

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, CHEATING/PLAGIARISM/FABRICATION/ACADEMIC MISCONDUCT; it has been determined that you are RESPONSIBLE for violating policy.

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 SANCTION(S).

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](#). 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. You must email INSERT DEAN OR DESIGNEE NAME at INSERT EMAIL, cc'd to me at INSERT EMAIL and to studentconduct@drexel.edu. 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 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 sanction(s) 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.

Sincerely,

INSERT NAME

TITLE

DEPARTMENT