



**Office of the Provost**

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October 14, 2016

**Case No.** AI09302016-105

**Student** Jane Doe  
**MUID** 006123456

Dear Ms. Doe,

You were notified on September 30 that you were accused of violating the Marquette University Honor Code. After your case was reviewed, you were found in violation of the Honor Code in ENGL 1002-103 for plagiarism by using one of your old papers for a current assignment.

The Academic Integrity Council decided that your case had merit and was eligible for an expedited sanction as it was a first offense. If any further academic misconduct on your part occurs while at Marquette University, you should be aware that the consequences of a second offense will be more severe and could include suspension or expulsion depending on the nature and severity of the offense. The sanction consisted of a zero on the paper, meeting with a writing center representative, discussing time management with an academic services specialist, and retaking the Academic Integrity tutorial. You have until **December 2, 2016** to complete the requirements. For the non-course sanctions, please do the following:

Academic Integrity Tutorial – In the upper right hand corner of D2L you will find a link to Academic Integrity, follow the link to the Undergraduate Tutorial and complete it. This will be verified to my office by the IT department.

For counseling in time management, study skills, or test taking skills Academic Services will provide a one-on-one session with one of their advisors to cover the material needed. Please call Student Educational Services at (414) 288-4252 or stop by Coughlin Hall 125, to make arrangements. The Office of Student Educational Services will also help with identifying subject specific tutoring if needed.

When meeting with representatives in Academic Services or the Writing Center please bring the attached form to certify that you have completed the sanction requirements in a timely manner. Once they are complete, you can scan the form and send it to the Academic Integrity Office ([academicintegritycouncil@marquette.edu](mailto:academicintegritycouncil@marquette.edu)) to be added to your file indicating completion of the required sanctions.

Respectfully,

Michelle Mynlieff, Ph.D.  
Academic Integrity Director

cc: Registrar