## Sample Letter for Alleged Breach of Academic Honesty

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| --- |
| DATE |

**Sent via Email & Regular Mail**

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| --- |
| Student Name |
| Address |

Dear Student Name, Student #: Enter Student #

I am writing to inform you of a concern regarding possible breach of the Senate Policy on Academic Honesty with reference to the following:

Course: Copy Course Code from PES

Course Director: Enter Professor’s name

Assignment Name/Title: Click here to enter text.

Percentage of the course grade represented by the assignment: %

Alleged Breach: Click here to enter text.

Section 2.1.\_\_\_ of the Senate Policy on Academic Honesty defines the above offence(s) as follows:

 **(Insert relevant section of Senate Policy)** i.e. Plagiarism is the misappropriation of the work of another by representing another person’s ideas, writing or other intellectual property as one’s own. This includes the presentation of all or part of another person’s work as something one has written, paraphrasing another’s writing without proper acknowledgement, or representing another’s artistic or technical work or creation as one’s own. Any use of the work of others, whether published, unpublished or posted electronically, attributed or anonymous, must include proper acknowledgement.

I encourage you to review the entire Senate policy on Academic Honesty which can be accessed here: <http://www.yorku.ca/secretariat/policies/document.php?document=69>.

Before deciding how to proceed, and in accordance with section 3.5.1 of the above policy, I would like to meet with you to discuss the matter and whether or not there are reasonable and probable grounds to proceed with a suspected breach of academic honesty. You may bring a representative. Representation, in this context, means that you have the option to bring with you a relative, friend, professional person, or legal counsel. It is very much to your advantage to attend; we desire to hear your version of what happened.

The meeting will be on the record and minutes will be taken. The meeting will take place in enter location of meeting and will result in one of the following:

1. It is agreed by all parties that no breach of academic honesty occurred. No records of the matter shall be retained.
2. If you wish to admit to a breach of academic honesty but no agreement is reached on recommended penalty, a document signed by yourself and the faculty member, which includes the admission, a summary of the matter and individual submissions by yourself and the faculty member as to penalty shall be forwarded to the responsible Faculty committee, which shall arrange a hearing to determine penalty, to which you and the faculty member will be invited.
3. If you wish to admit to a breach of academic honesty, a document signed by the faculty member and yourself which includes the admission, a summary of the matter and a joint submission as to penalty shall be forwarded to the Faculty committee, which deals with allegations of breach of academic honesty. In such cases, the agreed-upon penalty shall not exceed failure in the course.
4. If it is decided that sufficient grounds exist to proceed with a formal charge of academic misconduct and you do not admit to this alleged breach of academic honesty, a formal charge shall be prepared and submitted to the responsible Faculty committee. The charge shall contain a full, but concise statement of the facts as perceived by the complainant and be accompanied by all available supporting evidence.

Please contact Admin Assistant’s Name at enter phone number and extension or enter email address to arrange a meeting on one of the following dates and times:

1. Click here to enter a date. and Click here to enter time.
2. Click here to enter a date. and Click here to enter time.

If I do not hear from you within 10 days from the date of this letter a summary of the matter shall be forwarded to the Office of the Dean. Were that to happen, that office would then contact you again and invite you to discuss the matter.

Please note that in accordance with section 3.4.3 of the Senate Procedures, the Faculty has posted a block on enrolment activity in this course. You may not drop or be deregistered from this course for any reason, nor may transcripts be released to you until a final decision is reached.

Sincerely,

Undergraduate Program Director (or designate)

*Notes:*

* *The sample letters may need to be adjusted to fit the relevant charge. They are meant to act as a guide for formatting purposes.*
* *Two weeks is suggested to allow students to contact the office given that they are entitled to 7 calendar days written notice of the meeting and to allow time for retrieval of registered mail.*