

Academic Integrity Notification

Dear (Name of Student): _____,

I have detected what may be a violation of [Purchase College's Academic Integrity Policy](#) (link)

Name of Instructor/Complainant: _____ Date: _____

Email Address: _____ Phone: _____

Office Address: Building: _____ Room: _____

Course Number & Name*: _____ (*or context where alleged violation occurred)

Description of Alleged Violation (provide detailed account below and attach additional pages, if needed, including copies of documentation/evidence):

I have scheduled an Initial Conference to discuss the alleged violation with you in my office (listed above) on (date) _____ at (time) _____.

If you have a conflict and need to reschedule, you must call or email me immediately. Be sure to leave a message if I am not available.

Or

If the alleged violation was discovered during an academic recess, we will discuss the charges via email/phone/zoom. You must respond via email (listed above) by (date) _____, which shall be no later than 2 weeks after this notification form was emailed to you.

If you fail to appear at the time and place stated above, to respond by the email deadline stated above, or to make alternate arrangements, the above description of the alleged violation will be considered true and accurate, and you will waive your right to a hearing before the Academic Integrity Committee. For further information, please contact me or consult the [Purchase College Academic Integrity website](#) (link).

Cc: Instructor/Claimant, Student

Academic Integrity Chair:

Andrea LaFleche

Email: andrea.lafleche@purchase.edu