

## Record of Faculty Attempt for Resolution of Cheating or Plagiarism Allegations

### FACULTY SECTION

Faculty Members name:  Department:  Email:	Student name:  SSU email address:
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Course where incident occurred (e.g. ECON 250):

Semester of Course:

#### **Please indicate:**

I found a preponderance of evidence that the student listed above engaged in  
Cheating  
Plagiarism

List here the evidence and/or attach the most relevant evidence to this document:

Dates of meetings between faculty member and student:

#### **Result of discussion with student:**

I gave the student a verbal warning

I want to give the student the consequences listed on my syllabus. List them here:

I am recommending further consequences based on the nature of the incident (*these could include administrative sanctions, attach more pages if necessary*)

### STUDENT SECTION

I received a verbal warning

I agree to the consequences listed on the syllabus for my actions.

I do not agree to the consequences listed on the syllabus for cheating or plagiarism.  
(*Students choosing this option will likely be formally charged with cheating or plagiarism*)

Faculty Signature:

Student Signature:

## Cheating and Plagiarism process at Sonoma State University

- A faculty member who alleges and provides evidence that a student has cheated or plagiarized, and who either gives a verbal warning or resolves the incident in a meeting with the student, must complete this form. Allegations of cheating or plagiarism must be filed within 120 days of discovery. The full Cheating and Plagiarism policy: <http://www.sonoma.edu/policies/cheating-and-plagiarism>.
- Faculty alleging cheating or plagiarism must always meet with the student and present their evidence before applying consequences. If a student selects that they do not agree to the consequences, the faculty member is strongly encouraged to file a formal charge of cheating or plagiarism with the Dispute Resolution Board.
- End of year grades should show RD – Report Delayed until the Board adjudicates the formal case.
- A copy of the signed and completed form should be: 1) retained by the faculty member, 2) sent to the Student Conduct Administrator, and 3) given to the student.
- The form should be signed even if the student disputes the charges or does not agree to the consequences.
- To initiate the formal adjudication process, faculty members need to complete and file the Cheating and Plagiarism Complaint Form - <http://senate.sonoma.edu/forms/drb>
- Adjudicated proceedings are **required** when: 1) faculty attempted resolution has failed, or 2) the faculty member recommends academic sanctions and requests a hearing by the Dispute Resolution Board, or 3) the faculty member recommends administrative sanctions from the Student Conduct Administrator, or 4) both academic and administrative sanctions are recommended.
- If a resolution is reached after filing a formal complaint, immediately contact the Dispute Resolution Board.