Faculty Resources

Academic Integrity – Sample Letter from Faculty Member to Accused Student

Office of Student Conduct, The University of Tennessee

\*\*\*\*\*SAMPLE LETTER ONLY\*\*\*\*\*

March 13, 2021

Susan Q. Public

(Student Identification Number: 000-00-0000)  
100 Martin Road, #345  
Martin, TN 37916

Dear Ms. Public:

The purpose of this correspondence is to officially inform you that I am assigning you the grade of "F" in Sociology 120 for the spring, 2021 academic semester. I am assigning this letter grade based on the recent allegation of academic dishonesty I have made against you in the aforementioned course. Please be advised that I am forwarding this academic dishonesty case to the Office of Student Conduct for whatever additional action that office deems necessary.

On March 10, 2021, while administering Exam #1 for this course, I personally observed you utilizing an unauthorized sheet of paper which contained numerous answers for this specific examination. You should recall from our course syllabus, class discussions, and the examination instructions that such aid is strictly prohibited. Furthermore, when I asked to speak with you during the examination and confronted you about using an unauthorized aid, you admitted to this misconduct.

Should you wish to appeal the grade I have assigned as a penalty for academic dishonesty, you should consult and follow the procedures outlined in the Student Handbook: <http://www.utm.edu/studenthandbook/student_handbook.pdf> . For assistance requesting a Grade Appeal, contact the University's Office of Student Conduct, located at 222 Hall-Moody Administration Building, Martin, TN 38238.

Sincerely,

John B. Ethical, Associate Professor, Department of Sociology

Cc: Chair of College

Dean of College

Student Conduct Officer

Vice Chancellor for Academic Affairs