(STUDENT NAME) (DATE)

(STUDENT NUMBER)

RE: Breach of the Cheating & Plagiarism policy in (COURSE NAME), (TERM)

Dear (STUDENT NAME),

This letter is to inform you in writing of the sanction(s) placed upon you for cheating as evidenced during your (ASSESSMENT NAME) on (DATE). The particular details of this incident were:

During the completion of your assessment:

* + You copied the work of another student in your own responses. (add specific details)
* You utilized unauthorized materials to gain an advantage. (add specific details).
* You knowingly allowed another student to copy your work.

This cheating has resulted in the following sanction(s):

* (0) marks received for this assessment (worth (PERCENTAGE) of your grade).
* An overall course grade of “F” in (COURSE NAME & NO.) to be noted on your official transcript.

The Office of Student Affairs is being informed of this incident and sanction(s) and will be creating a file in their records. They will review this incident and may impose further sanctions for second/subsequent incidents, or for particularly serious first incidents. Please check your Capilano University email for communication from Student Affairs. You should refer to the Capilano University Academic Integrity Policy for more information. This policy can be found at: https://www.capilanou.ca/student-life/academic-support/centre-for-student-success/student-affairs/academic-integrity/

As per Section 5 of the Academic Integrity Policy, “students are responsible for knowing the academic expectations and standards of their instructors … and are expected to make themselves aware of the information contained in this policy. Lack of awareness does not excuse students from responsibility for their actions.”

Please ensure that you understand and follow the appropriate academic standards in your future assessments to avoid a more severe penalty and to uphold the commitment to academic excellence and integrity that we value in the Faculty of (FACULTY NAME) at Capilano University. Please consult the Office of Student Affairs if you have questions regarding these expectations.

Regards,

Instructor Name

Instructor Title

cc Student Conduct Officer, Student Affairs