CITRUS COMMUNITY COLLEGE
REPORTING ACADEMIC DISHONESTY
DIVISION DEAN REPRIMAND LETTER

Date:

Dear (**Student Name**), ID:

I received a report from (**name of instructor**), (**department name**), regarding **his/her** suspicion that you engaged in academic dishonesty in (**course, class #)** on (**date**) when **he/she** observed you looking at another students exam. If this information is correct, it places you in direct violation of Citrus Community College District Board Policy BP 5500, Standards of Conduct, specifically,

> ***Article 12. Cheating, plagiarism (including plagiarism in student publications), or engaging in other academic dishonesty.***

This letter serves as an official **Reprimand** regarding your unacceptable actions and to inform you that academic dishonesty is not acceptable behavior at Citrus College and will not be tolerated. As stated in BP 5520, Section 4:

> **The division dean shall have the right to issue a formal reprimand unilaterally and without a hearing.**

It is important to note that any further violations to the Standards of Conduct could result in additional disciplinary sanctions, including but not limited to disciplinary probation, disciplinary suspension, and expulsion. I have enclosed copies of the Board Policy 5500, Standards of Conduct and Citrus Community College District Administrative Procedure AP-5520 Student Disciplinary Procedures. As stated in Citrus Community College District Administrative Procedure AP-5520, Student Disciplinary Procedures, "A reprimand serves to place on record that a student's conduct on a specific instance does not meet the standards of the college."

Additionally, a copy of this report has been filed with the Dean of Students Office and with the (**Division Dean),** of **(Department name)**.

Please feel free to contact me at (626) 914-**XXXX.**

Sincerely,

Dr. **(Name of Division Dean)**
Department name

cc: (**Name of Faculty), faculty**
Dean of Students