

DATE

STUDENT NAME (ID)

SENT TO: DREXEL EMAIL

Dear STUDENT NAME:

After meeting with you and reviewing all the information regarding an alleged violation of the Academic Integrity Policy, specifically, INSERT CHEATING/ PLAGIARISM/ FABRICATION/ ACADEMIC MISCONDUCT; it has been determined that you are RESPONSIBLE

As a result of having taken responsibility or having been found responsible for violating the Academic Integrity Policy, you received the following sanctions: INSERT ACADEMIC SANCTIONS.

In accordance with University procedures, you may appeal a finding of responsibility and/or sanctions through the Academic Sanction Appeal Process. For instructions on how to submit an appeal, please refer to the “Appeal Process for Violations of the Academic Integrity Policy” found at: https://drexel.edu/studentlife/community_standards/code-of-conduct/academic-integrity-policy/academic-integrity-conduct-process/. The appeal must be submitted within seven (7) calendar days from the date of this letter.

An appeal should be written and emailed to the appropriate person outlined in the Academic Sanction Appeal Process. The appeal should include:

- If you are appealing the finding that you violated the academic integrity policy, or the academic sanction that you received as a result of the policy violation, or both.
- Information to support your appeal claim and what outcome you are seeking as a result of appealing.

If an appeal is not received within seven (7) calendar days of the date of this letter, the finding and sanction will become final. In addition, this incident will be submitted to the Office of Student Conduct and will become a part of your disciplinary record with the University.

If you are found responsible for violating the policy a second time, you would be subject to the sanctions applicable in a first violation; as well sanctions imposed through the University student conduct process. **Sanctions for repeat violations of the Academic Integrity Policy may include suspension or expulsion.**

If you have questions regarding the Code of Conduct, please contact Student Conduct at studentconduct@drexel.edu or 215.895.6074.

Sincerely,

NAME

TITLE

DEPARTMENT