DATE

STUDENT NAME

STREET ADDRESS

CITY, STATE ZIP

Dear STUDENT,

This letter is notification that you have been accused of academic misconduct in CLASS on DATE. Specifically, the charges are as follows:

Choose an item.

In accordance with college policy, I am informing you in writing that this matter has been discussed with the academic dean, DEAN’S NAME, and a report of this incident will be submitted to the dean no later than DATE.

In accordance with college policy and my course syllabus, the sanction that will be imposed in this situation is

 Choose an item.

Please review the Virginia Western Student Conduct Policy, located on the College website at <https://www.virginiawestern.edu/about/legal-and-policies/policies/student-affairs/i-21/>. Please note the timeframe described in the appeals process should you decide to appeal my decision.

Sincerely,

INSTRUCTOR NAME

TITLE/DEPARTMENT