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date

student first name student last name [sent ALSO via email to student email]

Student ID: student id #

student address

city, state zip

Dear student name formal:

On date, I charged you with a possible violation of academic integrity in course and number. You responded to this charge on date. On the basis of my review of the information available to me at this time, I find you in violation of the Student Code, Article 1. 402 - choose specific option from among the options listed in the Code.

*I find that you restate information from narrative of charge letter and the facts found.*

On the basis of this finding that you are guilty of a violation, I have assigned the sanction of insert code number from 1-403(c) and will describe the sanction assigned and its implications for the course.

This decision may be appealed to the name of Department Executive Officer by DATE; fifteen working days later than the date of this letter by contacting office mailing address. Procedures for appeal are noted in the Student Code at 1-405: Appeal Hearing Guidelines. Questions concerning appeals within the department should be addressed to the department executive officer or designee. If you have specific questions regarding the sanction, please contact me at phone or other contact information.

Sincerely,

faculty full name faculty title cc: Department UEO

Student's College of Enrollment