

DATE

STUDENT NAME (ID)
SENT TO: DREXEL EMAIL

Dear STUDENT NAME:

After reviewing your submitted INSERT ASSIGNMENT/EXAM/PROJECT, I have found a potential violation of the Academic Integrity Policy, specifically, CHEATING/ PLAGIARISM/ FABRICATION/ ACADEMIC MISCONDUCT.

Please schedule a meeting with me, by contacting (INSERT EMAIL AND/OR PHONE NUMBER) to discuss this matter. If you do not respond to the meeting request within seven (7) calendar days from the date of this letter, a decision be rendered in your absence regarding the violation; and you will be responsible for any findings and sanctions determined.

In addition, I will submit an incident report to Student Conduct & Care regarding this policy violation and that will result in a disciplinary record with the University.

It is recommended that you review the Academic Integrity Policy prior to our meeting at: <http://drexel.edu/provost/policies/academic-integrity/>. In addition, you should review the Academic Integrity Conduct Process at: https://drexel.edu/studentlife/community_standards/code-of-conduct/academic-integrity-policy/.

If you have questions regarding the **Code of Conduct**, please contact Student Conduct directly at studentconduct@drexel.edu or 215.895.2506.

Sincerely,

NAME
TITLE
DEPARTMENT