



Reporting Academic Dishonesty
DIVISION DEAN REPRIMAND LETTER

Date _____

Dear _____,

I received a report from _____ indicating that you have engaged in academic dishonesty during the following:

Course title: _____ **CRN #:** _____ **Date of violation:** _____

Your violation of academic integrity, as outlined below, has caused a disruption to the learning environment by distracting the students and/or myself.

Description of violation: _____

If this information is correct, it places you in direct violation of Citrus Community College District Board Policy BP 5500, Standards of Conduct. Specifically:

Article 13 - Cheating, plagiarism (including plagiarism in student publications), or engaging in other academic dishonesty;

This letter serves as an official reprimand regarding your unacceptable actions and to inform you that academic dishonesty is not acceptable behavior at Citrus College and will not be tolerated. As stated in Administrative Policy 5520, Student Discipline Procedures, section 4:

The division dean shall have the right to issue a formal reprimand unilaterally and without a hearing.

Be advised that further violations of Board Policy 5500 may result in additional disciplinary sanctions, including but not limited to long-term suspension and/or expulsion. As stated in AP 5520, "A reprimand serves to place on record that a student's conduct on a specific instance does not meet the standards of the college." Additionally, a copy of this report has been filed with the dean of students.

If you have any questions or need further assistance, please call my office at (626) ____ - _____. You may also learn more about the District's policies and expectations by visiting www.citruscollege.edu/studtsrv/studentaffairs or by reading the enclosed policies and procedures.

Sincerely,

CC: _____, Faculty

_____, Dean of Students