

<date>

Student Name
Address
City, State Zip

Dear Student:

I am writing this letter to let you know that I have determined that the <paper/review/project/whatever> you submitted as part of your <assignment name> assignment in “<Course name>” contains material that was <lifted from a website (or whatever the source was)>. I have indicated all of this on the attached copy of the paper that you handed in on <date>. This is a very serious matter.

As clearly indicated on my syllabus, all work for this course must be original and must conform to the rules and regulations spelled out in the FSU Student Handbook. Based on my findings, and in accordance with stated policies in the syllabus and in the Handbook about copying, cheating and plagiarism, I consider the appropriate sanction to be a grade of zero in this course.

As the Handbook outlines, after I take the first step of informing you of my findings and decision, you then can take one of two actions. The first action effectively ends this case. It involves the following: you indicate in the appropriate place at the bottom of this letter that you agree with my findings and sanction, sign your name, and return it to the Office of Student Affairs, Sanders Building, Rm 204. The second action moves the case on to the next level. It involves the following: you indicate in the appropriate place at the bottom of this letter that you do not agree with my findings and sanction, sign your name, and again return it to the Office of Student Affairs. The Dean of Students or designee would then contact you regarding further action.

Sincerely,

My Name
Professor of “Course name” (CRNxxxxx) Semester Year

_____ I agree with the above findings and sanction.

(Name)

(Date)

_____ I do not agree with the above findings and sanction.

(Name)

(Date)