

SAMPLE DOCUMENTATION LETTER

(Date)

(Address)

Dear _____:

It is my belief that you have violated the Student Conduct Code with regard to Academic Misconduct as outlined beginning on page 64-65 of the 2016-2017 Student Handbook. In particular, I believe (fill in specifics about date, time, place, circumstances, course number, etc.)

Based on my belief, I am (outline academic consequences)

These academic consequences related to your violation will become effective seven days from the date of this letter. If you choose to contest my belief and this charge of academic misconduct, you are entitled to a regular disciplinary hearing. You must request this hearing in writing to me within seven days of the date of this letter. Information regarding this process can be located on page 66-72 of the *Student Handbook* and also by using the search function for Student Conduct Code on the University web page.

Be advised that the Dean of Students, Bethany Marlowe, will also review this matter. If you have any questions, please contact me or Dean Marlowe immediately.

I truly regret this unfortunate situation and urge you to give it your immediate and full attention.

Sincerely,

/S/

Faculty Name

cc: Bethany Marlowe
Assistant Vice President for Student Life and Dean of Students
246 DiGiorgio Campus Center

Dean of Faculty's College