

Recommended Template Letter to Student

Date

Dear [student name]

I am writing this letter to let you know that I have determined that the **[describe assignment]** you submitted for **[Course name]** is in violation of the University's Academic Integrity policy. Below is documentation explaining how I came to this determination.

[paragraph describing the case for academic dishonesty]

As clearly stated on my syllabus, course documents, or written communication, all work for this course must be original and conform to the rules and regulations in the Academic Integrity policy. Based on my findings, and in accordance with stated policies in the syllabus and the policy about **[describe violation]**, I consider the appropriate sanction to be **[describe sanction]**

As the Academic Policy outlines, after I inform you of my findings and sanction, you can take one of three actions.

1). Agree with the allegation of academic dishonesty and the sanction imposed by my professor.

What this means:

You agree with the allegation and sanction and sign the letter accordingly. The sanction will be imposed. The signed letter will be placed in the University's Academic Conduct Record and the matter will be considered closed.

The Chair of the Academic Integrity Review Board will review all submissions to the Academic Conduct Record for this student. If the student has multiple admitted or proven allegations of academic integrity on file, the Chair can convene the Academic Integrity Review Board to consider additional sanctions based on repeated behaviors.

2). Agree with the allegation of academic dishonesty but disagree with the sanction imposed.

What this means:

You agree that you violated the academic integrity policy, but disagree with the sanction I have decided upon. You may submit an appeal to the Chair of the Academic Integrity Board. The Chair of the Academic Integrity Review Board will review your appeal as well as other evidence such as course syllabus and the allegation to determine whether the case should be heard by the entire Review Board. In most cases, if the sanction falls

within what is listed in the syllabus, the sanction stands and the case is not heard by the Academic Integrity Review Board. In rare cases, the Chair of the Academic Integrity Review Board may send the appeal to the Academic Integrity Review Board. The Academic Integrity Review Board may issue a less severe sanction than identified by the faculty member. In cases of multiple admitted or proven allegations of academic integrity on file, the Academic Integrity Review Board may issue additional or more severe sanctions than initially recommended by the faculty member.

3). Deny the allegation of academic dishonesty.

What this means:

You disagree that you violated the academic integrity policy. You may appeal the matter to the Academic Integrity Review Board. The Chair of the Academic Integrity Review Board will convene a panel to hear the case. In rare cases, the Academic Integrity Review Board may issue a less severe sanction than identified by the faculty member. In cases of multiple admitted or proven allegations of academic integrity on file, the Academic Integrity Review Board may issue additional or more severe sanctions than initially recommended by the faculty member.

You have 3 business days to respond to the allegation. If you do not respond in 3 business days, the sanction imposed by me stands. Please check the action you plan to pursue and sign the letter. The letter will automatically be routed to me and the Chair of the Academic Integrity Review Board. While this letter serves as official notification of an alleged academic integrity violation, it does not preclude further discussions between us to ensure that you fully understand the academic integrity policy and provide suggestions on how to avoid these missteps in the future.

If you select option 2, the Chair of the Academic Integrity Review Board will review the information and determine whether a hearing will be held. If you select option 3, a hearing will be scheduled.

All hearings will be scheduled within 2-15 business days. If extenuating situations prevent the hearing from occurring within 15 business days, the Chair of the Academic Integrity Review Board will contact you and make every effort to schedule as close to the 15-day window as possible.

You have the right to work with an advisor throughout the process. An advisor is an individual who provides support and/or advice to you during the academic integrity hearing process. During the hearing, an advisor may observe, advise, or pass notes to you, but may not ask questions, speak, or directly participate in the process. If you choose to have an attorney as your advisor, the University may also have legal counsel present. If you need assistance selecting an advisor, please contact the Dean of Students Office.

_____ **Agree with the allegation of academic dishonesty and the sanction imposed by my professor**

_____ **Agree with the allegation of academic dishonesty but disagree with the sanction imposed.**

_____ **Deny the allegation of academic dishonesty.**

Faculty Signature _____

Student Signature _____ Student ID Number _____