

SAMPLE LETTER #2

INFORMING STUDENT OF DISCIPLINARY ACTIONS

DEAN'S OFFICE LETTERHEAD

DATE

NAME OF STUDENT (STUDENT NUMBER)
STUDENT'S ADDRESS

Dear NAME OF STUDENT,

Thank you for joining us, NAME OF REPRESENTATIVE from Faculty A, NAME OF RECORDER from Faculty B and NAME OF ASSOCIATE DEAN, Faculty B on DATE when we discussed your involvement in an act of academic dishonesty during the final examination of COURSE NAME and NUMBER held on DATE.

Although you signed the exam attendance sheet, you did not hand in your exam paper, thus contravening exam regulations.

We regret to inform you that we have found that you committed an act of academic dishonesty. Given that this is your first offence and that we are not certain that you fully comprehend the importance of the offense due to language barriers, you have been assessed the following penalties:

1. You will receive a Final Grade of F-DISC on COURSE NAME and NUMBER
2. The following statement will be placed on your academic transcript:
"Student found guilty of academic dishonesty (contravening examination regulations) in COURSE NAME and NUMBER".

The above statement and the DISC may be removed from your transcript at the time of your graduation. You must submit a written request to the Registrar for this removal to be completed.

3. You are required to submit a 500 word essay describing the importance of examination regulations to the DIRECTOR of SCHOOL A and the ASSOCIATE DEAN of FACULTY B by TIME / DATE; _____ failure to do so will result in another hearing to review your case. Your Student Advocate may assist you in

preparing the essay by providing you with any pertinent materials. Please ensure that you use correct citations in your essay and be very careful not to plagiarize.

You may appeal the finding of academic dishonesty and the disciplinary actions to the Faculty B Local Discipline Committee by writing to NAME, the DEAN of the Faculty B, within ten (10) working days of the date of this letter. You are advised to contact Student Advocacy, 520 University Centre (474-7423) for advice and assistance. 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

Respectfully yours,
ASSOCIATE DEAN of FACULTY B
Contact Information

c. DEAN, FACULTY A

January 5, 2015