Date of Conference/Hearing Did Student Admit Responsibility? Yes No No Show

Conference Notes (Optional)

Attendees / Witnesses

Did you impose ACADEMIC SANCTIONS? Yes No If Yes : Choose or Explain

If ACADEMIC SANCTIONS were proposed,did student accept them? Yes No N/A

Do you recommend DISCIPLINARY SANCTIONS? Yes No If Yes, Please Explain

Once Saved – you can only adjust the Dept Chair-entered details until the Status is changed to “CLOSED” by Student Affairs. At that time – the information will become display only.

You can now click the "View All" to see both the Instructors report and the Dept Chairs report.

Report of Cheating/Plagiarism

Report Date 07/20/2009 Fall 2008 Status Stat Dt 07/20/2009

Student Millie [REDACTED] ID [REDACTED]

Instructor Michael [REDACTED] Course Dept Chemistry

Course Title Chemistry & Soci Subj CHEM 10 Class 75215 Sec 01

*Incident Date Additional Notes of Incident

*Stent Affairs Action		*Action Dt
1		

Customize | Find | View All | First 1 of 1 Last

*Cheating	Cheating Description
1	9 Having someone else take an exam in your place

Customize | Find | View All | First 1 of 1 Last

*Plagiarism	Plagiarism Description
1	

Customize | Find | View All | First 1 of 1 Last

INSTRUCTOR - STUDENT CONFERENCE / DEPARTMENT HEARING Find | View All | First 1 of 2 Last

Review Type Dept Chair's Rpt of Hearing David [REDACTED] Student Notified of Meeting? Yes No

Date of Conference/Hearing Did Student Admit Responsibility? Yes No No Show

Conference Notes (Optional)

Attendees / Witnesses

Did you impose ACADEMIC SANCTIONS? Yes No If Yes : Choose or Explain

If ACADEMIC SANCTIONS were proposed,did student accept them? Yes No N/A

Do you recommend DISCIPLINARY SANCTIONS? Yes No If Yes, Please Explain