This letter is to inform you of a case of academic dishonesty. The student and details are below.

Student name:
Student number:
Course:
Quarter:
Details of the incident:

Results of talking with the student (This step is necessary before submitting this letter. Indicate whether the student admitted or denied. If denied, do not assign a grade yet. Always include documentation)

Academic penalty being imposed:

Sincerely,

[Instructor Name]
[Instructor Title]
Email:
Phone:
Dept. of Computer Science and Engineering
University of California, Riverside