

**DRAFT**  
**ATTORNEY CLIENT PRIVILEGE APPLIES**

**NOTICE TO STUDENT OF ACADEMIC STANDARDS POLICY VIOLATION,  
PROPOSED SANCTION, and MEETING TO DISCUSS**

<b>Date of Notice</b>	February 1, 2020
<b>Notice Issued To</b>	Jean Doe, Student ID#
<b>Issued By</b>	Alex Doe, Instructor
<b>Nature of Conduct</b>	Asking to review another student's test answers
<b>Proposed Sanction</b>	Written Reprimand
<b>Meet and Discuss</b>	February 5, 2020; 2:00 – 3:00 p.m, In-person, Building 19, Room 201

Authority: TCC's Academic Standards Policy [insert policy number and hotlink ]

Nature of Conduct: It was reported that on January \_\_, 2020, you asked another student, \_\_\_\_\_, to review their answers to a take home test in \_\_\_\_\_ [insert course] that was assigned to you on \_\_\_\_\_ 2020, and that was due on \_\_\_\_\_, 2020.

Evidence: The report was received in the form of an email from \_\_\_\_\_, who also provided screen shots of your request.

Proposed Sanction: Written Reprimand

Meet and Discuss: As set forth above, you have the right to meet with the person issuing this Notice. If you fail to appear at the meeting or obtain an extension of the time to meet, the proposed sanction will be imposed.

Requests for Extension, Accommodation or Other: If you would like to make a request for an extension of the time to meet, accommodations, or for any other reason, you should do so by sending an email to \_\_\_\_\_@\_\_\_\_\_ with a cc to \_\_\_\_\_@\_\_\_\_\_.