

DOCUMENT TITLE	Letter of Information: Academic Misconduct
DOCUMENT NUMBER	E-1.13.4
NAME OF POLICY THE DOCUMENT SUPPORTS	Academic Integrity
TYPE OF DOCUMENT	Letter of Information
APPROVAL DATE	June 24, 2020
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
POLICY HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Deans/Director/Registrar

## LETTER OF INFORMATION: ACADEMIC MISCONDUCT

Student's Name	<i>[Insert Student Name Here]</i>
Student's C#	<i>[Insert C# here]</i>
Instructor's Name	<i>[Insert Your Name Here]</i>
Date	Click or tap to enter a date.
Date of Academic Integrity Violation	Click or tap to enter a date.
Course code / Course Name / Name of School	<i>[Course Code / Course Name / School]</i>

Dear *[Insert Student's Name Here]*,

The purpose of this letter is to bring to your attention an allegation of academic misconduct against you.

### REPORT OF ACADEMIC HONESTY VIOLATION

On [insert date], I have determined that you were involved in an incident of academic misconduct involving *[insert incident type]*. This report is based on *[insert evidence/rationale regarding academic honesty violation]*. Thus, I find that, on a balance of probabilities, you have *[describe academic misconduct]*.

I believe the academic misconduct violates Camosun College's [Academic Integrity Policy](#), the standards of academic integrity set out by the College, and the academic integrity expectations set out in the course syllabus.

### OUTCOME OF ALLEGED ACADEMIC MISCONDUCT

As an outcome of the alleged violation of the [Academic Integrity Policy](#), I am [*insert outcome of academic misconduct, as guided by the policy*].

## MOVING FORWARD

This allegation will be documented for record keeping purposes. This documentation will not be noted on your academic record. However, please note that repeat violations of the Academic Integrity policy may result in more severe outcomes and/or may preclude you from being in good standing at the College.

Please connect with me or the Program Chair/Program Leader if you have any questions or concerns about this issue. I encourage you to read through the College's [Academic Integrity Policy](#) and the [Process for Documenting and Addressing Academic Misconduct](#) under the Supporting Documents to understand your options and the processes that may follow.

Note that in applicable times within the process, you have the right to an appeal, should you have valid grounds.

Please note the timeframes outlined in the Process document to ensure a timely resolution of the issue.

As always, you have the right to bring a support person with you during conversations between you and me and between you, me, and the Chair/Program Leader.

If you any questions about the Policy and its associated processes, please seek advice from Camosun College employees, the Ombudsperson, and/or Camosun College Student Society.

Best,

[*Name of Instructor + Signature Below*]

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