July 15, 2015

To:  [student name] | [student e-mail]
From:  Duane Rohrbacher | drohrbac@calpoly.edu

**Warning Letter**

Dear [student name]:

The Office of Student Rights & Responsibilities received a report from [instructor name] regarding an incident that occurred on [incident date] in [class] during [quarter]. This incident could constitute a violation of the Standards for Student Conduct.

**Standards for Student Conduct Violation:**

[charges]
(http://osrr.calpoly.edu/title5)

**Allegation:**
[incident description]

**Decision:**
At this time, the reporting faculty member and the Office of Student Rights & Responsibilities have jointly decided that a formal disciplinary warning is appropriate for this alleged incident. This is your only warning.

As required by Executive Order 1098, the Office of Student Rights & Responsibilities will maintain a record of this incident. If you have additional incidents that arise from academic dishonesty, you will be referred to the Office of Student Rights & Responsibilities for disciplinary action, which may include possible suspension or expulsion.

**Academic Forgiveness:**
As a reminder, if you received a course grade reduction due to this violation, you are not permitted to repeat this course for grade forgiveness, as outlined in Academic Senate Resolution AS-702-10.
Further Violation(s):
The Office of Student Rights & Responsibilities treats allegations of academic dishonesty very seriously. If you are found responsible for an additional academic dishonesty violation in the future, you will likely be suspended for a minimum of one quarter, with the maximum punishment being expulsion.

Contact Us:
Feel free to contact the Office of Student Rights & Responsibilities by phone at 805-756-2794 or by e-mail at osrr@calpoly.edu should any questions arise.

Sincerely,

Duane P. Rohrbacher, Jr., JD / PhD
Assistant Dean of Students for Student Rights & Responsibilities