



TEXAS A&M INTERNATIONAL UNIVERSITY

Template

<<Date>>

<<STUDENT NAME>>

<<STUDENT ID>>

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

Dear <<student name>>:

This letter is to inform you that you have violated the academic integrity rule at Texas A&M International University, which can be found in the Student Handbook. Specifically, you were caught cheating during an **assignment/test/quiz on <<DATE>>** at which time you were excused from the classroom. Additionally, you were using an electronic device that is not permissible during test/quiz/research.

Upon review of your work and consultation with the chair/dean of the department, it is advised that you receive a “zero/F” for the **assignment/essay/test**. 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 ten (10) University business days by submitting the appeal form to the Office of Student Affairs, who 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 Room 226, at (956) 326-2265 or e-mail studentaffairs@tamiu.edu.

As a reminder, the Honor Council will only review allegations, not grade appeals. For more information about grade appeals, it is encouraged to read [Article 10](#) of the Student Handbook.

Sincerely,

<<Professor/Faculty Member>>

xc: provost, dean, chair, student conduct, and registrars