Dear (Student Name),

The purpose of this correspondence is to inform you that I am assigning you the grade of “F” or “0” on the assignment/exam in (course/class #) for the (term, year) academic semester. I have elected to assign this grade penalty as a result of academic dishonesty allegations. Specifically, on (date, year) during the administering of (exam/test/assignment), I personally observed you use unauthorized (name item and what it contained; ie sheet of paper with numerous answers for this examination). You should recall from our course syllabus and class discussion that such aid is strictly prohibited. Furthermore, when I asked to speak with you during this (exam/test/assignment), you admitted to this misconduct.

Academic dishonesty is not acceptable behavior at Citrus College, will not be tolerated, and violates the Standards of Conduct established by the Citrus College Board Policy BP 5500:

   Article 12. Cheating, plagiarism (including plagiarism in student publications), or engaging in other academic dishonesty.

I have enclosed copies of the Board Policy 5500, Standards of Conduct and Citrus Community College District Administrative Procedure AP-5520 Student Disciplinary Procedures. Please be aware that this violation of the college’s Standard of Conduct will influence the severity of the penalty in case of any future violations. Therefore, it is important to note that any further violations of the Standards of Conduct could result in additional disciplinary sanctions, including but not limited to disciplinary probation, disciplinary suspension, summary suspension, and expulsion.

Additionally, “Records of reprimand will be retained by the Dean of Students Office and with the (Division Dean) of (Department name) and will not be part of the student’s permanent disciplinary record.”

Please feel free to contact me at (626) 914-XXXX.

Sincerely,

Faculty name, Department name

cc: Division Dean, Department name
    Dean of Students