

SAMPLE LETTER FACULTY CAN SEND AFTER MEETING WITH A STUDENT REGARDING AN ACADEMIC INTEGRITY VIOLATION

DATE

FIRST LAST

ADDRESS

Dear Mr./Ms. LAST:

This letter is to follow up on our meeting held on [insert DATE OF MEETING]. At that meeting we discussed the allegation that you [insert PLAGIARIZED, CHEATED, FABRICATED] [insert NAME OF ASSIGNMENT (for tests write "test given on DATE")] in [insert TITLE AND NUMBER OF COURSE].

I have carefully considered all of the information regarding the allegation and the information you provided to me during our meeting. Based upon my review and with approval from the chairperson of the department, I have determined that you [insert HAVE or HAVE NOT] committed an act of [insert CHEATING, PLAGIARISM, FABRICATION].

IF THE STUDENT HAS COMMITTED A VIOLATION, THEN ADD THE FOLLOWING TWO PARAGRAPHS

I am therefore imposing the following sanction. [WRITE A SENTENCE OR TWO DESCRIBING THE SANCTION] You have the right to file a written appeal with the Student Conduct Code Committee regarding the decision imposed. Your letter of appeal must provide a detailed rationale for why you are appealing. Your letter of appeal must be received in the Office of Community Standards within seven calendar days of the date you receive this letter. For further information and to have any questions answered about the appeals process, please contact David Fiacco in the Office of Community Standards, 5748 Memorial Union 581-1406.

Sincerely,

FACULTY MEMBER

TITLE

cc: David Fiacco, Director of Community Standards