**SAMPLE LETTER: Academic Misconduct Notification –**

January 10, 2015

Betty Aubuchon

123 Residence Hall

University of Connecticut

Storrs, CT  06269

Email:Betty.aubuchon@uconn.edu

Dear Betty:

This letter serves as a follow up to our meeting on Friday, January 8, 2013. Based on our conversation and the evidence I have, I must inform you that I have reason to believe that you were involved in an instance of academic misconduct in History 289-78. Due to this discovery, I must follow the Undergraduate Academic Integrity policy as set in Appendix A of *Responsibilities of Community Life:The Student Code*. Specifically, as we discussed yesterday, my evidence is a term paper, submitted by you on January 4, 2013, on the subject of the settlement of Rock Port, Maine. This same paper was located on a college papers for sale service entitled “Rock Port, Maine: 1600-1890”. The paper that you submitted was verbatim in text and bibliography.

You are being informed that it is my intent to impose the letter grade of ‘F’ for the course. In accordance with *The Student Code*, you may request a hearing with the Academic Integrity Hearing Board if you disagree with the allegations. You have five business days (January 16, 2015) to submit to me a written request for a hearing. If I have not received any communication from you by this date, the said academic consequence will be imposed.

The Community Standards staff members are available to meet with you to review *The Student Code* and answer any questions that you may have regarding academic integrity or student’s rights as set forth under *The Student* *Code*. Please note that a copy of this letter is forwarded to Community Standards, who has the right to consider additional sanctions.

You may reach Community Standards at 486-8402 Monday through Friday from 8:00 a.m. to 5:00 p.m., via email at community@uconn.edu, or visit online at www.community.uconn.edu.

Sincerely,

Emile Jones

Professor of History

cc: Community Standards, Unit 4119, community@uconn.edu