**Date**

Dear **(Student Name):**

This letter serves to inform you that you have received a/n (0 for the assignment or F for the course) for **(state the specific assignment/quiz/test, etc.).** In examining your **(assignment/quiz/test, etc.)**, I noticed that **(be extremely specific in describing the violation and any consequences surrounding it. For example, “section A of your assignment was taken directly from page 59 of the textbook.” Or “the tables you used were copied from an article published in 2016, accessible via a simple Google search”)**. I have attached supporting material to this letter (if warranted and accessible).

As per USC Aiken policy, a copy of this letter is being forwarded to the Assistant Vice Chancellor for Academic Affairs. Copies will be also forwarded to your School/College Dean and Department Chair as well as your academic advisor. The accumulation of three (3) such letters will initiate a hearing by the University Judicial Board.

You have the option of accepting this penalty, or you may appeal this penalty to the University Judicial Board. Should you elect to pursue the latter option, you must submit a written request for a hearing to the Campus Judicial Officer, Dr. Tim Lintner ([tlintner@usca.edu](mailto:tlintner@usca.edu)), within 10 class days of your receipt of this letter.

Sincerely,

**(your name)**