(Date)

(Campus address)

Dear ______________,

It is my belief that you have violated the Student Conduct Code with regard to Section 7: Academic Misconduct, as outlined beginning on page 15-16 of the 2021-2022 Student Handbook. In particular, I have observed (fill in specifics about date, time, place, circumstances, course number, etc.)

Based on this observation, I am (outline academic consequences-if you need guidance in assigning a sanction, please contact your department chair or Miranda Knight in the Dean of Students Office for guidance. There is also more information on our academic integrity website, found here Academic Integrity Resources.

These academic consequences related to your violation will become effective five business days from the date of this letter. If you choose to contest this allegation of academic misconduct, you are entitled to a regular disciplinary hearing. You must request this hearing in writing to me within five business days of the date of this letter, and then you will receive a conduct charge letter from the Dean of Students Office, which will provide more information about the conduct hearing process. Information regarding this process can be located on page 17-20 of the Student Conduct Code, found here Student Conduct Code.

Be advised that the Assistant Dean of Students, Miranda Knight, will also review this matter, and you may receive additional communication from the Dean of Students Office. If you have any questions, please contact me or Dean Knight immediately.

I urge you to give this your immediate and full attention.

Sincerely,

Faculty Name

Cc: Miranda Knight
Assistant Dean of Students
246 DiGiorgio Campus Center

Cc: Dean of Faculty’s college