

SAMPLE LETTER FOR REPORTING ACADEMIC INTEGRITY VIOLATIONS

TO: Student's Name
Student's Address (verify current address during initial meeting with the student)

FROM: Faculty/Instructor Name

DATE: Date of Memorandum

RE: Notice of Disciplinary Action in Response to an Academic Integrity Violation

Factual information objectively describing the incident(s), to include:

- (1) Full course number, section and title;
- (2) Clear, detailed description of the event(s) that occurred, to include dates and times;
- (3) Action taken by Instructor (witnessed copying from another; confiscated cheat sheet; Internet search for plagiarized submission, etc.)
 - a. Attach copy of any proof obtained (copy of Internet site showing original source, etc.)

Factual information objectively describing the initial conversation when the student was confronted about the alleged misconduct:

- (1) EX: "Thank you for meeting with me and being honest about plagiarizing this material";
- (2) EX: "Thank you for sharing your thoughts; however, I do not believe your representation of the events."

Clear description of the Instructor's action plan:

- (1) EX: "Based on the information above, I am assigning a grade of 'F or Zero' for the assignment";
- (2) EX: "Based on the information above, I am assigning a grade of 'F' for the assignment and a grade of 'F' for the entire course";
- (3) Please include any references to academic integrity policies listed in your syllabus.
- (4) Avenue for student to appeal this decision:
 - a. EX: "Students may not appeal the grade of 'F' on an individual assignment, but you may speak to me if you have any questions regarding my decision"; or
 - b. EX: "Students may elect to appeal a final course grade as provided in the grade appeal procedures (OP 34.03), which may be found at <http://www.depts.ttu.edu/opmanual/OP34.03.pdf>.

"This memorandum is being forwarded to Student Judicial Programs, where an Academic Integrity Reference File will be created. Student Judicial Programs will send you a policy warning letter and may contact you further." See OP 34.03, OP 34.12 and "Integrity Matters Brochure: Disciplinary Outcomes for Dishonesty Violations."

Please consider a closing paragraph with any final thoughts and your contact information.

Instructor Signature

**cc: Your Department Chair, Your Dean; Student Judicial Programs;
Chair of the Department the student is in (EX: Engineering student cheating in an English class)**

Enc: List of any enclosures, such as OP 34.03, Integrity Matters Brochure, etc.