

**Instructor Name:** Click or tap here to enter text.  
**Instructor Email:** Click or tap here to enter text.  
**Student Name:** Click or tap here to enter text.  
**Student Z Number:** Click or tap here to enter text.  
**Course Prefix and Number:** Click or tap here to enter text.  
**Course Title:** Click or tap here to enter text.  
**Semester/Term:** Click or tap here to enter text.

Click or tap to enter a date.

Dear Click or tap here to enter text.:

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 Click or tap here to enter text..

As required by Regulation 4.001(3)(A), we met on Click or tap to enter a date. to discuss my perception of the facts, the potential charge(s), and the sanction. After that meeting, I continue to believe that you engaged in the following incident(s) of academic dishonesty:

Click or tap here to enter text.

Based on this information, I am continuing with the procedures outlined in Regulation 4.001 (3). As a result of the alleged violation(s), you will receive a penalty of:

Click or tap here to enter text.

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, Click or tap here to enter text. , to review and discuss the allegation(s). If you would like to proceed with this meeting, your request must be made in writing and received by the Chair/Director at Click or tap here to enter text. within five (5) business days of receipt of this notice.

If you choose not to proceed with a meeting with me and the Chair/Director, a finding that the Code of Academic Integrity has been violated results in the following notation being included on your academic transcript and your internal student 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.

- For information about the Academic Integrity Seminar, email [studentconduct@fau.edu](mailto:studentconduct@fau.edu)
- Or complete this online form at: [https://cm.maxient.com/reportingform.php?FloridaAtlanticUniv&layout\\_id=18](https://cm.maxient.com/reportingform.php?FloridaAtlanticUniv&layout_id=18)

Upon successful completion of the seminar, the notation regarding violation of the Code of Academic Integrity will be expunged from the student's official transcript but will remain in the student's internal University record. Students may not apply to the University's forgiveness policy, drop, or withdraw from courses in which a violation of the Code of Academic Integrity occurred.

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 \(Code of Academic Integrity\)](#).

Respectfully,

Click or tap here to enter text.  
Copy to the Chair/Director