

Sample Cease and Desist Letter

Dear (fill in name of student):

I am requesting that you cease and desist the inappropriate and disruptive behavior you demonstrated in my class (fill in title of class, class number, day and time of class) on (fill in date disruptive behavior occurred).

Your behavior yesterday (note the specific behavior) was inappropriate and disrupted and disturbed the class members.

Any further inappropriate behavior may lead to charges filed against you as outlined in the Student Code of Conduct (see doso.wayne.edu/assets/codeofconduct.pdf).

(Next note your expectations for future behavior).

(Then note how the student can follow-up with you if they wish to e.g. e-mail, phone, office hours).

Thank you for your immediate attention to this very important matter.

Sincerely,

(sign your name and title)

Optional: cc: Course Coordinator, Department Chairperson, Dean of Students