Student Name

Z Number

Address

Date

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

I am writing about the assignment/test/paper you completed on [Insert Date Here]. Based on my review of the work you submitted, I have determined that there is sufficient evidence to believe you engaged in academic dishonesty in violation of FAU Regulation 4.001. 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 required by FAU Regulation 4.001(3)(A), I am requesting a meeting with you to discuss my perception of the facts, the potential charge(s) and sanction. Please respond to this correspondence with your availability to meet on (date).

If you fail to respond to this request for a meeting with in ten (10) business days, I will move forward with the procedures outlined in FAU Regulation 4.001, including a written notice of charges.

Respectfully,

Faculty Name