

Division of Liberal Arts
900 N. Portland Avenue
Oklahoma City, OK 73107
P: 405.945.3256

www.osuokc.edu/arts

Date: _____

Dear _____:

On _____, I contacted you and stated that your _____
which was submitted for _____, _____, _____, _____ Semester _____
was plagiarized from a proven source(s). Documentation of that fact was included in the first report
shared with you.

At that time, I indicated that I would notify you in writing of my final decision regarding disciplinary
action. After much deliberation, I have decided to:

Please consider this letter a formal notification of that decision.

You do have the right to appeal this action should you believe my action is unfair. You must file an
appeal with the Academic Appeals Committee within ten (10) business days from the receipt of this
communication. Applications for an appeal are available in the Office of Academic Affairs, located in
AD 200. Please see a copy of the *Student Rights and Responsibilities* document posted online through
the OSU-OKC web page at www.osuokc.edu.

My phone number is (405) ____ - ____ if you wish to discuss this case further, or you are able to
contact me via the "classlist" in the online classroom.

Respectfully,

Copy: Academic Affairs Office