

SAMPLE LETTER #1

INFORMING STUDENT OF NO DISCIPLINARY ACTION

DEAN'S OFFICE LETTERHEAD

ÖÖ/Ö

NAME OF STUDENT (STUDENT NUMBER)
STUDENT'S ADDRESS

Dear NAME OF STUDENT,

Thank you for joining us, NAME, the Director of A, NAME, Recording Secretary from Faculty B, and NAME, Associate Dean, Faculty of B on ÖÖ/Ö when we discussed your possible involvement in an act academic dishonest during the final examination of COURSE NAME and COURSE NUMBER held on ÖÖ/Ö.

During this examination an invigilator found you in possession of unauthorized material, in the form of a calculator with course related information written in pencil on the back.

In our hearing, you assured us that you borrowed the calculator and you were not aware of the writing on the back. We asked you to provide a written statement from the owner of the calculator acknowledging ownership and to explain the writing on the back. We received a copy of this letter on ÖÖ/Ö and subsequently met to discuss your case.

The result of our meeting is that we found that the evidence did not support the allegations of academic dishonesty. We believe that you were unaware of the presence of the writing on the back of the calculator, however, we must emphasize the seriousness of cheating and hope that you will consider this hearing a warning.

January 5, 2015

We trust that you have learned a very valuable lesson from this incident.

Respectfully yours,

ASSOCIATE DEAN, FACULTY B

DIRECTOR, SCHOOL A

cc. NAME, DEPARTMENT HEAD, Department of Statistics
NAME OF STUDENT ADVOCATE, Student Advocacy

January 5, 2015