

SAMPLE LETTER NOTIFYING STUDENTS OF ACADEMIC DISHONESTY

Date

Dear *Student's Name*,

The Grossmont-Cuyamaca Community College District, Cuyamaca College policy prohibits students from engaging in dishonest academic behavior as per the *Student Code of Conduct*. As stated in the course syllabus and in class, students who have engaged in such behavior will be given an "F" for the assignment or exam.

*Describe what occurred, including: nature of incident and the date of the incident

Describe the academic sanction you are giving

Sample 1

As a result of this violation, I regret to inform you that I have given you an "F" for the assignment or exam because a large portion of your assignment/exam was plagiarized from a web site.

Sample 2

I regret to inform you that I have given you an "F" for the assignment or exam because you were seen copying answers from notes that were found under your seat.

If you would like to discuss this further, feel free to contact me. You also have the right to appeal my decision. Should you choose to do so, the appeal process can be initiated by sending a prompt written statement to the Dean of *Name of School, such as Arts & Humanities*, *Name of School Dean*.

Please note that if additional violations of academic dishonesty should occur, they may result in more severe disciplinary sanctions, up to and including suspension or expulsion.

Sincerely,

Instructor Signature

Instructors Name

cc: Department Chair
Division Dean