

DATE: [Date]

TO: [Student Name]

 [Address/Email]

FROM: [Professor Name]

Cc: Dr. Jared Tippets, Vice President for Student Affairs

 Heather Ogden, AVP/Dean of Students

 [Dean of College]

 [Department Chair]

RE: **Notice of Decision** of Alleged Violation of Academic Integrity Policy

Dear [Student Name],

I am writing this notification as a follow-up to our conversation regarding your notice of alleged violation of the Academic Integrity Policy (#6.33). In our meeting, we discussed that you were in violation of this policy [What Student Did].

As we discussed, this qualifies as [Specific act of Policy #6.33, i.e. Plagiarism, Cheating, Fabrication, etc.]. Specifically, your actions violate the following policy in the Southern Utah University Policies and Procedures:

 *Policy # 6.33, Section IV (Types of Academic Dishonesty), Letter [Insert Appropriate letter]*

 [Copy and paste the appropriate section of the Policy]

Due to your violation of this policy, you will receive [insert sanctions]. A copy of this letter will be sent to the Office of the Vice President of Student Affairs, and a note of this incident will be made in their records. If you have been found responsible for violating the Academic Integrity policy previously, or if you are involved in any additional incidents of this nature, further consequences, up to and including dismissal from the University, may be imposed.

You have the right to appeal this decision if:

1. There was a denial of adequate and fair due process that resulted in a material error that impacted the outcome of the process.
2. This Policy was applied in a Clearly Erroneous manner in reaching the decision on violation findings, Sanctions.
3. The Sanction imposed was not appropriate for the violation(s) which the Respondent was found to have committed; or
4. There is new evidence or information that was not reasonably available at the time of the review and/or hearing which is reasonably likely to affect the outcome of the process.

You may submit an appeal to the Office of the Vice President for Student Affairs within five business days of receiving this letter (phone number: 435-586-7710). Please consult SUU Policy #6.33 and SUU Policy #11.2 for further details (available online at <https://www.suu.edu/policies/06/33.html> and <https://www.suu.edu/policies/11/02.html> respectively).

If you have any further questions regarding this situation, please do not hesitate to contact me.

Sincerely,

[Faculty Name]