Student Name

Z Number

Address

Date

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

In accordance with the Florida Atlantic University Code of Academic Integrity, Regulation 4.001, paragraph (3)(B), I am hereby notifying you of the following charge(s) of academic dishonesty in Course [Insert Course Number and Name Here]. As required by Regulation 4.001(3)(A), I requested a meeting with you on [Insert Date Here] to discuss my perception of the facts, the potential charge(s) and sanction. You failed to respond to my written request for a meeting within ten (10) business days from the date of the request. As a result, I am proceeding with the written notice of allegation as required by Regulation 4.001(3)(A). It is alleged that you engaged in the following incident(s) of academic dishonesty:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Based on this information and your failure to respond to my written request for a meeting within ten (10) business days of the request, I am continuing with the procedures outlined in Regulation 4.001 (3). Regulation 4.001 can be located on the FAU webpage at the following link: [Regulation 4.001 (Code of Academic Integrity)](https://www.fau.edu/regulations/documents/chapter4/reg4-001-6-7-22.pdf). As a result of the alleged violation(s), you will receive a penalty of [Insert Academic Sanction Here].

In accordance with Regulation 4.001(C)(3), you are entitled to an opportunity to be heard at a meeting with me and the Chair/Director, [Insert Name of Chair/Director Here], to review and discuss the allegation(s). Your request for a meeting must be made in writing and received by the Chair at [Insert Email for the Chair/Director Here] within five (5) business days of receipt of this notice.

Please be advised that if there is a finding that the Code of Academic Integrity has been violated, the following notation will be included on your academic transcript and your internal record: “Violation of Code of Academic Integrity.” In the case of a first offense, you may elect to complete an Academic Integrity Seminar administered by the Division of Student Affairs, which must be completed by the end of the semester following the semester in which the dishonesty occurred. Upon completion of the Academic Integrity Seminar, the notation will be removed from your academic transcript, but any penalty grades assigned will remain unchanged. In the case of a repeat offense, even if the notation of violation of the Code of Academic Integrity from the first offense had been expunged from the official transcript after successful completion of the Academic Integrity Seminar, Regulation 4.001 requires expulsion from the University. More information on penalties and the Academic Integrity Seminar is available at [Regulation 4.001 (Code of Academic Integrity)](https://www.fau.edu/regulations/documents/chapter4/reg4-001-6-7-22.pdf).

Faculty Name

[Copy to the Chair/Director]