To: [Student First & Last Name]

Subject: Notification of Course Level Action

Dear [first name],

This message is a follow-up to our meeting(s) on [date of meeting] at [time] regarding [assignment/exam] in [class # and title].

[DESCRIBE ANY DETAILS SHARED WITH THE STUDENT REGARDING THE VIOLATION]

[DESCRIBE ANY ADMISSION/ACKNOWLEDGEMENT OR DENIAL BY THE STUDENTS e.g. “During our meeting you admitted to the violation.”]

[DESCRIBE THE BEHAVIOR VIOLATING UNIVERSITY POLICY AND/OR COURSE SYLLABUS]

As the course instructor, it is my obligation to determine an appropriate course-level action for this academic integrity violation. In light of the information I have, I decided to [INSERT COURSE-LEVEL ACTION]*\*\*If this action is identified in the syllabus, reference that this action aligns with what is in the syllabus\*\**.

This violation and resulting outcome(s) are being reported to the Office of Community Responsibility. A staff member from this office will distribute the report to the appropriate administrators per guidelines set forth in the Academic Integrity Actions Procedures: <https://www.cmu.edu/student-affairs/theword/academic-integrity-actions/index.html>

Students who have a pending or reported academic integrity actions may not drop the course or change the course to (P/NP), including the use of a voucher.

A staff member from the Office of Community Responsibility will schedule a meeting to follow up with you regarding the impact of this violation on your student educational record and any questions that you may have about university policy and procedures. The guidelines referenced above outline the appeal process available to you after this meeting.

Sincerely,

[Your Name]   
[Your Title]