

Student Disciplinary Proceedings Advisory

Date: [Insert Date]

To: [Student's Name]

[Student's Address]

Dear [Student's Name],

We are writing to inform you that a disciplinary proceeding has been initiated against you in relation to [briefly state the nature of the allegation]. This proceeding will follow the guidelines outlined in the Student Code of Conduct.

The details of the proceeding are as follows:

- **Date of the Hearing:** [Insert Hearing Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Attendees:** [List of attendees, if applicable]

You are encouraged to attend this hearing and may bring a support person or legal advisor to assist you. It is your right to present evidence and call witnesses on your behalf.

Please confirm your attendance by [insert confirmation deadline]. If you have any questions or require further information, feel free to contact [insert contact person's name and contact information].

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Title]

[Institution's Name]