

SCHOOL OF SOCIAL WORK

<Date>

To: <Student>

CC: TSSW Academic Affairs

<Program, Manager>

<Associate Dean>

The Tulane School of Social Work requires ethical professional and academic standards of all students outlined in the TSSW Academic Code of Conduct, the TSSW Student Handbook, and the NASW Code of Ethics. Per these policies, it has been found in my course, SOWK <1234> section <1> <course name> that:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student name) has (check all that apply):

* Cheating: Unauthorized giving, receiving, or use of material or information in academic assignments, or the attempt to do so.
* Plagiarism: Use of ideas, data or specific passages of another person’s work that is unacknowledged or falsely acknowledged. Any paraphrasing or quotation must be appropriately acknowledged.
* Falsification of Research: Fraudulent or deceptive generation of data or the knowing use of data gathered in such a manner.
* Unauthorized Collaboration: Unauthorized collaboration in the performance of course assignments.
* Multiple Submissions: Presentation of the same assignment for credit in two distinct courses.
* Misrepresentation: Performance of an academic assignment on behalf of another student.
* Falsification of Academic Records: Forging the signature of either an instructor or advisor on registration, course waiver, practicum, or change of grade forms.
* False Testimony: Knowingly presenting false accusations or false testimony before the Academic Review Committee or its representatives.

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| Description of Assignment and Violation(s): |

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| Resolution and/or Follow Up Action per TSSW Policy: |

Sincerely,

<Professor X>