

Record of Negotiated Resolution of Alleged Cheating or Plagiarism

A faculty member who alleges that a student has cheated or plagiarized, and who resolves the incident in a meeting with the student, must complete this form (please print neatly). 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. (To initiate the adjudication process, faculty members need to complete and file the Cheating and Plagiarism Complaint Form - <http://www.sonoma.edu/senate/DRB/DRB.html>. Adjudicated proceedings are required when: 1) negotiated 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 negotiated agreement is reached after filing a complaint, immediately contact the Dispute Resolution Board.)

Filing Date:

Faculty Member Name:

Department:

Email:

Campus Phone

Student Name:

Seawolf ID:

Student's Address:

Date(s) of alleged cheating or plagiarism:

Course (department, number, title):

Student's Phone

Academic sanctions faculty member imposes on the student:

Summary of the incident, the evidence, and discussion with the student (*attach a separate sheet if more space is needed*):

I acknowledge that this incident of alleged cheating or plagiarism has been resolved to my satisfaction.
(Please print form for signing)

Signature of faculty member: _____ Date: _____

I have read the Cheating and Plagiarism Policy, and I accept the sanctions that have been imposed by way of a negotiated resolution of this incident of alleged cheating or plagiarism. I understand that I will be contacted for a meeting with the Student Conduct Administrator to discuss the alleged cheating or plagiarism.

Signature of student: _____ Date: _____

Note: The student may write a statement about the alleged incident on the back of this form (or may attach a separate sheet).

Send this form to the Student Conduct Administrator, 3rd Floor of the Student Center