MEMORANDUM

TO: (Student’s Name)
FROM: (Instructor’s Name) (Instructor’s Department)
CC: (Department Head)
RE: Suspected Academic Integrity Violation
DATE: (Current Date)

I have information indicating that you may have been involved in a potential violation of academic integrity. This information alleges that you (list type of integrity violation i.e., plagiarized a paper, cheated on an exam, fabricated information, etc.). I have forwarded your name and supporting documentation to the Office of Academic Integrity (CAB 111), as University policy requires.

The Office of Academic Integrity will contact you via MTSU email to schedule a meeting to discuss this alleged violation. The Director of Academic Integrity will conduct a full investigation of this situation and consider all information that is brought forward. Once the investigation is completed, one of four things can occur:

1. You can accept responsibility for the academic integrity violation.
2. You can be found responsible for academic integrity violation
3. You can be found not responsible for academic integrity violation
4. The charge of academic integrity violation can be dismissed.

If you accept responsibility or are found responsible for committing academic misconduct, I am recommending a grade of (list your grade recommendation – i.e., an "F" for the assignment, and “F” for the course, etc.). If you are found not responsible or the charge is dismissed, I will reassess your grade based on the finding.

Please be advised that you are expected to cooperate fully with this investigation. It is important that you be completely honest with the Director of Academic Integrity. I recommend that you review the Academic Integrity website (https://www.mtsu.edu/provost/academic-integrity.php) to become familiar with the procedures and rights you have in this disciplinary situation. Should you wish to speak with me, please call (list your phone number) to make an appointment.