**Template if NOT meeting with student to discuss before issuing warning**

Dear <Student Name>,

Following my review of your submission of <insert name of assignment or details to specify what work is in question>, I have concerns that your work may violate Vanderbilt’s [Honor Code](https://www.vanderbilt.edu/student_handbook/the-honor-system/). Specifically, my concerns are <elaborate on potential wrongdoing and nature of the policy you feel they broke>. Having reviewed your work, I have determined not to refer this matter to the Undergraduate Honor Council (Council) for adjudication. Rather, I am issuing a warning.

As part of this warning, I expect <insert details about educational actions you expect to be taken such as meeting with you, reviewing a plagiarism manual, requiring a redo of the assignment and then meeting with the student to review, etc…).

In addition to this warning, please note that any future potential violations in my course will be referred to the Council to determine if wrongdoing occurred and, if so, assign sanctions that could include failure of the assignment, failure for the course, or suspension. If you have questions about this warning or any other questions in the course, please contact me <via email, phone, come to office hours, etc…>.

Sincerely,

**Template if meeting with student to discuss before issuing warning**

Dear <Student>

Thank you for meeting with me to discuss my concerns regarding your work as it relates to Vanderbilt’s [Honor Code](https://www.vanderbilt.edu/student_handbook/the-honor-system/). Specifically, my concerns are <elaborate on potential wrongdoing and nature of the policy you feel they broke>. I appreciated your honesty and cooperation in addressing these concerns. Having reviewed your work and hearing from you, I have determined not to refer this matter to the Undergraduate Honor Council (Council) for adjudication. Rather, I am issuing a warning.

As part of this warning, I expect <insert details about educational actions you expect to be taken such as meeting with you, reviewing a plagiarism manual, requiring a redo of the assignment and then meeting with the student to review, etc…).

In addition to this warning, please note that any future potential violations in my course will be referred to the Council to determine if wrongdoing occurred and, if so, assign sanctions that could include failure of the assignment, failure for the course, or suspension. If you have questions about this warning or any other questions in the course, please contact me <via email, phone, come to office hours, etc…>.