

Appendix E

[Date]

Interior address

Dear Mr. XXX

This letter is to follow up on the incident which occurred in my class, during an exam administered on [Date].

During the course of this test, you were discovered to be accessing a cellphone, which was protruding from your pocket. The phone was open to pictures of notes from YYY 401, the class I teach and the exam you were taking. Although you later claimed you were only attempting to disable an alarm so as not to disturb your classmates, this information, even if true, is irrelevant. I direct your attention to point number five, found on the "Required Student Checklist Memo of Understanding" printed on the reverse side of your answer sheet. This point provides, in part, "Cellphones are not to be accessible during the examination." Further, point eight from the same document, in its entirety, states:

8. I understand the violation of any of these rules will be treated as a breach of academic integrity requirements. It is not necessary for the instructor to prove I actually used unpermitted materials or in some way gained an advantage when taking the test because of the rule infraction. Violation of any class rules relating to exams means I will be assigned a grade of "zero" for this exam.

The Required Student Checklist Memo of Understanding was posted online in advance of the exam. You initialed each point, and signed the checklist, as part of the exam procedure.

Material found in the syllabus, under the heading of "Ethics" is also relevant. In pertinent part, that document provides:

- **NOTE:** Use of cellphones, laptops, iPads, or other unauthorized electronic devices of any kind is NOT allowed during exams, tests, or quizzes. All such electronic devices are to be turned off and stored in a backpack, purse, or other bag which is zipped shut or otherwise securely closed. **If you have an unauthorized electronic device that is visible or which can be touched or otherwise manipulated and accessed by you during an exam, you will receive a grade of zero.** It is not necessary for the instructor to prove the unauthorized device or material was actually used during the test; academic dishonesty occurs when a student has access to prohibited information sources. There will be no exceptions to this rule.

Emphasis found in original.

After consultation with Dr. ZZZ, the chairperson of the Department of _____, and with Ms. AAA, the Director of Undergraduate Advisement, it has been determined that this will be treated as an incident of academic dishonesty.

You may request a consultative meeting with me within ten (10) days of this notification. After that meeting, or if you fail to request a meeting, a decision will be made on what sanction to impose.

Refer to the syllabus for more information about academic integrity as it pertains to this course. Details about the University policies regarding academic integrity proceedings can be found at [insert link to catalog].

Sincerely,

BBB

Associate Professor

Cc: Dr. ZZZ
Chairperson, Department of _____

Ms. AAA
Director of Undergraduate Advisement