

SAMPLE DOCUMENTATION LETTER

(Date)

(Email Address)

Dear _____:

It is my belief that you have violated the Student Conduct Code with regard to Academic Misconduct as outlined beginning on page 15-16 of the 2021-2022 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 17-20 of the Student Conduct Code.

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

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

/S/

Faculty Name

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