

Via Email

Date

Dear [Student]:

I would like to meet with you about an alleged incident of academic dishonesty that occurred on [date] in my [course] in which you [whatever it is the student did that violated the policy]. Please schedule an appointment for us to meet at your earliest opportunity, but no later than three (3) class days from the date of this email. If you believe you are not responsible, you may bring any evidence and any witnesses who have information that supports that assertion.

Please refer to the ISU Academic Dishonesty Policy, which may be found at: [www.isu.edu/studenthandbook](http://www.isu.edu/studenthandbook). If you have any questions about the policy or process or need an advocate or translator, please contact the Office of Student Life, 282-2315.

I look forward to resolving this matter with you. Best wishes.

Sincerely,

[Name of Instructor]

Date

Dear [Student]:

The purpose of this letter is to notify you that, following an investigation regarding alleged academic dishonesty in my [course title and number] in the [semester], I have found you responsible for Academic Dishonesty under the ISU Academic Dishonesty Policy (<http://www.isu.edu/policy/fs-handbook/part6/6.9/6.9a.html>). Specifically, I found that you [whatever it is s/he did—plagiarism or cheating or a combination of both]. A copy of my incident report is attached.

I have decided to impose the sanction of: [specific sanction]. You may appeal this decision. Procedures for Appeal are noted in #5. of the Academic Dishonesty Policy referenced above.

Please note that the ISU Academic Dishonesty Policy states in A.3. e., "Withdrawal from a course does not exempt a student from penalties for academic dishonesty."

Sincerely,

[Instructor]

Attachment: Incident Report

Cc: [Instructor's Department Chair  
[Instructor's Dean]  
[Student's Academic Major Department Chair]  
[Student's Academic Dean]  
Office of the Registrar  
Vice President for Student Affairs Office