

Date: _____

RE: Academic Dishonesty Allegation – Response Required

Dear _____:

I have just discovered that your _____
was plagiarized. This letter serves to inform you that I am officially charging you with academic
dishonesty. My source for this allegation is checked below:

Online Plagiarism Detection Software Internet Personal Observation

The following are the penalty choices I will be considering in your case:

- Require you to complete a substitute assignment or examination.
- Award a reduced grade for the examination, assignment, or course.
- Award a grade of “zero” or “F” for the assignment or examination.
- Award a grade of “F” for the course.

Please attend to the appropriate timeframe checked below:

Timeframe 1: You will have the right to respond to this charge within one calendar week before I
make a final decision. You may do this in person or by a documented, time-stamped format (e.g., e-
mail, Dropbox). After that, I will give you written notification of my decision whether you have
contacted me or not.

Timeframe 2: You need to contact me with your response to this charge as soon as possible, either in
person or by a documented, time-stamped format (e.g., e-mail, Dropbox). Due to the obvious time
constraints imposed by the quickly approaching end of the semester, your attention to responding to this
communication is important. Upon receiving your response, I will notify you of my official decision by
the last day of this class whether you have contacted me or not.

Respectfully,

