

Academic Integrity Policy Reminder

Dear Staff,

As we continue to promote a culture of honesty and integrity within our academic community, we would like to remind you of our Academic Integrity Policy. It is imperative that all members of our institution uphold the highest standards of academic conduct.

Responsibilities include:

- Encouraging originality and critical thinking in student submissions.
- Reporting any observed violations of the academic integrity policy.
- Providing appropriate guidance regarding research and writing practices.

Please take a moment to review the full Academic Integrity Policy document and ensure that you are familiar with its contents. Your cooperation and commitment are crucial in maintaining the trust and respect essential to our academic environment.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]