

To: Name Student ID Number

From: Amy L. Sasser

CC: Kimberly DeLauro, Communications Department Chair; Ann Tate, Dean of Liberal Arts; Dr. Brenda Jones, Provost

Date: 10/1/2015

Re: Plagiarism Incident

As a student in my ENGL 1302.331 class in the Spring 2015 semester, you submitted plagiarized work in response to a paper assignment.

Your “A&P” essay (Essay 1) contained a large amount of material found on the internet. You did not cite the material, put it in quotes, or include it in your Works Cited list. This constitutes plagiarism. The plagiarism report was returned to you via Blackboard on February 23, 2015. You and I discussed this matter during our class meeting on February 26, 2015, and I reiterated the plagiarism policy. The plagiarism report from that incident is attached here for reference.

Your Edgar Allan Poe essay (Essay 2) also contains a large amount material found on the Internet (see attached plagiarism report). You did not cite the material, put it in quotes, or include it in your Works Cited list. This constitutes plagiarism.

The syllabus I handed out at the beginning of the semester mentions San Jacinto College’s Academic Honesty Policy:

San Jacinto College students should exhibit honesty, integrity, and high standards in their academic work. Members of the college community benefit from an open and honest educational environment. Upholding academic integrity is the responsibility of everyone.

The punishment for plagiarism is that you will receive an “F” in the course, but I am not recommending you for suspension.

You have a right to make a written statement on your own behalf. Please refer to the section “Policy on Cheating, Plagiarism, and Collusion” in the Student Handbook for information on the College policy.