**ACADEMIC INTEGRITY – SUMMARY OF THE CHAIR/DIRECTOR**

**FROM:**

**TO:** [Insert Student, Instructor, and College Dean Here]

**SUBJECT:** Summary of the Review Meeting Regarding Allegation of Academic Dishonesty

**DATE:** [Insert Date of Summary Here]

Professor [Insert Instructor Name Here] has alleged that [Insert Student Name Here] committed academic dishonesty in violation of Regulation 4.001 in Course [Insert Course Number and Name Here] during the [Insert Semester and Academic Year Here]. After (meeting with Professor) (failing to respond to Professor’s request for a meeting within ten (10) business days of the request) in accordance with FAU Regulation 4.001, the student requested a meeting with the Department Chair/Director. That meeting occurred on [Insert Date of the Meeting Here] and was attended by [Insert Names of Attendees Here]. The purpose of the meeting was to discuss the facts, explore potential resolution of the allegation, and advise the student of the appeal process. The allegation was not resolved during the meeting, and therefore I am providing the student, the instructor, and the Dean the following summary of the student’s position and the instructor’s position, as required by Regulation 4.001(3)(C)2:

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At the end of the meeting, I advised the student of the appeal procedure described in Regulation 4.001, which is available at [[Regulation 4.001 (Code of Academic Integrity)](https://www.fau.edu/regulations/documents/chapter4/reg4-001-6-7-22.pdf)](https://www.fau.edu/regulations/documents/chapter4/reg4-001-6-7-22.pdf).

[Insert Name of Student Here] may appeal in writing to the Dean of the College of [Insert College Name Here]. The appeal must be received by the Dean at [Insert Dean’s Email Here] within five (5) business days of receipt of this summary.

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).

Chair Name