

Managing Student Behavior While Abroad

CODE OF CONDUCT VIOLATION NOTICE TEMPLATE

Program Name: _____

Date: _____

Name of Student: _____

Dear _____:

The purpose of this meeting is to inform you that (we/I) have recently received reports alleging that your behavior has been inconsistent, with the University Code of Conduct for students and the Education Abroad Conduct Standards Agreement for programs abroad. [please note that if you have observed the behavior yourself you can change this paragraph to indicate that]

Specifically it has been reported that on (Date) at (Time) in (Location)
you _____

[Provide description of the conduct violation in this space, or attach a separate sheet of paper to the letter describing the incident—and again you can change the wording of this paragraph if this is a violation that you observed yourself. We recommend you cite program-specific violations, referencing particular warnings issued during orientation and items cited in the syllabus, etc.]:

Please be advised that (we/I are/am) again directing you to comply with all rules and regulations governing this education abroad experience, and advising you that any future misconduct may lead to formal disciplinary action by the University including, but not limited to, dismissal from this Education Abroad program and a referral to the University Office of Student Conduct.

(We/I) appreciate your attention to this matter, and (we/I are/am) willing to offer further assistance to help you address the issue, as needed.

Sincerely,

Name of Faculty Program Leader/s

cc: Office of Student Conduct
Education Abroad