

SAMPLE LETTER, NOTIFICATION OF CHARGE

Date:
CERTIFIED MAIL
RETURNED RECEIPT REQUESTED

Date

Person & Their Address

RE: NOTICE OF CHARGE

Dear:

Based on the information presented to the Honor Council of the University of Tennessee College of _____, you are hereby charged with the following violations of the Honor Code of the University of Tennessee Health Science Center. Specifically, it is reported that you did:

use, receive or provide unauthorized assistance, or be in possession of any unauthorized information or materials during testing, examination academic assignment, scholarship, in the preparation of oral, written or practical reports, or in clinical or laboratory work that are a part of a student's academic program

on your _____, which is a violation of _____ of the Honor Code.

Should you be found guilty of the above charges and of violation of the Honor Code, disciplinary action, including Probation, Suspension or Dismissal, or any other action deemed necessary by the Dean of the College of _____ and warranted by the seriousness of the offense, may be taken against you. The disciplinary action will depend upon the severity of the offense and findings, and recommendations of the Honor Council.

Should you wish to contest the above charges, you have a right to a hearing either in accordance with the provisions of the Honor Code (a hearing before the Honor Council of the College of _____ or the University Honor Court) or the Tennessee Uniform Administrative Procedures Act, Tennessee Code Annotated S4-5-1-1, et seq. Should you desire a hearing for purposes of contesting the charges, you **must notify me** within five (5) days of your receipt of this Notice. You may notify me by writing me at _____. A hearing will be held under the provisions of the Uniform Administrative Procedures Act in the absence of a voluntary written waiver (see enclosed) of your right to a hearing under the Act. If you waive the right to a hearing under the Uniform Administrative Procedures Act, the hearing will be held in accordance with the UTHSC Honor Council Hearing Options set forth in Article VII of the Honor Code.

You may not be represented by an attorney in a College or University Honor Court hearing. You have the right to representation by legal counsel in an Administrative Procedures Act hearing, so long as you provide notice of your intent to exercise that right concurrent with your request for a hearing. Failure to abide by this notice requirement may result in your being denied representation of legal counsel during the hearing proceedings. University of Tennessee legal counsel will represent the College of _____ in the Administrative Procedures Act hearing regardless of whether you choose to be represented by counsel.

Should you wish counsel and information relative to this charge, and information relative to your options of appeal, you may contact the Vice Chancellor of Academic, Faculty and Student Affairs. In addition, the associate dean with responsibility for student affairs _____ in the college of _____ can provide you with a faculty member who can advise you on honor code hearing processes.

Sincerely,

President
HONOR COUNCIL
College of _____