

**SAMPLE ACADEMIC DISHONESTY REPORT**  
*Customize as needed to fit the particular situation*

Date

Dear Student:

I am writing to you because I have concluded, based on your work and our discussion of your work, that you have violated the Academic Honesty Policy of The College of St. Scholastica. Specifically, you (describe the nature of the offense). As required by the policy, I am imposing an academic sanction. In this case the sanction is (describe the sanction you are imposing). If you believe you've been treated unfairly in this matter, you may appeal by following the academic appeal process found in the student handbook.

This letter is being distributed to the following College officials:

(insert course department and chair name)

(insert school and dean name associated with the course)

Dr. Diane Vertin, Interim Vice President for Academic Affairs

Amy Fink, Administrative Assistant for Academic Affairs

Dr. Vertin has the authority to impose an additional disciplinary sanction, within 15 working days of the date on this letter, if she believes that such a sanction is warranted when your academic dishonesty is considered in the context of your prior record at the College. In addition, she has the authority to share the academic dishonesty information with the Dean of Students and the Vice President for Students Affairs to determine whether additional disciplinary action should be taken based on your prior behavior at the College.

(Instructor may add a concluding paragraph appropriate to the situation, if desired. The paragraph that follows is an example that an instructor may or may not wish to follow) Failing to adhere to the Academic Honesty Policy of the College is a serious matter and does not reflect the commitment to "responsible living" that we expect of students at the College. I hope this incident is an isolated event that has served an important teaching function in your development.

Sincerely,

(instructor name and credentials)

Cc:

(department chair for the course)

(dean for the course)

Dr. Diane Vertin, Interim VPAA  
Amy Fink, Administrative Assistant for Academic Affairs