

**TO REPORT A STUDENT FOR PLAGIARISM, YOU WILL NEED TO SEND A LETTER TO THE STUDENT INFORMING HIM/HER OF THE RIGHT TO APPEAL.**

BE SURE TO DISCUSS THE CASE WITH THE DIRECTOR OF FRESHMAN COMPOSITION OR THE DIRECTOR OF UNDERGRADUATE STUDIES.

COMPLETE ITEMS 1, 2, 3, 4, & 5 BELOW AND GIVE THIS FORM TO STEPHANIE IN 311 FOR PREPARATION. YOUR PARAGRAPH (ITEM 5) WILL BE THE BEGINNING OF THE LETTER TO THE STUDENT. YOU WILL RECEIVE A COPY OF THE FINAL LETTER TO BE SIGNED AND RETURNED TO STEPHANIE. (IF YOU WOULD LIKE TO SEE SOME EXAMPLES PLEASE SEE STEPHANIE)

1. Student Name
2. Address (Stephanie will look this up if necessary)
3. Student Identification #
4. Course and Section #
5. Your paragraph to the student describing the situation

In addition to the paragraph you supply, Stephanie will add the following information:

This case is being referred to Student Judicial Affairs. Should you wish to appeal this penalty, let me call to your attention the procedures described in *Hilltopics* in the section "Academic Dishonesty." First I will be glad to discuss the situation with you, as will Dr. Mary Jo Reiff, Director of Freshman Composition, (or Dr. Mark Luprecht, Director of Undergraduate studies for 200 level and above) and Dr. Chuck Maland, Head of the English Department. You can make a further appeal within seven calendar days of receipt of this letter by notifying Student Judicial Affairs, 409 Student Services Building. That office will help in arranging for a hearing before the Academic Review Board. You can obtain additional information about the form of such a hearing in the Student Judicial Affairs office.

Sincerely,

I have received a copy of this letter and noted its content.

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Department Head

cc: Student Judicial Affairs  
Dean of Arts and Sciences  
Director of Freshman Composition or Director of Undergraduate Studies