Dear [student’s name]

I have completed [marking the final exams/reviewing papers/ from Course no.]. I have noted some irregularities in your [exam/paper], specifically, [describe the irregularities]. I would like to discuss my concerns with you and give you an opportunity to provide me with your side of the story.

I am available to meet you at my office on [date, time]. If you are not available on this date and time, please provide me with some alternatives. It is important that we meet as soon as possible.

If you do not respond to this email by [date], I will determine whether an academic integrity infraction has occurred based on the information available and apply an appropriate remedy.

I will look forward to hearing from you by [date] to confirm our meeting.

If you require some advice or support, you are encouraged to access Counseling Services and/or the Capilano Students Union. For further information regarding Capilano University’s Academic Integrity Procedure, please visit this [site](https://www.capilanou.ca/media/capilanouca/about-capu/governance/policies-amp-procedures/senate-policies-amp-procedures/S2017-05-01-Academic-Integrity-Procedure-Version-post-Senate-Feb-1-2022-Final.pdf).

Best regards, [Professor’s name]