

Instructor's Report of Cheating/Plagiarism  
California State University, Fresno

**CONFIDENTIAL**

Date of Report: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Student Id#: \_\_\_\_\_

Instructor Filing Report: \_\_\_\_\_  
*Please print your name above*

\_\_\_\_\_  
*Instructor Signature Above*

Instructor's Department: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Type of Incident:  Cheating or  Plagiarism

Course Information: \_\_\_\_\_  
*Course Title Course Number Section Number*

Summary of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**INSTRUCTOR'S REPORT OF THE FACULTY-STUDENT CONFERENCE** Faculty will complete this section.

Date of Initial Conference with Student: \_\_\_\_\_

In that conference: Did the student admit guilt?  Yes  No

Did you impose **ACADEMIC SANCTIONS**?  Yes  No

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

Give F for course (semester)

Other: (Please explain.) \_\_\_\_\_

Did 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]*

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**DEPARTMENT CHAIR'S REPORT OF THE DEPARTMENTAL HEARING** Department Chair will complete this section.

Date of official hearing: \_\_\_\_\_

Please list all those present at the hearing: \_\_\_\_\_

In that hearing: Did you impose **ACADEMIC SANCTIONS**?  Yes  No

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

Give F for course (semester)

Other: (Please explain.) \_\_\_\_\_

Did 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]*

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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."