Exploration of Alleged Academic Misconduct – Sample Email for Faculty

[Insert Date]

Hello [Name of Student],

Upon reviewing your [name of assessment, course code], I do have concerns about a possible breach of academic integrity, as there appears to be evidence of [type of academic misconduct]. I have attached the following documentation: [name documentation attached], which explains the reasons for my concerns. If you would like to provide more information or share your perspective on this situation, please respond to me before [insert date – within 3 business days of notification].

Please understand that if I have not heard back from you by [insert date – within 3 business days of notification, I am required to file an Academic Incident Report with the Academic Integrity Office so that they can further investigate the alleged breach of academic integrity and provide additional learning support, if necessary.

If you would like to review Algonquin College’s policy on Academic Integrity, you can access it here: [Policy AA48](https://www.algonquincollege.com/policies/files/2021/09/AA48.pdf).

I look forward to hearing back from you.

Sincerely,

[Faculty Name]