

## SAMPLE LETTER NOTIFYING STUDENTS OF ACADEMIC DISHONESTY

Date:

Dear (insert Student's Name)

The San Diego Community College District, Miramar College, and class policy prohibit students from engaging in dishonest academic behavior as per the *Student Code of Conduct Policy 3100* and the *Honest Academic Conduct Procedure 3100.3*. As stated in the course syllabus and in class, students who have engaged in such behavior will be given an "F" for the assignment or exam and/or the course.

**Describe what occurred.** Please include the following information - Course #, nature of incident, date/time.

**Describe the academic sanction you are giving**

- *Sample 1*  
As a result of this violation, I regret to inform you that I have given you a "0" for the assignment/exam/, because a large portion of your assignment/exam was plagiarized from a web site.
- *Sample 2*  
I regret to inform you that I have given you an "F" for the assignment/exam/course, because you were seen copying answers from notes that were found under your seat.

If you would like to discuss this further, feel free to contact me. You also have the right to appeal my decision. Should you choose to do so, the appeal process can be initiated by sending a prompt written statement to the Dean of (Name of School), (Name of School Dean) at the following email (insert email).

Please note that if additional violations of academic dishonesty should occur, they may result in more severe disciplinary sanctions, up to and including suspension or expulsion.

Sincerely,

(Insert Signature)

Instructors Name

cc: Department Chair  
School Dean  
Dean of Student Affairs

*Miramar College  
Office of Student Affairs, K1-210  
10440 Black Mountain Rd.  
San Diego, CA 92126  
(619) 388-7313*