

Academic Integrity Findings Summary

Date: [Insert Date]

To: [Faculty Name]

From: [Your Name]

Subject: Summary of Academic Integrity Findings

Introduction

This letter summarizes the findings regarding the recent academic integrity investigation related to [Course/Assignment Name].

Details of the Findings

Upon review of the evidence collected, the following findings were concluded:

- Incident Description: [Brief description of the incident]
- Evidence Collected: [List of evidence]
- Involved Parties: [Names of involved students]
- Institution Policies Violated: [List of policies]

Recommendations

Based on the findings, the following recommendations are made:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Conclusion

Please review this summary and provide your feedback. Your contribution is essential in upholding the integrity of our academic standards.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]