*Instructor: Tailor this graduate template letter by completing all highlighted sections and adding any additional detail you would like. It is helpful to include a sentence that describes the infraction. You can send your final version to the student through their UB IT email address as an email or as an attached letter on letterhead.*

Date

Student Name

Student Person #

Dear Student,

This letter is to inform you that you have been found responsible for violating the University at Buffalo Academic Integrity Policy in course number and title. More specifically, you are being charged with name of violation. After our Consultative Resolution meeting on date, I recommend the following sanction(s): name sanction(s). You may not resign from this course at this time.

You have the right to appeal this decision and/or this sanction within 10 academic days. If you choose to appeal, a written explanation, including specification of the grounds for the appeal, must be sent directly to the Office of Academic Integrity at [academicintegrity@buffalo.edu](mailto:academicintegrity@buffalo.edu). The full appeal process is outlined in the Academic Integrity Policy, located at <https://www.buffalo.edu/academic-integrity/policies.html>. Furthermore, there are additional guidelines for appeals on the Office of Academic Integrity website (buffalo.edu/academic-integrity).

Sincerely,

Signature

cc: Department chair

Dean

Office of Academic Integrity