

Date

Dear Student:

This communication serves as official notification that, pursuant to ETSU policy, you have been found in violation of ETSU's [academic misconduct policy](#) (*list offense(s) - cheating, plagiarism, fabrication*) for the assignment (*assignment name*), that was submitted in (*course rubric, section number, and course name*) on (*list date work submitted*). The specific characteristics of this assignment that justify this finding are (*attach the documentation, or describe the violation(s), or both*).

This action will be filed with the Dean of the ([college](#) where violation occurred, *all graduate student cases are handled through the Graduate School*). Repeated or flagrant academic misconduct violations can lead to suspension and/or expulsion from the university.

The following sanction will be applied to the assignment: (*explain sanction here; for example, grade on assignment will be lowered to ___; a grade of ___ will be assigned for the course*).

You have a due process right to appeal this finding and/or the sanction applied to this assignment. To exercise the right of appeal, contact the Dean's office of the [college](#) where the violation occurred as noted above, no later than seven (7) business days from the date of this notice.

I have decided to take this action as the course instructor. It is also within my purview to request that the Dean of the college where the violation occurred also pursue a formal disciplinary hearing. I (*am or am not*) requesting that this formal disciplinary hearing be held, although the final decision rests with the Dean, who may also take into account any previous violations. Charges of academic misconduct are adjudicated through procedures detailed within the [East Tennessee State University Institutional Disciplinary Rules – Academic Misconduct Procedures](#).

Sincerely,

Professor