Faculty letter to student requesting a meeting

Dear <Student Name>,   
   
On <Insert Date> it was brought to my attention that you may be in violation of the university’s academic integrity policy. The specific violation under review is <potential AI violation and definition>.

As outlined within the Faculty Manual it is requested that you schedule a meeting with me no later than <deadline date> to discuss this concern. In the event you fail to respond within seven calendars to this request you will forfeit the opportunity to present your understanding of this situation to me.  

The materials that will be used to discuss the alleged violation are the following:

* List out any items you used that leads you to believe there is a potential AI violation such as a SafeAssign, Authenticate Document, Group Me messages, etc.

During this meeting I will present to you my concerns regarding a possible violation of the academic integrity policy. You will be provided the opportunity to share your perspective and/or explain circumstances that you believe should be considered. You have the right to have an observer in attendance for this meeting. An observer may attend but does not have an active role within this meeting and is considered a nonparticipating observer.  Please note that I will also have a non-participating observer in the meeting.

If you are found responsible for an academic integrity violation, the proposed sanctions could be the following:

* List out possible sanctions such as grade reduction for paper, course grade reduction, redoing the assignment, failing the course resulting in an XF on the transcript, etc.

During the meeting or before, if you agree to the violation and sanction that you can sign a waiver indicating such. The waiver can be found here: insert waiver link

Following this meeting, if you do not agree with the decision a Formal Departmental Meeting will occur with the chair of the department or designee.

Should you be found responsible for an academic integrity violation a report will be filed with the Office of Student Rights and Responsibilities (OSRR). In such cases, OSRR will notify you of the official outcome as well as explain your appeal options.    
   
Again, please be reminded that should you fail to attend this meeting a decision can/will be made in your absence. Should you be found in violation you will be responsible for completing any sanctions imposed.   
   
Sincerely,

Faculty Name   
Faculty information

Attached: Student Rights and Responsibilities