# Letter to Student Charged with Violating the Academic Standards Policy

*(To be hand delivered, mailed to the student’s address of record in MyNevada, or emailed to the student within WebCampus no later than 10 working days after knowledge of the alleged action.)*

*Date*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Address*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear (*Student’s Name*)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

This letter is to notify you that I am formally charging you with violating the University’s Academic Standards Policy for academic dishonesty. The policy is found in the University Administrative Manual 6,502 and the University General Catalog.

I have found that you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(describe the cheating, plagiarizing, or academic fraud*) in your coursework for the following course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(course prefix and number)*.

In my review and grading of your *test/lab experience/lab report/paper/homework/quiz/assignment/activity/attendance*, I found \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Describe the evidence and documents you are relying upon in support of the charge and how it demonstrates cheating, plagiarism, or other attempt to obtain or earn a grade under false pretenses. Include copies of the evidence and documents. Make sure the alleged conduct falls within the definition of academic dishonesty as found in the Academic Standards Policy.)*

The Academic Standards Policy states that a student may receive academic and disciplinary sanctions for cheating, plagiarism or other attempts to obtain or earn grades under false pretenses. It specifies the academic sanctions for academic dishonesty. Your action described above constitutes academic dishonesty at Level \_\_\_ (*specify A, B, or C)*. Accordingly, the academic sanction will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*specify sanction as per the policy.)*

Pursuant the Academic Standards Policy, you have the right to appeal the charge of academic dishonesty. If you decide to appeal the charge, you must notify the department chair or director of the department or program that offers the course within 10 working days from the date of this letter.

If you decide not to appeal the charge of academic dishonesty, but believe that the academic sanction is not in alignment with the sanctions for academic dishonesty described in the policy *(and Graduate Student Handbook, if applicable)*, you must notify the department chair or director of the department or program that is offering the course within 10 working days from the date of this letter.

If you appeal the academic dishonesty charge or sanction, you should stay in class pending the outcome of the appeal.

A student who has violated the Academic Standards Policy also may be subject to discipline for academic dishonesty under the Student Code of Conduct. A student who has violated the Academic Standards Policy for academic dishonesty may not withdraw from the course in question. A student charged with a Level C violation may not utilize the grade replacement or grade appeal policies for that course.

I encourage you to refer to the Academic Standards Policy to review the process and your rights and responsibilities as a student. <https://www.unr.edu/administrative-manual/6000-6999-curricula-teaching-research/instruction-research-procedures/6502-academic-standards>

Sincerely,

*Instructor of Record’s name & email address*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

cc: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Department Chair, Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_; *email address*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Assistant Dean, Student Conduct; *email address*