

University Letterhead

Date

Student's name

Street Address

City, State, Zip Code

Dear Student:

This letter is official notification that you have engaged in academic misconduct which is in violation of the Code of Student Rights, Responsibilities, and Conduct. By signing the "Faculty Disposition of a Case of Academic Misconduct" form, you acknowledge the violation in which you have been charged (*specify violation: cheating, fabrication, plagiarism, interference, violation of course rules or facilitating academic dishonesty*). The violation occurred in the (*Fall, Spring, Summer I, Summer II*), (*year*), in (*department or school name*) and course (*course number and section number*).

As a result of this violation, you have agreed to accept the following sanction of... (*write 1-2 sentences explaining the sanction you have imposed, which could include resubmitting the assignment, retaking the exam, receiving a failing grade for the course, etc.*)

Pursuant to the Code, a student has seven days from receiving a report to file an appeal of the instructor's decision to the Dean (*specify Dean of School and include contact information*).

Lastly, as mandated by the Code, a copy of this report will be forwarded to the Office of Dean of Students for review. Please note that additional penalties may be imposed by the Office of Dean of Students if warranted.

Please contact me if you have questions concerning this matter.

Sincerely,

Name

Title

cc: *School Dean*
Office of Dean of Students