Dear [STUDENT NAME],

*Your contact with the student must be in writing and must convey the initial concerns about academic dishonesty, giving the student enough information to allow the student to be prepared to respond in writing.*

I am writing to you today regarding [NAME OF ASSIGNMENT]. I believe what you submitted for this assignment may be a violation of the Student Academic Integrity policy 06.003. Specifically, my concern relates to [PICK FROM THE FOLLOWING LIST OF APPLICABLE VIOLATIONS]

* “Cheating” means the use of unauthorized assistance in an academic exercise
  + use of any unauthorized assistance to take exams, tests, quizzes, or other assessments;
  + usage of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; usage without permission, of tests, notes, or other academic materials belonging to instructors, staff members, or other students of the university;
  + dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor;
  + any other act designed to give a student an unfair advantage on an academic assignment.
* Fabrication. “Fabrication” means falsifying or inventing any information, data, or research outside of a defined academic exercise.
* Facilitating Academic Dishonesty. “Facilitating academic dishonesty “means helping or assisting another in the commission of academic dishonesty.
* Forgery. “Forgery” means altering a score, grade, or official academic university record; or forging the signature of an instructor or other student.
* Plagiarism. “Plagiarism” means use of another’s thoughts or words without proper attribution in any academic exercise, regardless of the student’s intent, including but not limited to:
  + the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
  + the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.
* Sabotage. ”Sabotage” means acting to prevent others from completing their work or willfully disrupting the academic work of others.

I have attached/included for your review the evidence that causes me to believe this violation has occurred. The policy allows you the opportunity to respond in writing, by meeting with me, or both, if you reply to this notice within a five-day window. I will wait to make a final decision until you have had the opportunity to respond. If I decide you are responsible for this violation, the full range of sanctions afforded to me are found in the policy I’ve included here. They range from admonition (a warning) to assigning a failing grade in the class.

I will move forward with filing a report with the Office of Academic Integrity regarding this violation if I have not heard from you within the five-day window. I have included a link to the policy for your review: <https://policy.unt.edu/policy/06-003>

Please respond with times when you may be available to meet.

Sincerely,

[INSTRUCTOR NAME]

Dear [STUDENT],

*Here are possible examples of what it may look like when sent to a student.*

I am writing to you today regarding the Research Paper. I believe what you submitted for this assignment may be a violation of the Student Academic Integrity policy 06.003. Specifically, my concern relates to Plagiarism. “Plagiarism” means use of another’s thoughts or words without proper attribution in any academic exercise, regardless of the student’s intent, including but not limited to, the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.

I have attached for your review the evidence that causes me to believe this violation has occurred. The policy allows you the opportunity to respond in writing, by meeting with me, or both, if you reply to this notice within a five-day window. I will wait to make a final decision until you have had the opportunity to respond. If I decide you are responsible for this violation, the full range of sanctions afforded to me are found in the policy I’ve included here. They range from admonition (a warning) to assigning a failing grade in the class.

I will move forward with filing a report with the Office of Academic Integrity regarding this violation if I have not heard from you within the five-day window. I have included a link to the policy for your review: <https://policy.unt.edu/policy/06-003>

Please respond with times when you may be available to meet.

Sincerely,

[INSTRUCTOR NAME]

Dear [STUDENT],

I am writing to you today regarding Exam 1 from today’s class. I believe you may be in violation of the Student Academic Integrity policy 06.003. Specifically, my concern relates to Cheating. “Cheating” means the use of unauthorized assistance in an academic exercise, including unauthorized assistance to take exams, tests, quizzes, or other assessments.

During the exam today I witnessed you looking over at your neighbor’s exam. Additionally, upon review I discovered your answers directly mirror each other. The policy allows you the opportunity to respond in writing, by meeting with me, or both, if you reply to this notice within a five-day window. I will wait to make a final decision until you have had the opportunity to respond. If I decide you are responsible for this violation, the full range of sanctions afforded to me are found in the policy I’ve included here. They range from admonition (a warning) to assigning a failing grade in the class.

I will move forward with filing a report with the Office of Academic Integrity regarding this violation if I have not heard from you within the five-day window. I have included a link to the policy for your review: <https://policy.unt.edu/policy/06-003>

Please respond with times when you may be available to meet.

Sincerely,

[INSTRUCTOR NAME]