Date: XXX

Dear XX,

It has come to my attention that in your efforts to complete *(assignment name)*,which was submitted on (*date of suspected violation*) for (*class number*), you may have violated the UIS Academic Integrity Policy.

In order to address this issue, you and I will need to meet to discuss the alleged violation. **Please note that under no circumstances are you permitted to drop this course until this situation has been resolved**. If you drop the course before we come to an agreement, your action would be seen as an additional violation of the Academic Integrity policy.

If we are unable to reach an agreement, however, the case will be referred to a hearing panel organized by the university’s Academic Integrity Council (AIC). You should also be aware that if it is found that a violation has occurred, the policy requires that I report it to the Provost’s Office.

You have **ten business days to respond to this *(email or letter)***. If you do not, the case will be referred to a hearing panel. You may respond in person, but otherwise, e-mail, phone or even a simple letter will suffice.

You are encouraged to review the Academic Integrity Policy, found at <https://www.uis.edu/academicintegrity/policy/> . Please review the possible sanctions for academic integrity violations within the policy which include but are not limited to: a formal warning, a reduction in grade for the assignment, a failing grade for the course, disciplinary probation or suspension from the university.

If at any time you feel that you are being treated unfairly, you may request the assistance of an independent hearing panel. I am available to guide you through the process if you decide to do that. You may also request the assistance of a faculty or student member of the AIC. A list of AIC members can be found on the [UIS Campus Senate Website](https://www.uis.edu/campussenate/academic-integrity-council/).

I truly hope we can resolve this issue between us. Please let me know if you have any questions.

Sincerely,

Contact info (phone, email, etc.)