[Name of Author of Letter]

[Title]

[email address]

[date of letter]

Office of Student Citizenship

77 Massachusetts Avenue, W20-507

Cambridge, MA 02139

Dear Office of Student Citizenship:

I am writing to document an instance of a student violating Institute policy, which occurred on [date of incident] in [location, including class title and number if applicable] involving [student’s full name]. The details of the case are below. I am documenting this matter in order to preserve the integrity of the Institute and its educational experience.

The events, as I understand them, are as follows: [Include description of events. If documents are attached, please describe them.]

After communicating with [student’s name], the following outcome has been determined. [Include a detailed description of the actions being taken by the author of this letter.]

Based on my conversation with [student’s name] and the agreement described, it is my recommendation that this matter be resolved with this letter to [student name’s] file in your office. I understand that this letter will be considered an official finding of responsibility and will be referred to in the event of future allegations of misconduct.

As a matter of procedure, I understand that the Chair of the Committee on Discipline (COD) will review the violation and proposed action and notify me if there are additional matters for my consideration. I have also informed the student of the option to appeal this outcome to the COD and have the case considered for a full COD hearing and/or to submit their own documents for inclusion with this letter. If they wish to submit an appeal, they must do so within ten Institute days from the date of this letter. A copy of this letter will be given to [student’s name] to reiterate this option.

If you have any questions please do not hesitate to contact me.

Sincerely yours,

[name of letter’s author]

[title of letter’s author]

**Cc:** [involved student]

[other necessary parties]