

Academic Integrity Offense Report

Date: [Insert date]

To: [Insert Recipient's Name]

From: [Insert Your Name and Title]

Subject: Academic Integrity Offense Report

Dear [Recipient's Name],

This letter serves to formally report an incident of academic integrity violation involving [Insert Student's Name], a student enrolled in [Insert Course Name and Code] for the [Insert Semester/Year].

On [Insert Date of Incident], it was observed that [Insert detailed description of the incident, including specific actions taken by the student that constitute a violation of academic integrity].

In accordance with the university's policy on academic integrity, this report is submitted for record-keeping and appropriate disciplinary action as deemed necessary. I have attached supporting documentation including [Insert list of documentation, e.g., original work, test papers, witness statements].

Please feel free to contact me at [Insert Your Contact Information] should you require any further information regarding this matter.

Thank you for your attention to this serious issue.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Your Department]

[Insert University Name]