



TEXAS A&M INTERNATIONAL UNIVERSITY

A Member of The Texas A&M University System

Template

<<Date>>

<<STUDENT NAME>>

<<ADDRESS>>

<<CITY,>><<ST,>><<ZIP>>

<<Student ID>>

Dear <<student name>>:

This letter is to inform you that you have turned in an **assignment/essay** for <<class>> which violates the student Honor Code which can be found in the Student Handbook. Your work has been processed through *turnitin*, an electronic tool used by the Texas A&M International University to detect plagiarism, has been found to be _____% similar to another paper(s).

Upon review of your work and consultation with the chair of the department, it is advised that you receive an “F” for the assignment/course (**select one**). I have enclosed a copy of the work in question and the report for your review.

If you have any questions, you may contact <<chair of department>> by calling (956) 326-xxxx. A copy of this letter has been submitted to the Office of Student Affairs for documentation.

If you do not agree with the allegation or would like to appeal the decision, you must do so in writing within five (5) University business days by submitting a letter to the Associate Director for Student Conduct and Community Engagement, Ms. Mayra Hernandez. The Associate Director will subsequently submit your appeal to the University Honor Council for reconsideration. If you have questions about the appeal process, please contact the Office of Student Affairs, located in Student Center Suite 226, at (956) 326-2280 or e-mail Ms. Mayra Hernandez at mghernandez@tamiu.edu.

As a reminder, Honor Council will only review allegations, not grade appeals. For more information about grade appeals, it is encouraged to read section 3.02 of the student handbook.

Sincerely,

<<Professor/Faculty Member>>

Cc: Provost, Dean, Chair, Student Affairs, and Registrars