



School or Department

Address Line 1
Memphis, Tennessee 38152-3370

Office: 901.678.0000
Fax: 901.678.0000

www.memphis.edu

[Date]

[Recipient]
[student ID#]
[studentemail@memphis.edu]
[Address 1]
[Address 2]
[Address 3]

Dear [Recipient],

This letter is to advise you that [insert instructor] has determined that you violated the University of Memphis Academic Integrity Policy in [insert class] during the [insert semester/year] on the grounds that you [insert violation]. As a result, [insert instructor] [insert action taken] as an exercise of summary discipline as outlined in the University of Memphis Code of Student Rights and Responsibilities.

You may appeal [insert instructor] exercise of summary discipline by requesting a meeting with me within five (5) business days of the date of this letter. To request an appeal meeting, you must submit a letter of appeal to [insert contact information]. This letter must contain your grounds for appeal as well as any evidence you wish to be considered. This letter should also identify the relief you are requesting. Failure to submit an appeal request within the five-day period will negate your right to appeal the summary decision of your professor.

As a further resource, you may contact the Office of Student Accountability at (901) 678-2298 if you have questions regarding the University Academic Integrity Policy or your right to appeal this summary discipline decision.

Information on the University's Academic Integrity Policy is available in the Code of Student Rights and Responsibilities which may be found at: <http://www.memphis.edu/saos/pdfs/csrr.pdf>.

Sincerely,

[Your Name]
[Your Title]
[Your Contact Information]

CC: Office of Student Accountability