

# Academic Integrity Policy Violation Notice

Date: [Insert Date]

To: [Student's Name]

Student ID: [Insert Student ID]

Course: [Insert Course Name]

Instructor: [Insert Instructor's Name]

Institution: [Insert Institution Name]

Dear [Student's Name],

This letter serves as official notification regarding a violation of the academic integrity policy as outlined in the student handbook. It has been reported that [briefly describe the nature of the violation, e.g., cheating, plagiarism].

As per our academic integrity policy, the following actions will be taken:

- [Describe specific action 1, such as "a zero grade on the assignment."]
- [Describe specific action 2, such as "a meeting with the academic integrity board."]

Please be aware that this is a serious matter and further violations may result in more severe consequences, including possible suspension or expulsion from the institution.

You have the right to contest this finding. If you wish to appeal, please submit your written appeal to [insert contact information] by [insert deadline date].

We encourage you to take this matter seriously as academic integrity is vital to your success and to the reputation of our institution.

<pSincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]