(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 sanctions placed upon you for plagiarism as evidenced in (ASSIGNMENT NAME) submitted on (DATE). The particular details of this incident were:

Significant content provided in your submission:

* + Is identical to an online paper available from this website: (WEBSITE NAME/LINK).
* Has not been adequately referenced.
* Is identical to the submission of another student.

A copy of your submission with the plagiarized sections highlighted and relevant sources linked is provided for your information.

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

* (0) marks received for this assignment (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 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.

As per section 5 of the Academic Integrity Policy, “Students are responsible for knowing the academic expectations and standards of their instructors, including but not limited to understanding the course syllabus, seeking assistance if required, and knowing the standards of documentation required in assessments”. Information on academic integrity and the link to the Academic Integrity Policy can be found here: https://www.capilanou.ca/student-life/academic-support/centre-for-student-success/student-affairs/academic-integrity/

There are a variety of resources available to help you with proper citations, including the Capilano University Writing Centre, your course instructors, library reference materials, and a variety of online scholastic sources. Please ensure that you understand and follow proper academic conventions in your future assignments 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.

Regards,

Instructor Name

Instructor Title

cc Student Conduct Officer, Student Affairs