

Option Letter for student accused of academic misconduct

TO BE USED BY THE DEAN OR HIS/HER DESIGINEE AFTER A REFERRAL HAS BEEN MADE TO THE COLLEGE/SCHOOL BY THE STUDENT CONDUCT OFFICER FOR ACADEMIC MISCONDUCT

(Date)

(Charged student's address)

Dear **(Accused student's name)**

This letter is to notify you that I have completed a review of information provided by Student Conduct Officer, **(Name of Conduct Officer)**, regarding the charge of academic misconduct brought against you by **(Name of the accuser)**. You are accused of violating Sections **(Insert section numbers of prohibitive behaviors)**, of the Student Code of Conduct. I have decided that further action should be taken.

The charges that have been brought by **(Name of the accuser)** are sufficiently serious that your alleged misconduct might result in suspension, expulsion and/or a permanent disciplinary transcript notation pursuant to Sections 5.7, 5.8, and 5.10 of the **Student Code of Conduct**. Hence, within ten school days following receipt of this letter, I shall initiate either the formal Hearing Procedure, pursuant to Section 15.0 of the **Code**, or the Informal Disciplinary Conference, pursuant to Section 14.0 of the **Student Code of Conduct**. You are to inform me within ten school days of receipt of this letter under which procedure you wish your case to be adjudicated. Please note that should you elect the informal Disciplinary Conference, the full range of sanctions authorized by the Student Code of Conduct may be imposed although the right of appeal specified in Section 18.0 shall not be applicable.

I have enclosed a copy of a memorandum from Student Conduct Officer which officially refers your case to the Dean of the College/School of **(Name of your college/school)**. You will also find enclosed a copy of the Student Code of Conduct, which explains the Hearing Procedure and the Informal Disciplinary Conference procedure, and a statement from the University Ombudsperson.

You may contact **(Name of contact)**, my **(Title of contact)**, by phone at **(Telephone number)** or letter to schedule the Informal Disciplinary Conference or to inform me that you wish to undergo the Hearing Procedure. If you choose the latter course, please call **(Name of contact)** to arrange a hearing date and to discuss the composition of the hearing panel.

Sincerely,

(Dean/Designee's name and title)

Enc:

Pc: **(Name of Student Conduct Officer)**
(Others)