



August 1, 2017  
Requesting Institution  
Attn: Admissions Office  
111 Some Street Anywhere, US 55555

Re: John Doe Smith

I am writing in response to a request for information on the above referenced student. This individual has given written consent indicating that information pertaining to records at Dalton State College may be released to you.

During enrollment at Dalton State College, this individual was involved in the following disciplinary action:

**Found in violation of the following Code of Conduct regulations on 3/1/2009:**

**2. Cheating, a form of Academic Dishonesty**

**A. Use of any unauthorized assistance or sources in preparation for or while completing quizzes, tests, examinations, and other course assignments**

**As a sanction, this individual was required to complete a reflection paper detailing the circumstances leading up to the violation and alternative actions, and was placed on probation through 4/1/2010.**

Dalton State College considers this matter resolved.

Per the policy of the Board of Regents for the University System of Georgia, the Office of Student Conduct retains conduct records for five years after the student's date of last enrollment.

If you need further information, or if I can be of further assistance, do not hesitate to contact me at 706-272-2999.

Sincerely,

Bobby Whitehead  
Assistant Director for Student Conduct