To: <STUDENT NAME>

This email is a follow-up to our meeting(s) on <DATE> at <TIME> regarding <ASSIGNMENT/EXAM> in <CLASS NUMBER 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 instructor it is my obligation to determine the appropriate course-level action for this academic integrity violation. In light of the information I have, I have 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). You have the right to appeal this violation and the associated outcome. To appeal you must declare your intent to do so in writing to the Provost within seven (7) days of receiving this notification.

This violation has been reported to the Office of Community Standards & Integrity. They will follow up with you regarding the impact of this violation on your student record.

Additionally this violation has been shared with <INSERT NAMES OF ADMINISTRATORS> per guidelines set forth in the <Graduate Academic Disciplinary Actions Overview/Undergraduate Academic Disciplinary Actions Overview>.