

SAMPLE LETTER #3

INFORMING STUDENT OF DISCIPLINARY ACTIONS

DEPARTMENT LETTERHEAD

DATE

Mr. NAME OF STUDENT (STUDENT NUMBER)
STUDENT'S ADDRESS

Dear NAME OF STUDENT,

Thank you for meeting with me on DATE regarding your course work in COURSE NUMBER: COURSE TITLE. I have considered all the information that was provided, including your admission that you violated the university's policy on plagiarism and cheating and your regret over your actions.

Given that this incident is, to the best of my knowledge, your first offense along with the type of and extent of plagiarism, the following penalty will apply:

1. Your grade on the assignment in question will be zero (0).
 - a. You are required to take the following two workshops from the Learning Assistance Centre (LAC) on campus: *Writing a Research Paper Using Sources in Academic Papers: APA*

I understand that the LAC offers these workshops in one-on-one sessions with students, so you will need to make an appointment for each workshop. You are required to complete these workshops by DATE and provide evidence to me that you have completed these workshops.

- b. You are to write a 3-5 page paper comparing your behaviour in this incident to the expectations outlined in the pamphlet *Cheating, Plagiarism and Fraud* (available from the Student Advocacy Office) and explain why your actions are considered to be academically dishonest. This paper is to be submitted to me by DATE.

2. If you successfully complete the two requirements above by the dates indicated, your grade in the course (NAME) will stand at the grade assessed by Professor (NAME) on completion of the course. If you do not successfully complete these two requirements by the dates indicated above, your grade in the course will be "F DISC."

Please be advised that academic dishonesty is a very serious matter and any further incidents can lead to an escalation in disciplinary measures. A copy of this letter will be held in the Department's office.

if you wish to appeal this decision a written appeal must be submitted within ten working days of the date of this letter. The appeal must be directed to the Associate Dean (NAME) of Faculty A.

You are advised to seek assistance from the Student Advocacy office, 520 University Centre (474-7423). A copy of the Student Discipline Bylaw can be obtained from that office or online at http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html

Sincerely,

Name, Department Head

c. ASSOCIATE DEAN, Faculty A
Contact Information

January 5, 2015