

DATE: <<DATE OF NOTICE>>

TO: <<STUDENT NAME>>

FROM: <<PROFESSOR NAME>>

Cc: Dr. Jared Tippets, Vice President for Student Affairs

 Heather Ogden, AVP/Dean of Students

 [Dean of College]

 [Department Chair]

RE: Notice of Alleged Violation of Academic Integrity Policy

It appears your efforts to complete <<ASSIGNMENT/EXAM NAME>>, [INSERT DATE OF VIOLATION], you may have violated the University’s Academic Integrity Policy (SUU Policy # 6.33), by [Add specific allegation- example*: "The Turnit in score on Paper #2, identified 95% plagiarized".*

In order to address this allegation, **you will need to meet with me for an Initial Conference as prescribed by the policy**. Please contact me within the next 72 hours to schedule an appointment at <<PROFESSOR EMAIL>> or by calling <<PROFESSOR PHONE>>. If you are unable to reach me by phone, please leave a message including the times you would be available to meet.

At the Initial Conference, we will discuss (1) the University’s process for resolving alleged violations of the Academic Integrity Policy, (2) the source of the information alleging your violation, (3) whether you are responsible for the violation, and (4) if you did violate the policy, a commensurate remedy. As you prepare for our Initial Conference, you should carefully review the Academic Integrity Policy at <https://www.suu.edu/policies/06/33.html> <<and the expectations outlined in the course syllabus.

If you choose not to respond to this notice or participate in the Initial Conference, I will request that a hold be placed on your student account. You should also be aware that if you fail to respond to this notice or fail to attend the Initial Conference:

* I may conclude that you violated the policy and impose a commensurate remedy for the violation, which could result in a failing grade for the course.
* This notice will become part of your permanent educational record, so it is imperative that you respond to resolve any discrepancies or inaccuracies.

If you are found responsible for violating the policy in this course, I will request that the Vice President for Student Affairs include the violation in your educational record. Students who violate the Academic Integrity Policy more than once may be dismissed from the University.

If you have questions about this notice, please contact me at the above email, or the Dean of Student’s Office at 435-586-7710.

If you have any further questions regarding this situation, please do not hesitate to contact me.

Sincerely,

[Faculty Name]