

Non-Academic Misconduct Resolution

Date: [Insert Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

This letter serves to formally address an incident of non-academic misconduct that occurred on [insert date of incident]. It has been reported that you [briefly describe the misconduct].

After a thorough review of the situation, including your account and any relevant evidence, we have determined that this incident constitutes a violation of our institution's code of conduct. As this is your first offense, we would like to provide you with an opportunity to learn and grow from this experience.

The following resolution actions have been agreed upon:

- Attend a mandatory workshop on [insert relevant topic].
- Submit a reflective essay about the incident and what you have learned.
- Engage in community service for [insert number] hours, to be completed by [insert deadline].

We believe that through this process, you will gain valuable insights and develop a better understanding of the expectations we have for our students. It is important for you to take this matter seriously and complete the required actions within the specified timeframe.

If you have any questions or wish to appeal this decision, please do not hesitate to reach out to [insert contact information].

We wish you the best as you navigate this situation and look forward to your positive growth.

Sincerely,

[Your Name]

[Your Title]

[Institution's Name]