

****SAMPLE****
(ONLY “F” or “0” in Course)
Please modify where “[]” are found

SUMMARY DISCIPLINE LETTER

[Date]

[Name]
[Address]
[City, State, Zip Code]

**Certified Letter,
Return Receipt Requested**

Dear [Student]:

This letter is to advise you that you will receive a grade of “[0 or F]” in [**Name of Class & Section**], on the grounds that you submitted [document type/name], containing plagiarized material. Accordingly, Professor/Instructor [Your Name] is entering this grade of “[0 or F]” as an exercise of Summary Discipline as stated on page 9 of The University of Memphis Code of Student Rights and Responsibilities.

You may appeal Professor/Instructor [Your Name]’s exercise of Summary Discipline to the Academic Integrity Committee by submitting a written statement stating your intention to appeal to the Office of Student Judicial and Ethical Programs, Room 213 Mitchell Hall, **within five (5) days of receipt of this letter**. Failure to submit your appeal within the five-day period will foreclose your right of appeal.

Please contact the Office of Student Judicial and Ethical Programs at 678-2298 if you have any questions regarding the appeal process.

Sincerely,

[Department Chair’s Signature]
[Department Chair’s Name]
[Department]

cc: Dwayne J. Scott
Associate Dean, Student Judicial and Ethical Programs
[Professor/Instructor of Course]