

# Disciplinary Action Letter

Date: [Insert Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

This letter serves as a formal notification regarding the recent incident of academic dishonesty involving you in [Course Name/Code] on [Date of Incident]. After a thorough review of the circumstances and evidence presented, it has been concluded that your actions constitute a violation of the academic integrity policies outlined in the [Institution's Name] Student Handbook.

The specific details of the incident are as follows:

- Date of Incident: [Date]
- Description of the Dishonesty: [Brief Description]
- Evidence: [Brief Description of Evidence]

As a result of this violation, the following disciplinary actions will be implemented:

1. [Action 1 - e.g., failure of the course]
2. [Action 2 - e.g., probation period]
3. [Any additional actions]

We encourage you to reflect on this incident and understand the importance of maintaining academic integrity. If you have any questions or wish to discuss this matter further, please feel free to contact [Name of the Administrator] at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Institution's Name]