

# Notice of Academic Misconduct Charge

Date: [Insert Date]

To: [Student's Name]

From: [Instructor's Name]

Subject: Academic Misconduct Charge

Dear [Student's Name],

I am writing to formally notify you of a charge of academic misconduct related to [specific incident/assignment]. It has come to my attention that [brief description of the incident, e.g., evidence of plagiarism, cheating during an exam, etc.].

This action is in violation of [insert relevant policy or code of conduct], which states that [insert relevant policy details]. As part of the process, you are entitled to a hearing where you may present your case.

Please schedule a meeting with me by [insert deadline] to discuss this matter further. Failure to respond may lead to further disciplinary actions.

Thank you for your attention to this serious matter.

Sincerely,

[Instructor's Name]

[Instructor's Title]

[Institution Name]

[Contact Information]