SOUTHEASTERN
LOUISIANA UNIVERSITY
OFFICE OF STUDENT CONDUCT

War Memorial Student Union
SELU 10390; Hammond, LA 70403
Office: 985.549.2213 Fax: 985-549-5103
Studentconduct@selu.edu

Apology Letter Guidelines

Student's Name_____W#_____

Recipient's Name (Victim receiving letter) _____

Completion Date _____

You are responsible for writing a letter of apology to the above name addressee. ***When you have completed your letter, you must return the original signed copy to the Office of Student Conduct (OSC), War Memorial Student Union, Room 205 by the date listed above***. OSC will forward the letter to the recipient, if approved by OSC officials. Your letter of apology must contain all of the elements listed below before you will receive credit for completion of sanctions:

- ☐ Write a statement expressing humility and remorse for what you did wrong.
- ☐ Write a paragraph explaining in detail what happened and take full responsibility for the situation and your actions.
- ☐ Write a paragraph detailing what you could have done better, how you plan to change, and what measures you will take to ensure a similar situation will not happen again.
- ☐ Write a closing statement with an apology
- ☐ Letter must be typed with 1 inch margins, 12 point font, Times Roman Numeral font, grammatically correct/free of errors, and carry an original signature

Approved

_____ _____
Student's Signature Date

_____ _____
OSC Official Date

Not Approved

Changes Needed: _____

_____

_____

Completion Date: _____