

**SAMPLE LETTER OF RESOLUTION
Regarding
ACADEMIC INTEGRITY VIOLATION**

This letter constitutes a resolution of a charge(s) of a violation(s) of the *Guidelines on Academic Integrity*, which has been brought against [student's name] by [charging party's name] as per the terms of the *Guidelines*.

As indicated by the signature below, [student's name] admits to having committed a violation(s) of academic integrity in [course number and name] during the [Fall/Spring and year] semester. Specifically, [brief summary of the nature of the violation and evidence]. In view of this, [student's name] agrees to the following sanction(s):

[for example] Reduction in grade for the assignment, assignment of a failing grade for the assignment, assignment of a failing grade for the course, etc.

[Student's name] and [professor's name] further agree with their signatures that this letter will constitute a resolution of the charge. This letter will be kept on file in the Division Office and in the Office of Academic Affairs until either [student's name] graduates or is permanently terminated, as per the terms of the *Guidelines on Academic Integrity*.

If a student who has resolved an issue via a Letter of Resolution is charged with a second violation at any point in their academic progress, the subsequent charge will be referred directly to the Office of Academic Affairs and the matter will be addressed by an AIR Board hearing as per the *Guidelines on Academic Integrity*.

I agree to the terms and conditions as stated above.

Student Signature

Student number

Date

Agreed by _____

Professor's name

Professor Signature/Date

Witness

Witness Signature/Date

File: Office of Academic Affairs