Dear NAME:
This course requires that all students submit work that meets proper standards of academic integrity. The work you submitted on your recent QUIZ/PAPER/HOMEWORK/ASSIGNMENT does not comport with these standards in addition to raising a question about a possible violation of the student code of conduct related to Academic Misconduct. Based on a review of the information available I have scored your QUIZ/PAPER/HOMEWORK/ASSIGNMENT with a “0”.

Due to the nature of this matter it seems appropriate to refer it to the Dean of Student Life Office. You should expect to hear from this office soon regarding this matter as you will have an opportunity to discuss details at that point.

Regards,

SIGNATURE