*Instructor: Tailor this undergraduate 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 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).

First time undergraduate offenders may be eligible for remediation. Remediation is an opportunity for students to learn about the value of academic integrity, why it is vital to uphold, and how to ensure academic honesty in their own work. It is offered at UB with the recognition that students can learn and grow from their mistakes. Participation would require a remediation assignment through the Office of Academic Integrity and, if successfully completed, can result in having this infraction expunged from your permanent academic record in most cases. If applicable, you will receive information about the remediation process directly from the Office of Academic Integrity within the next few weeks.

Sincerely,

Signature

cc: Department chair

Dean

Office of Academic Integrity