**MEMORANDUM**

To: Tim Ebner, Registrar

From: [NAME, DEPARTMENT]

Date: [DATE]

cc: Lori McDonald, Associate Dean of Students

RE: **Academic Misconduct – [STUDENT NAME, UID#]**

The following student has been found responsible for academic misconduct in the course listed. As per the Student Code of Rights and Responsibilities, we therefore request that a withdrawal from the course be denied.

|  |  |
| --- | --- |
| Student Name: |  |
| ID#: |  |
| Effective Date: |  |
| Course Number and Section: |  |
| Term: |  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [NAME]

 [TITLE]