Dear [Student Name],

We have had our student-faculty conference in which we discussed the violations on [INSERT ASSIGNMENT ISSUE]. This email is to complete that process and resolve the matter.  **It is mentioned below but you will need to respond to this email by "Reply All."**

Please read this carefully.

I have re-attached the completed Academic Integrity Violation Report Form which includes the allegations and proposed sanctions, in addition to the other files I already shared with you today.

Because we held a virtual meeting, the Office of Student Rights and Responsibilities (copied on this email) has approved for you to submit your plea decision to us by email. The form requires you initialing that you understood your rights, and a separate section stating your plea decision (accepting responsibility, not accepting responsibility, or postponing your decision for two days). I have copied the rights portion and the plea portions below.

The Office of Student Rights and Responsibilities has indicated that instead of the signed form, you only need to submit your plea decision to them by email. So, use "**Reply All**" here when you respond. I have pasted the signature spaces along with the rest, but you do not need to sign this. Your typed responses indicated below in red are sufficient.

**RIGHTS**

You verbally accepted the 8 items below by saying you would have initialed them in a face to face meeting. Please follow the red sentences below to complete that, and then move on to the PLEA section below that.

**Type your name here in place of initialing the rights stated below:**

1)\_\_\_\_\_\_\_ I, the student, understand that I have the right to postpone the conference with the faculty member for at most two (2) business days.

2) \_\_\_\_\_\_\_ I, the student, understand that I have the right to postpone entering my plea for at most two (2) business days.

3) \_\_\_\_\_\_\_ I, the student, understand that I am under no pressure, either overt or implied, to admit responsibility.

4) \_\_\_\_\_\_\_ I, the student, understand that if I do not admit responsibility, the matter will go through the Academic Integrity Panel Hearing Process.

5) \_\_\_\_\_\_\_ I, the student, understand that I cannot drop, nor grade replace a course in which an academic integrity violation is alleged or has occurred.

6)\_\_\_\_\_\_\_ I, the student, understand that I may consult with the Student Government Attorney General (234 EUC) and the Office of Student Rights and

 Responsibilities (236B EUC, 336-334-4640).

7)\_\_\_\_\_\_\_ I, the student, understand that I may bring a silent support person to the Faculty-Student Conference.  
8)\_\_\_\_\_\_\_ I, the student, understand that dishonesty as part of the Academic Integrity allegation process (including information shared during my Faculty-Student Conference) is itself a violation of the Academic Integrity Policy and I will be charged with falsification under the Academic Integrity Policy.

**PLEA**

Below is the section from the form you would offer your plea:

**Type here your selection of A, B, or C from Below (you do not need to sign, responding to this email as asked is sufficient):**

\_\_\_\_\_\_\_ A.      I, the student, accept responsibility for this violation and the sanction(s) proposed by the faculty member, as described above. I understand that if this is my second proven or admitted violation, I will be either suspended or expelled from the University.

\_\_\_\_\_\_\_ B.      I, the student, do not accept responsibility for the alleged violation and request that an Academic Integrity Hearing Panel review the allegation.

 \_\_\_\_\_\_\_ C.      You may enter a “Postponement of Plea”: Following the Faculty-Student Conference held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.