

[Address]

Dear [FName],

I have received a complaint from [Staff/Faculty, etc.] regarding ongoing behavior observed as of [start date] with regards to [class, workshop, etc.] and am concerned that you are engaging in a pattern of behavior that is not consistent with the expectations of this office or of the University of California, San Diego. [Brief Issue of Description Here]. The behavior presents a problem because [rationale – e.g. other students cannot attend, disrespectful to instructors time, etc.]

Should this pattern of behavior continue to occur in the future after receiving this letter, you may be referred to the Office of Student Conduct for proceedings under the *Student Conduct Code* and a hold may be placed on your student account.

While this notice does not constitute a disciplinary record, should you be involved with any further incidents, it may be introduced in any future disciplinary action to enhance the sanction imposed (if any). I encourage you to familiarize yourself with the community standards that are expressed in the UCSD *Student Conduct Code*, which can be found online at studentconduct.ucsd.edu.

You have the right to submit a written response to this notice. If you choose to do so, you may send your response to me via e-mail or postal mail using my contact information below. Your response letter will be included in your file. If you have any questions regarding this letter or applicable policies and procedures, please feel free to contact me.

Sincerely,

[Signature & Contact Information]