

Response template for an academic misconduct allegation

[Your name]

[Your student ID]

[Your course/subject]

[Date]

To: [Name of Academic Integrity Office/Committee]

Subject: Response to allegation of academic misconduct

Dear [Recipient's Name],

I am writing to formally respond to the academic misconduct allegation made against me regarding [specific assignment/exam] in [course/subject name]. I understand the seriousness of this matter and wish to present my perspective and evidence in response to the allegations.

1. My perspective

In relation to the allegation, I would like to clarify the following points:

[Explain your perspective and actions. Address any misunderstandings or context that may have led to the allegation.]

2. Supporting evidence

I have gathered the following documents and evidence to support my response and demonstrate my commitment to academic integrity by [example]. I will/will not attend an interview [include availability].

3. Conclusion

In conclusion, I respectfully request that you consider the evidence and my perspective as presented in this letter. I am fully committed to upholding academic integrity and am willing to comply with any corrective actions or penalties as needed.

Sincerely,

[Your Full Name]

[Your Contact Information]