



**Division of Liberal Arts**  
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Oklahoma City, OK 73107  
P: 405.945.3256

[www.osuokc.edu/arts](http://www.osuokc.edu/arts)

Date: \_\_\_\_\_

Dear \_\_\_\_\_:

On \_\_\_\_\_, I contacted you and stated that your \_\_\_\_\_  
which was submitted for \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ semester \_\_\_\_\_  
was plagiarized from a proven source(s). Documentation of that fact was included in the first report  
shared with you.

At that time, I indicated that I would notify you in writing of my final decision regarding disciplinary  
action. After much deliberation, I have decided to:

\_\_\_\_\_  
\_\_\_\_\_

Please consider this letter a formal notification of that decision.

You do have the right to appeal this action should you believe my action is unfair. You must file an  
appeal with the Academic Appeals Committee within ten (10) business days from the receipt of this  
communication. Applications for an appeal are available in the Office of Academic Affairs, located in  
AD 200. Please see a copy of the *Student Rights and Responsibilities* document posted online through  
the OSU-OKC web page at [www.osuokc.edu](http://www.osuokc.edu).

My phone number is (405) \_\_\_\_ - \_\_\_\_ if you wish to discuss this case further, or you are able to  
contact me via the "classlist" in the online classroom.

Respectfully,

\_\_\_\_\_  
\_\_\_\_\_

Copy: Academic Affairs Office