[ADD COLLEGE/DEPARTMENT LOGO]

**CONFIDENTIAL**

[DATE, MONTH, YEAR]

Chegg Honor Code

**Sent to:** [honorcode@chegg.com](mailto:honorcode@chegg.com)

Dear Chegg Honor Code,

[INSERT COLLEGE NAME] has received notification from that students may be violating Academic Integrity Policy by posting questions and answers to an instructor’s assignment/exams to the class. Student’s in the course were explicitly told via course syllabus that collaboration was prohibited and sites such as Chegg, could not be used.

The College in collaboration with the Office of Student Conduct is investigating this incident and are requesting the following action from Chegg:

• The removal of the question and answer provided in the link below

• The name and contact information of the individual that submitted the question to Chegg

• The date and time that question was posted

The question that was posted are as follows:

* Insert excerpt of the question
  + Insert link from Course Hero Page

If you have any questions regarding the Code of Conduct, please contact Student Conduct at [studentconduct@drexel.edu](mailto:studentconduct@drexel.edu) or 215.895.6074

Sincerely,

[INSERT SIGNATURE]

[FULL NAME]

[TITLE]

[COLLEGE/DEPARTMENT]